



**Minutes of the  
Colonial Beach Town Council  
Regular Meeting held on  
Wednesday, October 16, 2019 at 6:00 p.m.**

Colonial Beach Town Center  
22 Washington Avenue

**Present**

Eddie Blunt, Mayor  
Robin Schick, Vice Mayor  
Frank Alger, III, Council Member  
Steve Cirbee, Council Member  
Pat Ey, Council Member  
Vicki Roberson, Council Member

**Absent**

All Council Members were present, with the exception of Dallas Leamon.

**Also Present**

Town Manager, Quinn Robertson  
Town Attorney, Jim Cornwell  
Town Clerk, Kathleen Flanagan  
Deputy Town Manager, Rob Murphy  
CFO, Colleen Teal  
Zoning Administrator, Richard Douglas  
Chief of Police, Bruce Hough

**Call to Order**

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

**Moment of Silence/Pledge of Allegiance**

Mayor Blunt led those present in a Moment of Silence and the Pledge of Allegiance.

**Roll Call of Members**

Mayor Blunt noted that all council members were present, with the exception of Dallas Leamon.

### **Additions to the Agenda**

Ms. Schick made a motion to amend the agenda by moving “Unfinished Business” and “New Business” to right after “Council Member Announcements “. Mr. Cirbee seconded the motion.

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

*The motion to amend the Agenda passed with a unanimous vote of council members present.*

### **Approval of Minutes for the June 19, 2019 Regular Meeting**

Ms. Roberson made a motion to adopt the Minutes as presented. Mr. Ey seconded the motion.

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

*The motion to adopt the Minutes passed with a unanimous vote of council members present.*

### **Council Member Announcements**

Mr. Cirbee said that there were issues during Bike Fest and would Council to reach out to citizens to hear their issues during Bike Fest.

Ms. Schick thanked all volunteers during Bike Fest and invited everyone to the Home Coming Parade.

Mayor Blunt thanked all first responders and volunteers for their time during Bike Fest.

Mayor Blunt then said, in an article in the Free Lance Star on Saturday, October 12<sup>th</sup>, that reported Colonial Beach was one of three schools that graduated the entire senior class.

(Applause.)

Mayor Blunt then reported on an interesting article in the Wall Street Journal that reported on our voting record in Westmoreland County that shows we are split almost down the middle for Republican or Democratic votes. And, for several cycles, the candidate with the most votes in Westmoreland County has become President.

Mayor Blunt noted he has concerns over the reported poverty level in town, citing resources from the schools and from the state. If those levels are true, there are a lot of folks who have a lot of needs.

Mayor Blunt suggested verifying those numbers and identify the issues that surround such a finding to determine what the town needs to do.

## **Unfinished Business**

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

#### **Motion to Amend**

Ms. Schick made a motion to amend Resolution #42-19 by removing paragraph 4 under “Funding of the CB School Capital Fund – Year End Operating Fund Appropriations.” Ms. Roberson seconded the motion.

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

*The motion to amend Resolution #44-19 passed with a unanimous vote of council members present.*

#### **Motion to Adopt**

Mr. Alger made a motion to adopt Resolution #42-19, as amended. Mr. Ey seconded the motion.

Mr. Cirbee noted the fund is set up to only fund capital improvement items for the school.

Mayor Blunt noted it allows the school to use any excess funds that normally would have been returned to the town.

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

*The motion to adopt Resolution #42-19, as amended, passed with a unanimous vote of council members present.*

### **RESOLUTION #42-19, Funding of the Town’s Capital Project Fund – Committed Funds – CB School 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 Town's **Capital Project Fund – Committed Funds – CB School**:

“The Town Council of the Town of Colonial Beach has established a **Capital Project Fund – Committed Funds – CB School** (a portion of the Town's Capital Projects 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 Capital Project Fund – Committed Funds – CB School**

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 Town's Capital Project Fund – Committed Funds – CB School. This will be a committed portion of the Town's Capital Project Fund Balance.

