



Before the
Colonial Beach Town Council

Held at
Town Center, 22 Washington Avenue

Wednesday, June 19, 2019 at 6:00 p.m.
Town Council Regular Meeting

AGENDA

1. **Call to Order**
2. **Moment of Silence/Pledge of Allegiance**
3. **Roll Call of Members**
4. **Additions to the Agenda**
5. **Approval of the Agenda**
6. **Approval of Minutes**
7. **Council Member Announcements**
8. **Presentations**
 - Maggie Lane, Introduction of "50 Years of Love" Campaign and the Northern Neck World War I and II Commemoration Day Events

 - Colonial Beach Schools ● Westmoreland County Supervisor ● Planning Commission
 - Downtown Colonial Beach ● Chamber of Commerce ● Colonial Beach Foundation
 - Colonial Beach Recreation Association
9. **Monthly Department Reports *(Tab A)***
10. **Unfinished Business**

11. New Business

Public Hearing

- **Resolution #32-19, Intent to Sell Certain Town-Owned Property *(Tab B)***

- (i) Public Input**
- (ii) Council Action**

Public Hearing

- **Ordinance No. 697, Amends Town Code, Chapter 21, Article VI, Section 21-71
“Water User Charges” *(Tab C)***

- (i) Public Input**
- (ii) Council Action**

Public Hearing

- **Ordinance No. 698, Amends Town Code, Chapter 21, Article VI, Section 21-80
“Sewer User Charges” *(Tab D)***

- (i) Public Input**
- (ii) Council Action**

12. Citizen Input

13. Closed Meeting (if necessary)

14. Adjournment/Recess

Tab A



Town Manager & Department Reports



- **Torrey Smith Project:** Next steps: grading refinement, fence(s), landscaping, roof on pavilion, playground, bathrooms.
- **Dahlgren Interactions:** “Liberty Bus”, Intergovernmental Agreement pursuit, WWII coordination,
- **Real Estate RFP:** Acquiring Council consensus for June publication
- Legal pursuits with Town Attorney
- Citizen concerns and challenges
- **Tourist season** and Event preparations
- **Lois & Clark Circus** 17-18 July (Town Hill)
- **WWII event preparations:** Meetings with NGO’s (VFW, MOAA Military Officers Association of America, American Legion, Dahlgren)



Zoning & Community Development



- Initial processing of 100 violations for vegetation, inoperable vehicles, property maintenance, nuisance, zoning.
- Initiated development of various data layers in the Geographic Information System for parcels and land use.
- Ongoing efforts of timely customer service on zoning permits during the 2019 construction season.
- Coordination of lease and sale of Town land in progress.
- Continued efforts on the 2020 Comprehensive Plan Update – Citizens invited to attend the Planning Commission Work session, June 20th at 3 p.m., on land designations of the Future Land Use Map.



Finance / HR



- **End of FY19 operations:** We are currently focused on ensuring that end of year operations conclude with minimal issue.
- WIPP (Edmund's Web Inquiry & Payment Portal) successfully installed; currently we can take credit card payments over the WEB for Real Estate
- The Utility Billing integration into Edmunds is underway; 1st Utility Billing using Edmunds software on June 3rd. Investigating specific integration issues. More to follow once the process is complete.
- Working with Pitney Bowes on new postage meter contract (continuing)
- Negotiating with Pitney Bowes on current folder/insert machine lease; possible upgrade (continuing)
- "Yacht Club" CD expires 8/16/19; need to discuss whether to renew



Police



MAY//2019

Police Department Report

- 503 Officer Calls for Service
- 29 Traffic Citations Issued
- 53 Parking Citations Issued
- 22 Criminal Offenses Reported
- 7 Subjects Arrested
- **CBPD assisted members of the Westmoreland County Sheriff's Office and the Virginia State Police with the arrest of several subjects wanted for Drug Distribution charges in the Town of Colonial Beach.**
- CBPD and the Virginia State Police conducted Drug/Explosive dog search at the Colonial Beach High School. The search had negative results.
- CBPD personnel met with members of the Westmoreland County Sheriff's Office and the Virginia State Police reference planning/coordination of upcoming festivals/events in the Town.
- **CBPD held a "public sale" off all unclaimed bicycles. All unsold bicycles were then donated to charity.**
- Interviews were conducted for position of Police Officer.
- Officer Keith McElfresh graduated from the Rappahannock Regional Criminal Justice Academy and will begin his Field Training.
- Officer Tom Gray participated in a Law Enforcement Shooting Competition in North Carolina.
- Lt. Sara Lombrana spent several days in Lexington, Kentucky conducting follow up interviews for an on-going investigation.



