



**Minutes of the
Colonial Beach Town Council
Work Session held on
Wednesday, August 7, 2019 at 6:00 p.m.**

Colonial Beach Town Center
22 Washington Avenue

Present

Eddie Blunt, Mayor
Frank Alger, III, Council Member
Steve Cirbee, Council Member
Dallas Leamon, Council Member
Vicki Roberson, Council Member
Robin Schick, Council Member

Absent

All Council Members were present, with the exception of Pat Ey.

Also Present

Town Manager, Quinn Robertson
Town Clerk, Kathleen Flanagan
Deputy Town Manager, Rob Murphy
Zoning Administrator, Richard Douglas
Chief of Police, Bruce Hough

Call to Order

Mayor Blunt called the meeting to order at 6:00 p.m.

Roll Call of Members

Mayor Blunt noted that all council members were present, with the exception of Pat Ey.

Approval of the Agenda

Mr. Leamon made a motion to approve the agenda as written. Ms. Roberson seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Leamon voted “aye,” Ms. Roberson voted “aye,” Mr. Cirbee voted “aye,” Ms. Schick voted “aye,” Mr. Alger voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve the Agenda as written passed with a unanimous vote of council members present.

Approval of Minutes

Ms. Roberson made a motion to approve the minutes for May 1, 2019, May 15, 2019, May 22, 2019 and June 5, 2019 as written. Mr. Alger seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Leamon voted “aye,” Ms. Roberson voted “aye,” Mr. Cirbee voted “aye,” Ms. Schick voted “aye,” Mr. Alger voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve the Minutes for May 1, 2019, May 15, 2019, May 22, 2019 and June 5, 2019 as written passed with a unanimous vote of council members present.

Presentations

There were no presentations.

Unfinished Business

Ordinance Nos. 697 and 698, Amends Town Code, Chapter 21, Article VI (Residential Water and Sewer User Charges)

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Mayor Blunt noted action by Council has been deferred until August 21, 2019.

New Business

DRAFT Ordinance No. 699, Amends Town Code, Chapter 21, Article VI, Section 21-71 (Commercial Water and Sewer User Charges)

DRAFT Ordinance No. 700, Amends Town Code, Chapter 21, Article VI, Section 21-80 (Commercial Water and Sewer User Charges)

Mayor Blunt noted there will be a Public Hearing held on August 21, 2019.

Resolution #32-19-02, Appoints Victoria Luna to the Colonial Beach Planning Commission

Ms. Schick reported that Ms. Luna was not in attendance, but has been recommended for appointment by the Planning Commission.

Mr. Leamon made a motion to approve Resolution #32-19 as written. Ms. Schick seconded the motion.

Mayor Blunt asked if Planning Commissioners had received an application from Mike Cabrey. Mr. Nelson said he had seen it. Ms. Schick noted there is still a vacancy on the Commission.

Mayor Blunt called for a roll call vote. Mr. Leamon voted “aye,” Ms. Roberson voted “aye,” Mr. Cirbee voted “aye,” Ms. Schick voted “aye,” Mr. Alger voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve Resolution #32-19-02 as written passed with a unanimous vote of council members present.

RESOLUTION # 32-19-02, Appoints Victoria Luna to the Colonial Beach Planning Commission

WHEREAS, there is a vacancy on the Colonial Beach Planning Commission; and

WHEREAS, Victoria Luna has indicated her willingness to serve on the Planning Commission and has submitted an application and participated in an interview by the Planning Commission; and

WHEREAS, the Planning Commission has considered the submitted application and recommends that Victoria Luna be appointed to serve on the Colonial Beach Planning Commission.

NOW, THEREFORE, BE IT RESOLVED that the Town Council, meeting on July 17, 2019 hereby appoints Victoria Luna to the Colonial Beach Planning Commission for a four-year term beginning on August 7, 2019 and expiring on August 7, 2023.

Resolution #33-19, Approves the Immediate Funding for a Critical Item for the Waste Water Treatment Plant

Mr. Alger made a motion to approve Resolution #33-19 as written. Mr. Leamon seconded the motion.

Mr. Murphy summarized the need for the Air Compressor.

Mr. Cirbee noted he had an issue with Public Works employees installing this compressor.

Mr. Murphy reported that he got a recommendation from an engineer prior to making a decision on the compressor and how to install it.

Ms. Schick asked if the warranty would be void if Public Works installed the equipment.

Mr. Murphy noted the savings of \$30,000 is worth any possible void of the warranty.