**Use of Capital Project Fund – Committed Funds – CB School**

**Types of Expenditures:**

The Capital Project Fund – Committed Funds – CB Schools 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 Improvement Plan (CIP). Expenditures that are not identified in the CIP will not be excluded solely for that reason. Examples when an expenditure not included in the CIP would be an appropriate expenditure may include the unexpected failure of a major system or catastrophic losses due to uncontrollable circumstances such as fire, flood or theft. Examples of capital needs include but are not limited to the design and construction of buildings and facilities, building and facility renovations, major electrical improvements (fire alarm system, clock systems, emergency generators, lighting systems), major mechanical equipment replacement (HVAC systems), roof replacements, telephone and sound systems, support vehicles, school buses, textbook adoption, computer replacements, asphalt and curbing resurfacing and reconstruction.

**Process for Approval of Expenditures:**

The School Board may request the use of the Capital Project Fund – Committed Funds – CB School through the adoption of a Resolution. This is a part of the Town's Capital Projects Fund Balance, only the Town Council may authorize the use of the Capital Project Fund – Committed Funds – CB School through the adoption of a Resolution budgeting and appropriating the funds.

**Policy Supersedes Former Policies**

It is the intent of this policy to repeal any inconsistent policy or practice adopted prior to

this date.”

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**Resolution #43-19, Authorizes the transfer of funds to the Town’s Capital Improvement Fund – Committed Funds – CB Schools and to the FY20 Town Budget: Town Manager, Contingency Account**

Ms. Schick made a motion to adopt Resolution #43-19 as written. Ms. Roberson seconded the motion.

Mr. Cirbee asked what the percentage of the school savings that went into the CIP Fund.

Mr. Robertson responded that it was 100%.

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

*The motion to adopt Resolution #43-19 passed with a unanimous vote of council members present.*

**RESOLUTION #43-19, Authorizes the transfer of funds to the Town’s Capital Project Fund – Committed Funds – CB School 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:

	FY 20 Budget	As amended	Change
<b>Capital Project Fund (330-041020-0005 - Unspent School appropriations )</b>	\$0.00	\$175,183.00	(1) \$175,183.00
<b>Town Manager: Contingency (100-012100-5836)</b>	\$6,915.89	\$182,098.89	(2) \$175,183.00

The total of \$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.

(1) The amount of \$175,183.00 is the total of funds to be committed to the Capital Projects – Committed Funds - CB School (330-300-0103); and

(2) 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).

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## **New Business**

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

Mr. Cirbee made a motion to adopt Resolution #45-19 as written. Ms. Roberson seconded the motion.

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

*The motion to adopt Resolution #45-19 passed with a unanimous vote of council members present.*

### **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.

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## **Presentations**

### **10-year Service Award, Eric Jackson, Waste Water Treatment Plant**

Mayor Blunt presented Eric Jackson with a Service Award recognizing his dedicated ten years of service.

(Applause)

**5-year Service Award, Les Parsons, Colonial Beach Police Department**

Mayor Blunt presented Les Parsons with a Service Award recognizing his dedicated five years of service.

(Applause)

**Proclamation, Halloween**

Mayor Blunt read a Proclamation setting hours for trick or treating on Halloween.

**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 proclaims 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.

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**Robin Grove Living Shoreline, Quinn Robertson**

Mr. Robertson announced that the Town has been awarded a grant in the amount of \$197,000 for shoreline restoration. Mr. Robertson thanked Maggie Lane for her hard work on getting the grant.

**Virginia Department of Historic Resources**

Ms. Joyce Reimherr introduced Mr. Blake McDonald of the Virginia Department of Historic Resources and noted that 50 people were present at the meeting earlier.

Mr. McDonald discussed the steps to nominate the downtown area as a commercial historic district including Colonial Avenue and Washington Avenue to the Virginia Landmark's Register of Historic Places. This is an honorary designation which carries incentives for property owners.

There is a planning and cost saving grant opportunity that includes cost sharing up to 50%. The Department of Historic Resources will find contractors and oversee the work of the contractors.

Mr. McDonald understands that Downtown Colonial Beach will provide the funding of the cost share and will prepare the grant application with his office. The application will have to come from the town.

The next grant application schedule is from summer of 2020 into the winter of 2021. The nomination packet is due in June of 2021.

Ms. Linda Glyster discussed the Virginia Registry and the National Registry of Historic Districts. The honorary designation/listing registry was created in 1966. There is an education aspect to the designation and it is a planning tool regarding land use and character definition issues.

Mr. Cirbee asked if this was limited to private properties or does it include public properties.