Public Works



- **Atlantic Broadband** communication line transfer - installed connection points to Public Works 6/12/2018 – final PW connections to be made by IT and telephone system contractors – Businets and CTT
- **Robin Grove Facility Upgrade** – VDH inspection performed - waiting report
- **Water Meter Project** – Substantially Complete
- **Pedestrian Plaza**
 - VDOT review completed and forwarded to Federal DOT for final review prior to authorization to advertise
 - 6-13-2019 PW Director received call from VDOT project coordinator – *hoping* for federal authorization during the week of 6-17-2019
- DHCD
 - TM spoke with Jerry Davis to see if DHCD is OK with project schedule
 - Monthly report and 2018 audit uploaded to DHCD project tracking portal (CAMS)
- Streets crew enhancing and re-establishing road drainage systems in the 9th Street to 12th Street drainage area
- **Klotz Building Demo** –Pryors Hauling completed demo and removal of demo materials – unstable subgrade identified – received change order to remove additional 1 foot of unstable soil and install filter cloth and recycled concrete (size comparable to #3 stone) below the contract required layer of 4” 21A compacted stone.
- **Pier repairs** – Town pier broken substructure removed - Re-stabilized remaining lower pier, replaced decking boards as needed and placed lower pier section back in service. Discussions should commence re: Town Pier replacement schedule
- **Boardwalk Vendor Program** - Vendor electricity connections completed at up to 4-space vendor area beside Taylor Street Public Restroom and up to 2-space vendor area at Castlewood

Tab B

**TOWN OF COLONIAL BEACH
PUBLIC NOTICE**

Please take notice that on June 19, 2019 at 6:00 p.m. at the regular monthly meeting of the Colonial Beach Town Council, at Colonial Beach Town Center in Colonial Beach, 22443, the Council will conduct a public hearing pursuant to Virginia Code section 15.2-1800 to receive public input regarding the Council's intention to sell the following property:

ALL THOSE CERTAIN TRACTS OR PARCELS OF LAND WITH OR WITHOUT STRUCTURES, IDENTIFIED AS 3A2-2-87-3,4,4A(SMALL LOT),5,5A(SMALL LOT),6,7,8,9,10,10A,11,11A KNOWN AS WILDER AVE PARKING LOT LOCATED NORTH OF WILDER AVE, WEST OF BEACH TERRACE, EAST OF WASHINGTON AVE, AND SOUTH OF 3A2-2-87-12 & 3A2-2-87-14 (PRIVATE PARKING LOT)

All purchasers are responsible for all document preparation and recordation subject to review and approval by the Town Attorney, as well as any associated costs. All documents related to these public hearings are available for review by the public. Anyone having questions may contact Town Hall at 804-224-7181, Monday through Friday, 8:30 a.m. to 4:30 p.m. Written comments may be submitted to Kathleen Flanagan, Town Clerk, 315 Douglas Avenue, Colonial Beach, Virginia 22443. All interested persons may attend and express their views. Any person requiring assistance to participate in the public hearing is asked to contact the Town Clerk prior to the meeting so that appropriate arrangements may be made.

By Order of the Colonial Beach Town Council

Publish June 12, 2019.