Mayor Blunt called for a roll call vote. Mr. Leamon voted “aye,” Ms. Roberson voted “aye,” Mr. Cirbee voted “nay,” Ms. Schick voted “aye,” Mr. Alger voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve Resolution #33-19 as written passed with a 5-1 vote of council members present.

RESOLUTION #33-19, Approves the Immediate Funding for a Critical Item for the Waste Water Treatment Plan

NOW THEREFORE BE IT RESOLVED, that the Colonial Beach Town Council, meeting in a work session Wednesday, August 7, 2019, hereby approves the immediate funding for a critical item for the Waste Water Treatment Plant as follows:

■ One Gardner Denver Air Compressor Via Parkson Corporation	\$81,800.00
Freight	2,840.00
TOTAL	\$84,640.00

(Installation by Public Works)

BE IT FURTHER RESOLVED THAT, any costs authorized by this Resolution shall be paid out of the Waste Water Treatment Plant Contingency Fund, #501-046000-5836, as the goods are procured.

Resolution #34-19, Amends Fiscal Year 2018-2019 Budget, General Fund

Mr. Robertson summarized the additional revenues.

Mr. Leamon made a motion to approve Resolution #34-19 as written. Mr. Alger seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Leamon voted “aye,” Ms. Roberson voted “aye,” Mr. Cirbee voted “aye,” Ms. Schick voted “aye,” Mr. Alger voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve Resolution #34-19 as written passed with a unanimous vote of council members present.

RESOLUTION # 34-19, Amends Fiscal Year 2018-2019 Budget General Fund

WHEREAS, the Colonial Beach Town Council finds it necessary to make the following amendments to the Fiscal Year 2018-2019 budget.

NOW THEREFORE BE IT RESOLVED, that the Town Council work session meeting Wednesday, August 7, 2019 hereby adopts and appropriates and amends Fiscal Year 2018-2019 budget as follows:

	FY 2018-19 Approved	FY 2018-19 Revised	Change
General Fund	\$7,098,716.34	\$7,152,482.49	(1)+\$28,741.04 and +\$235.51 (2) \$3,000 (3) 21,789.60

1. The above amounts of \$28,741.04 and \$235.51 represent two separate checks received from the Westmoreland County Circuit Court related to delinquent tax suits that were released after the 2 year period expired for any claims. The revenue line item is 100-018990-0004 Delinquent Tax Sale Proceeds. The related expenditure account is 100-031400-8104 Consolidated Dispatch Services.

2. The above amount of \$3,000 represents the total amount received for Law Enforcement Assistance over the budgeted revenue of \$81,132 (actual total received based on last payment in June 2019 is \$84,132). The revenue line item is 100-024010-0001 Law Enforcement Assistance. The related expenditure account is 100-031100-8103 Communications Equipment.

3. The above amount of \$21,789.60 represents the total amount received for State Highway Funds over the budgeted revenue of \$717,000 (actual total received based on last payment in June 2019 is \$738,789.60). The revenue line item is 100-024199-0002 State Highway Funds. The expenditure account is 100-041200-3310 Repairs & Maintenance (this is where the paving expenditures are recorded).

DRAFT Resolution #35-19, Authorizes Town Manager to Sign a Grant Application to the Virginia Land Conservation Foundation

Mayor Blunt asked Mr. Eric Nelson to provide background on the resolution.

Mr. Nelson noted this is a request for a conservation easement for the property known as Eleanor Mobile Home Park to the Virginia Land Conservation Fund.

Mr. Nelson noted there was a previous application made to the Virginia Outdoor Foundation, which was not approved.

This grant is a matching grant and the amount that is being requested is \$450,000. The land would be the match. The Town would continue to own the land and the land would be placed in a trust.

Mr. Nelson noted the conservation easement removes from the usage of the land the opportunity to develop the land.

The Town would be able to get a tax credit, which could be sold at about 80% of the value.

The resolution before Council was prepared by Christy Maupin and Pam Tolson of Friends of Eleanor Park.

Mayor Blunt asked is this a park, which would require a super majority; is this a public place; or is this town-owned land?

Mayor Blunt recommended getting a legal opinion on the answer to that question.

Mr. Robertson said he believes whatever the legal opinion is, it would require a super majority vote.

Mr. Nelson said the super majority is when you are selling property, and this is not a sale of property.

Mr. Cirbee suggested a presentation be made to Council.

Mayor Blunt recommended, again, identifying this property – is it town land, is it a park or is it a public place. The property is identified on the USGS map it is identified as the Eleanor Park Tourist Camp.

