



Before the
Colonial Beach Town Council

Held at
Town Center, 22 Washington Avenue

Wednesday, October 16, 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 for the June 19, 2019 Regular Meeting**
- 7. Council Member Announcements**
- 8. Presentations**
 - **10-year Service Award, Eric Jackson, Waste Water Treatment Plant**
 - **5-year Service Award, Les Parsons, Colonial Beach Police Department**
 - **Proclamation, Halloween *(Tab A)***
 - **Quinn Robertson, Town Manager, Robin Grove Living Shoreline Grant Award**
 - **Blake McDonald, Virginia Department of Historic Resources**

- Colonial Beach Schools ● Westmoreland County Supervisor ● Planning Commission
- Downtown Colonial Beach ● Chamber of Commerce ● Colonial Beach Foundation
- Colonial Beach Recreation Association

9. Unfinished Business

- Resolution #42-19, Establishes the CB School Capital Project Fund and Policy *(Tab B)*
- Resolution #43-19, Authorizes the Transfer of Funds to the CB School Capital Project Fund and to the FY 20 Town Budget *(Tab C)*

10. New Business

- Resolution #45-19, Appoints Burkett Lyburn and Kathleen Flanagan to the Memorials Advisory Commission *(Tab D)*

11. Citizen Input

12. Closed Meeting (if necessary)

13. Adjournment/Recess

Tab A



Proclamation

WHEREAS, Halloween Trick or Treating is a long-standing holiday tradition for children and families in the Town of Colonial Beach; and

WHEREAS, the Town wishes to ensure a safe and enjoyable Halloween for children, families, and community.

NOW, THEREFORE, BE IT PROCLAIMED that the Town Council of the Town of Colonial Beach hereby proclaim that the hours between 5:00 p.m. and 8:00 p.m. on Thursday, October 31, 2019, are hereby designated as Halloween Trick or Treat Hours within the Town of Colonial Beach.

BE IT FURTHER PROCLAIMED that all children and their families have a happy and safe Halloween.

Edward T. Blunt, Mayor

Dated this 16th day of October 2019

Tab B

COUNCIL PAPER

At the meeting held on October 16, 2019 at the Colonial Beach Town Center

RESOLUTION #42-19, Establishes the CB School Capital Project Fund and Policy

WHEREAS, the Colonial Beach Town Council recognizes the importance of the preparation of policies and plans for capital asset acquisition, maintenance, and replacement; and

WHEREAS, this policy establishes guidelines to set aside reserves to fund school capital projects.

NOW THEREFORE BE IT RESOLVED, that the Town Council, at its regular meeting Wednesday, October 16, 2019, hereby adopts the following policy for funding and using the **CB School Capital Project Fund**:

“The Town Council of the Town of Colonial Beach has established a **CB School Capital Project Fund** (a portion of the Town’s general fund balance committed to Colonial Beach School’s capital projects) for the purpose of accumulating funds to pay-as-you-go for school capital projects and further sets forth the following policy for funding and using said fund:

Funding of the CB School Capital Project Fund – Year End Operating Fund Appropriations

All School Operating Fund appropriations remaining at the end of the fiscal year will not lapse but shall be appropriated by the Town Council to the CB School Capital Project Fund. The CB School Capital Project Fund will be a committed portion of the Town’s Fund Balance.

The CB School Capital Project Fund shall not exceed unless approved otherwise by the School Board and the Town Council by resolution.

Use of CB School Capital Project Fund

Types of Expenditures:

The CB School Capital Project Fund is to be used ONLY for the capital needs of the School Board which are not funded in the School Operating Fund annual budget. Capital needs in this instance are defined as those in which the cost exceeds \$25,000 and the life expectancy is five years or greater. In most cases, these needs will be identified in the School Board’s Five-Year Capital

Tab C

COUNCIL PAPER

At the meeting held on October 16, 2019 at the Colonial Beach Town Center

RESOLUTION #43-19, Authorizes the transfer of funds to the CB School Capital Project Fund and to the FY20 Town Budget: Town Manager: Contingency Account

WHEREAS, the Colonial Beach Town Council finds it necessary to make the following amendment to the Fund Balance,

NOW THEREFORE BE IT RESOLVED, that the Town Council, at its meeting Wednesday, October 16, 2019 hereby authorizes the commitment of \$350,366.00 of Unassigned General Fund balance as follows:

	As of June 30, 2018	As amended	Change
Unassigned General Fund Balance	\$1,625,091.00	\$1,274,725.00	(\$350,366.00)
CB School Capital Project Fund (330-300-0103)	\$17,234.00	\$192,417.00	(2) \$175,183.00
Appropriated General Fund Balance – FY20 Budget – Town Manager: Contingency (100-012100-5836)	Bal. as of 10/15/19 \$6,915.89	\$182,098.89	(3) \$175,183.00

1. \$350,366.00 represents the total amount of Fiscal Year 2017-18 unspent funds, School Fund which have been requested by the School Board for return to the School Division.

(2) The amount of \$175,183.00 is the total of funds to be committed to the CB School Capital Project Fund (330-300-0103); and

(3) The amount of \$175,183.00 is the total of additional funds to be appropriated to the FY20 Budget – Town Manager: Contingency (100-012100-5836).

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 D

COUNCIL PAPER

At the meeting held on October 16, 2019 at the Colonial Beach Town Center

RESOLUTION #45-19, Appoints Burkett Lyburn and Kathleen Flanagan to the Memorials Advisory Commission

WHEREAS, Burkett Lyburn and Kathleen Flanagan have both expressed a willingness to serve on the Memorials Advisory Commission; and

WHEREAS, the Memorials Advisory Commission was created to identify and honor men and women who gave of themselves for the benefit of our town.

NOW, THEREFORE BE IT RESOLVED, that the Town Council meeting in regular session, Wednesday, October 16, 2019 hereby appoints Burkett Lyburn and Kathleen Flanagan to serve on the Memorials Advisory Commission; with each respective term expiring October 2023.

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 _____