COUNCIL PAPER

At the meeting held on June 19, 2019 at the Colonial Beach Town Center

RESOLUTION #32-19, Intent to Sell Certain Town-Owned Property

WHEREAS, the Colonial Beach Town Council has expressed its intent to sell the following town-owned properties; and

WHEREAS, those parcels are identified as:

ALL THOSE CERTAIN TRACTS OR PARCELS OF LAND WITH OR WITHOUT STRUCTURES, IDENTIFIED AS 3A2-2-87-3,4,4A(SMALL LOT),5,5A(SMALL LOT),6,7,8,9,10,10A,11,11A KNOWN AS WILDER AVE PARKING LOT LOCATED NORTH OF WILDER AVE, WEST OF BEACH TERRACE, EAST OF WASHINGTON AVE, AND SOUTH OF 3A2-2-87-12 & 3A2-2-87-14 (PRIVATE PARKING LOT)

WHEREAS, the Colonial Beach Town Council has held a duly advertised Public Hearing pursuant to VA Code Sections 15.2-1800 and 15.2-2101 on June 19, 2019.

NOW THEREFORE BE IT RESOLVED, the Town Manager is hereby directed to begin marketing the above named properties in accordance with Town Council's intent to sell these properties.

BE IT FURTHER RESOLVED that approval of individual sales agreements shall be made in accordance with all applicable local and state code requirements by the Colonial Beach Town Council.

Moved By _____ Seconded By _____

AYE NAY AYE NAY

Mayor Eddie Blunt _____ Dallas Leamon _____
Frank Alger _____ Vicki Roberson _____
Steve Cirbee _____ Robin Schick _____
Pat Ey _____

Adopted _____ Tabled _____

Tab C

**TOWN OF COLONIAL BEACH
PUBLIC NOTICE
WATER AND SEWER RATE INCREASES**

The Colonial Beach Town Council will hold public hearings on Ordinance No. 697 and Ordinance No. 698 at its regular meeting on Wednesday, June 19, 2019 at 6:00 PM at the Colonial Beach Town Center, 22 Washington Avenue in Colonial Beach, Virginia. Interested citizens are invited to attend and participate. Following the public hearing, the Town Council may take action to adopt these Ordinances.

ORDINANCE NO. 697

ORDINANCE NO. 697 AMENDS CHAPTER 21, "WATER AND SEWERS," ARTICLE VI, "FEES AND SERVICE CHARGES," SECTION 21-71, "WATER USER CHARGES," OF THE COLONIAL BEACH TOWN CODE. ORDINANCE NO. 697 INCREASES THE FLAT FEE FOR RESIDENTIAL USERS FROM TWO HUNDRED EIGHTY-NINE DOLLARS AND TWENTY CENTS (\$289.20) TO FOUR HUNDRED AND TWENTY DOLLARS (\$420.00) ANNUALLY. ORDINANCE NO. 697 IS CONSIDERED PURSUANT TO THE GRANTS OF AUTHORITY CONTAINED IN VIRGINIA CODE SECTIONS 15.2-2111 AND 15.2-2119.

ORDINANCE NO. 698

ORDINANCE NO. 698 AMENDS CHAPTER 21, "WATER AND SEWERS," ARTICLE VI, "FEES AND SERVICE CHARGES," SECTION 21-80, "SEWER USER CHARGES," OF THE COLONIAL BEACH TOWN CODE. ORDINANCE NO. 698 INCREASES THE FLAT FEE FOR RESIDENTIAL USERS FROM SIX HUNDRED FIFTY DOLLARS AND EIGHTY CENTS (\$650.80) TO EIGHT HUNDRED DOLLARS AND FOUR CENTS (\$800.04) ANNUALLY. ORDINANCE NO. 698 IS CONSIDERED PURSUANT TO THE GRANTS OF AUTHORITY CONTAINED IN VIRGINIA CODE SECTIONS 15.2-2111 AND 15.2-2119.

A complete copy of Ordinance No. 697 and Ordinance No. 698 may be obtained by contacting Town Hall at 804-224-7181, Monday through Friday 8:30 AM to 4:30 PM. Written comments may be submitted to the Town Clerk, 315 Douglas Avenue, Colonial Beach, VA 22443. Persons requiring assistance or accommodation to attend the public hearing may contact Town Hall in advance so that arrangements can be made.