Mr. Robertson noted it is zoned R-2.

Mr. Nelson said the deadline to submit the grant application is August 29th and submitting the application does not obligate the Town. The award of grant money will be done by the end of the year.

Ms. Maupin noted the land under the conservancy is expected to be open to the public to enjoy.

Mr. Cirbee noted this resolution only authorizes the application for the grant.

Mayor Blunt asked if the \$450,000 has to be used for the land or could it be used for other purposes.

Ms. Maupin has not seen anything that restricts use of funds.

Mayor Blunt noted Council will take action on this resolution on the 21st.

Mayor Blunt reiterated that the Town needs to determine if this property is a public place, a park, or town land and asked Mr. Nelson to also look into this issue.

Mayor Blunt would also like to know if a sale is the same as a conservation easement.

Resolution #36-19, Appoints Zoning Administrator

Mr. Alger made a motion to approve Resolution #36-19 as written. Ms. Schick seconded the motion.

Mr. Douglas noted he has a Masters in Planning from UVA and has been a member of AICP since 1996.

Mayor Blunt called for a roll call vote. Mr. Leamon voted “nay,” Ms. Roberson voted “aye,” Mr. Cirbee voted “nay,” Ms. Schick voted “aye,” Mr. Alger voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve Resolution #34-19 as written passed with a 4-2 vote of council members present.

RESOLUTION # 36-19, Appoints Zoning Administrator

WHEREAS the position of Zoning Administrator for the Town of Colonial Beach became vacant on June 28, 2019 with the resignation of Alyson Finchum; and

NOW THEREFORE BE IT RESOLVED by the Colonial Beach Town Council, at a meeting on August 7, 2019 that Richard Douglas is hereby appointed as the Zoning Administrator for the Town of Colonial Beach.

Resolution #37-19, Authorizes a \$500 Annual Donation to the Colonial Beach Humane Society

Mr. Leamon made a motion to approve Resolution #37-19 as written. Mr. Alger seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Leamon voted “aye,” Ms. Roberson voted “aye,” Mr. Cirbee voted “aye,” Ms. Schick voted “aye,” Mr. Alger voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve Resolution #37-19 as written passed with a unanimous vote of council members present.

RESOLUTION # 37-19, Authorizes a \$500 Annual Donation to the Colonial Beach Humane Society

WHEREAS the Colonial Beach Humane Society has requested an annual donation in the amount of \$500; and

WHEREAS the Colonial Beach Town Council appreciates the volunteer and fundraising efforts of the Colonial Beach Humane Society in working to reduce the feral cat population.

NOW THEREFORE BE IT RESOLVED the Colonial Beach Town Council, at a meeting on August 7, 2019, hereby authorizes a \$500 annual donation to the Colonial Beach Humane Society.

Status Items

Plaza Update

Mr. Murphy reported that VDOT is reviewing authorization of the Notice of Award. It is anticipated that work can proceed by the 15th or end of August. Completion is expected in 150 days.

Mr. Murphy noted that area could be closed during Bike Fest.

Real Estate Broker

Mr. Robertson noted all is proceeding as planned.

Town Council Priority List and Grant Opportunities

Mr. Robertson said there are multiple efforts going on, including DCB's Historic Designation grant.

Mr. Robertson also noted the grant for the Living Shoreline, a safety grant, and other small grant opportunities are all being pursued.

Ms. Schick asked if the Town needed to create a six-year plan.

Citizen Input

Darren Hall, 2014 Beach Avenue introduced himself and stated he would like to offer a presentation to Council re: his desire to open a tattoo parlor in the Colonial Plaza Shopping Center.

Walter Kern, The Meadows, spoke to the bugs in the foyer. In relation to Eleanor Mobile Home Trailer Park, Mr. Kern would like the issue to appear on the November ballot as a referendum.

Cathy Bokman, 1501 Augustine Lane reminded Council of the upcoming Beach Music Festival on August 14th.

Ms. Roberson asked that the parking lines at the beachfront are difficult to see and need to be repainted.

Mr. Cirbee asked for a plan.

Closed Meeting

There was no closed meeting.

Adjournment/Recess

Mr. Leamon made a motion to adjourn the meeting. Mr. Cirbee seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Leamon voted “aye,” Ms. Roberson voted “aye,” Mr. Cirbee voted “aye,” Ms. Schick voted “aye,” Mr. Alger voted “aye,” and Mayor Blunt voted “aye.”

At 7:24 p.m. Mayor Blunt adjourned the meeting.

Kathleen Flanagan, Town Clerk