Ms. Glyster responded that it includes both private and public properties.

Mr. Cirbee asked if this would allow the town to replace historic amenities, such as along the boardwalk.

Ms. Glyster responded there are no restrictions on new construction. Building new structures on the waterfront on vacant land would not be restricted. The Department would provide technical assistance to the locality.

Mr. McDonald noted the boardwalk is not in the district and neither is town hill, as there are no historic remnants still remaining.

Mr. McDonald noted there are other districts, such as the Point that is eligible, but not included in this project; the emphasis is on the commercial core. In the future there could be a boundary increase to take in some of the residential areas.

Mr. Alger noted there is a second phase planned out, but it is much more expensive.

Mr. Murphy noted there are still pilings from where the steamboats would land.

Mayor Blunt asked if local contractors would be the contractors chosen.

Mr. McDonald responded that the owner has complete flexibility and can chose to take advantage of tax credits or not to.

Mr. Douglas said that Council can expect a resolution that is being prepared by Downtown Colonial Beach at the November meeting.

Mayor Blunt asked for consensus from Council on their intent to move forward with the grant application based on the information presented.

*All Council Members agreed with Mayor Blunt on their intent to move forward with a grant application.*

### **Colonial Beach Schools**

Mr. Turner thanked Council for approving the resolutions and providing support to the schools.

Mayor Blunt asked Mr. Turner to keep in mind the town will be meeting with him once it completes its research on the local poverty level.

Mr. Turner directed Council's attention to a webpage, kidscount.org which has information related to poverty levels.

### **Planning Commission**

Ms. Pam Tolson reported that the Commission has been working on the update to the Comp Plan; studying an amendment to Town Code to allow a tattoo establishment to open; and, the landscape and sign ordinances.

### **Chamber of Commerce**

Ms. Susan Mack discussed the recent Volunteer Appreciation event and thanked all who volunteer for their service.

Ms. Mack reported that about 20,000 people were here for the Bike Fest, with Saturday being the biggest day. Financial information will be available soon.

Ms. Schick asked if the financial information could be made available to the public.

Mr. Robertson responded that it will be about three months to determine the impact on the economy.

Mayor Blunt noted that a lot of the impact from Bike Fest is return visitors and future homeowners.

Ms. Mack thanked the Town, Town Council, all law enforcement, all rescue squads, all businesses, all volunteers and all citizens who worked to make this event happen.

Ms. Mack noted the Rockfish Tournament has been postponed until 2020 due to the limit restriction on rockfish.

The Chamber held a grand opening/ribbon cutting ceremony for the Lighthouse Restaurant.

### **Colonial Beach Foundation**

Dr. Peter Fahrney spoke to the upcoming local election for county supervisors saying there will be a candidate forum held on Wednesday, October 23<sup>rd</sup> at 7:00 p.m. at the Elementary School. There are questions forms available to citizens to fill out and return.

Mr. Eric Nelson noted they are launching a Community Award program that will culminate in a gala in the late spring 2020.

In partnership with the Recreation Association there will be two “crab drops” on New Year’s Eve.

### **CB Recreation Association**

Ms. Susan Grisevich reported that over 200 hours of free outdoor activities were provided to the citizens. Fundraising efforts have been successful for the beach access project.

### **Citizen Input**

Betty Whitestone, Tourism Advisory Commission, talked about the Christmas House Tour to be held on December 14<sup>th</sup>. Ms. Whitestone requested Council donate to help pay for an additional trolley. Ms. Whitestone said the cost is approximately \$800.

Ms. Mack noted this is Ms. Whitestone’s 20<sup>th</sup> year organizing the Christmas House Tour.

(Applause)

Walter Kern, The Meadows, discussed his meeting with a first time visitor from North Carolina, who he introduced to the Town Manager and gave him a golf cart tour of the town.

Ms. Roberson reminded citizens that there will be a trunk or treat on October 26<sup>th</sup> at 5:00 p.m.

### **Closed Meeting**

There was no closed meeting.

### **Adjournment/Recess**

Mr. Cirbee made a motion to adjourn the meeting. Ms. Roberson seconded the motion.

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

*At 7:29 p.m. Mayor Blunt adjourned the meeting.*

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Kathleen Flanagan, Town Clerk