By Order of the Colonial Beach Town Council

Publish: June 5 and June 12, 2019

COUNCIL PAPER

At the meeting held on June 19, 2019 at the Colonial Beach Town Center

ORDINANCE NO. 697

ORDINANCE NO. 697 AMENDS CHAPTER 21, "WATER AND SEWERS," ARTICLE VI, "FEES AND SERVICE CHARGES," SECTION 21-71, "WATER USER CHARGES" TO INCREASE THE FLAT FEE FOR RESIDENTIAL USERS FROM TWO HUNDRED EIGHTY-NINE DOLLARS AND TWENTY CENTS (\$289.20) ANNUALLY, TO FOUR HUNDRED AND TWENTY DOLLARS (\$420.00) ANNUALLY. ORDINANCE NO. 697 INCREASES THE QUARTERLY INSTALLMENTS FROM SEVENTY-TWO DOLLARS AND THIRTY CENTS (\$72.30) TO ONE HUNDRED AND FIVE DOLLARS (\$105.00).

ORDINANCE NO. 697 IS CONSIDERED PURSUANT TO THE GRANTS OF AUTHORITY CONTAINED IN VIRGINIA CODE SECTIONS 15.2-2111 AND 15.2-2119.

BE IT ORDAINED by the Colonial Beach Town Council that the Colonial Beach Town Code, Chapter 21, "Water and Sewers," Article VI, "Fees and Service Charges," Section 21-71, "Water user charges; provisions for stopping charges," to read as follows:

"Sec. 21-71. - Water user charges; provisions for stopping charges.

(a) *Residential service.* All residential users will pay a flat charge of four hundred and twenty dollars (\$420.00) per residential use per year, payable in quarterly installments of one hundred and five dollars (\$105.00).

(b) (a)

(b) *Commercial service.* All commercial water users will be metered and shall pay a minimum charge of two hundred eighty-nine dollars and twenty cents (\$289.20) per commercial use, per year, payable in quarterly installments of seventy-two dollars and thirty cents (\$72.30). This charge shall allow the user sixty thousand (60,000) gallons of usage for the year. Usage in excess of the sixty thousand (60,000) gallons per year shall be charged at the following rates:

(1) One dollar and fifty cents (\$1.50) per one thousand (1,000) gallons or part thereof on the next one hundred fifty thousand (150,000) gallons.

(2)

(2) One dollar and thirty-eight cents (\$1.38) per one thousand (1,000) gallons or part thereof on the next one hundred fifty thousand (150,000).

(3)

(3) One dollar and twenty cents (\$1.20) per one thousand (1,000) gallons or part thereof on all usage over three hundred sixty thousand (360,000) gallons.

(c)

(c) Rates for water service furnished outside corporate limits shall be one hundred fifty (150) percent of the rate for such service within the town, except for water used to fill swimming pools. Charges for water furnished to fill swimming pools located outside the corporate limits shall be at the following rates:

(1) A minimum of one hundred dollars (\$100.00) per occurrence for each pool. This charge shall allow the user five thousand (5,000) gallons.

(2) Usage in excess of the five thousand (5,000) gallons per quarter shall be charged at the rate of five dollars (\$5.00) per thousand (1,000) gallons on all usage over five thousand (5,000) gallons.

(d) Water user charges shall be stopped only under the following conditions:

(1) *Residential.* For a user to be disconnected from water works and no longer subject to water charges, all plumbing fixtures and visible pipes must be removed from the structure, rendering it unfit for human habitation.

(2) *Commercial.* At a commercial establishment to which a water meter is provided, the user may request water service be disconnected. The town will take a final reading of the meter and remove it, stopping future water charges. When reestablishment of water services is requested, the town will reinstall the meter for a fee of one hundred dollars (\$100.00) and turn on the service after the user pays water fees as provided in [section 21-77](#). Provided, if the user installs a water meter approved by the town at his own expense, said installation fee may be waived.

(e) Minimum and flat usage fees shall apply prospectively for the quarter at the beginning of which they are due. Excess usage fees shall be assessed at the start of one (1) quarter for the quarter immediately preceding.

This Ordinance shall take effect October 1, 2019.

Moved By _____ Seconded By _____

AYE

NAY

AYE

NAY

Mayor Eddie Blunt
Frank Alger
Steve Cirbee
Pat Ey

Dallas Leamon
Vicki Roberson
Robin Schick

Adopted _____

Tabled _____

Tab D

COUNCIL PAPER

At the meeting held on June 19, 2019 at the Colonial Beach Town Center

ORDINANCE NO. 698

ORDINANCE NO. 698 AMENDS CHAPTER 21, "WATER AND SEWERS," ARTICLE VI, "FEES AND SERVICE CHARGES," SECTION 21-80, "SEWER USER CHARGES" TO INCREASE THE FLAT FEE FOR RESIDENTIAL USERS FROM SIX HUNDRED FIFTY DOLLARS AND EIGHTY CENTS (\$650.80) ANNUALLY, TO EIGHT HUNDRED DOLLARS AND FOUR CENTS (\$800.04) ANNUALLY. ORDINANCE NO. 698 INCREASES THE QUARTERLY INSTALLMENTS ONE HUNDRED SIXTY TWO DOLLARS AND SEVENTY CENTS (\$162.70) TO TWO HUNDRED DOLLARS (\$200.00). ORDINANCE NO. 698 IS CONSIDERED PURSUANT TO THE GRANTS OF AUTHORITY CONTAINED IN VIRGINIA CODE SECTIONS 15.2-2111 AND 15.2-2119.

BE IT ORDAINED by the Colonial Beach Town Council that the Colonial Beach Town Code, Chapter 21, "Water and Sewers," Article VI, "Fees and Service Charges," Section 21-80, "Sewer user rates" to read as follows:

"Sec. 21-80. - Sewer user rates

a) *Residential service.* All residential sewer users will pay a flat charge of eight hundred dollars (\$800.00) per residential use per year, payable in quarterly installments of two hundred dollars (\$200.00) each.

(b) *Commercial service.* All commercial sewer users pay a minimum charge of six hundred fifty dollars and eighty cents (\$650.80) per commercial use, per year, payable in quarterly installments of one hundred sixty-two dollars and seventy cents (\$162.70) each, for the first sixty thousand (60,000) gallons of usage. Usage in excess of sixty thousand (60,000) gallons will be charged as follows:

(1) Four dollars and fifty cents (\$4.50) per one thousand (1,000) gallons or part thereof on the next one hundred and fifty thousand (150,000) gallons.

(2) Four dollars and fourteen cents (\$4.14) per one thousand (1,000) gallons or part thereof on the next one hundred and fifty thousand (150,000) gallons.

(3) Three dollars and sixty cents (\$3.60) per one thousand (1,000) gallons or part thereof on all usage over three hundred and sixty thousand (360,000) gallons.

Commercial sewer users shall be deemed to have sewer usage equal to their metered water usage. Commercial sewer users not metered for town water shall be required to install a separate meter to ascertain the actual newer usage.

(c) Rates for sewer service furnished outside corporate limits shall be one hundred and fifty (150) percent of the rate for such service within the town.

(d) Sewer user charges may be stopped in the same manner by which water user charges are stopped in subsection [21-71](#)(d).

(e) Minimum and flat fees for usage shall apply prospectively for the quarter at the beginning of which they are due. Excess usage fees shall be assessed at the start of one (1) quarter for the quarter immediately preceding. Commercial sewer users shall be deemed to have sewer usage equal to their metered water usage. Commercial sewer users not metered for town water shall be required to install a separate meter to ascertain the actual sewer usage.

Commercial sewer users shall be deemed to have sewer usage equal to their metered water stage unless a substantial portion of water purchased from the town is for cooling or other purposes that do not require the discharge of each used water into the sanitary sewer system. In such case the establishment's owner may: (1) be deemed to have sewer usage equal to their metered water usage, or (2) at the owner's expense, install a meter of design approved by the manager, or his designee, on the waste line from such commercial establishment. The volume of measured discharge by such commercial user shall be considered to be the volume of discharge into the sanitary system.”

This Ordinance shall take effect October 1, 2019.

Moved By _____			Seconded By _____		
	AYE	NAY		AYE	NAY
Mayor Eddie Blunt	___	___	Dallas Leamon	___	___
Frank Alger	___	___	Vicki Roberson	___	___
Steve Cirbee	___	___	Robin Schick	___	___
Pat Ey	___	___			
Adopted _____			Tabled _____		