



**Minutes of the
Colonial Beach Town Council
Work Session held on
Wednesday, July 1, 2020 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.

Also Present

Town Manager, Quinn Robertson
Town Clerk, Heather Oliver
Deputy Town Manager, Rob Murphy
Zoning Administrator, Richard Douglas
Chief of Police, Bruce Hough
CFO, Lisa Okes
Town Attorney, Jim Cornwell

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.

Mayor Blunt noted before the council approves the agenda there was a request for an addition to the agenda.

Mr. Ey stated the addition was for cameras at Torrey Smith Park.

Mr. Ey made a motion to add discussion for cameras at Torrey Smith Park to the agenda. Ms. Roberson seconded the motion.

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

The motion to add discussion for cameras at Torrey Smith Park passed with a unanimous vote of council members present.

Approval of the Agenda

Mr. Leamon made a motion to approve the agenda as amended. Mr. Ey seconded the motion.

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

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

Presentations/Discussions

ESHPPF Hurricane Relief Survey and Planning Request for Assistance, Richard Douglas

Mr. Douglas explained the definition of ESHPPF, it stands for Emergency Supplemental Historic Properties Fund.

It is a grant through the state department of historic resources to conduct surveys for historical site designation.

This program does not require a local match and we have a good relationship with DHR. The application would have to be submitted by the Town. July 24th is the deadline and there is no formal approval needed for the application, just a general consensus to move forward with the application.

Mr. Cirbee asked if projects needed to be identified for the application.

Mr. Douglas replied they would be submitting the three locations (the Point, individual sites throughout town and the African American community around Jackson Street) but the program would decide which one they want to move forward with.

Mr. Cirbee asked if we had to provide a list of the proposed projects and how is that list developed.

Mr. Douglas replied the list of proposed projects will have to be provided and that there have been meetings with the NGO's and DHR on what areas would qualify and be submitted.

(Multiple conversations on locations that can be submitted)

Ms. Schick noted she agreed with moving forward with application.

Mayor Blunt questioned if this would interfere with any future developments.

Mr. Robertson assured council there would be no interference from the program.

Mr. Douglas stated the program manages the projects all the way through.

The council agreed for the application process to move forward.

Green Streets Grant Award, Maggie Lane

Ms. Lane reported the award of the Green Street Grant and describes the goal of the grant. This grant awarded a little over \$29,000 that will be used to obtain an engineer to design a sidewalk area on 1st street and Euclid Ave. Next year the plan is to apply for the grant again to start the implementation of the project.

Mayor Blunt asked if once the conceptual design is completed, will the grant process moving forward be easier.

Ms. Lane assured it would be.

Mayor Blunt stated Ms. Lane has been doing a great job accessing the grants and getting them.

Rivah Dogs Dog Park, Rob Murphy

Mr. Murphy reported headway was made at the park and the footprint was determined. Rivah Dogs had a very preliminary design for the Dog Park for the planned fencing.

The CAD files were requested, so Mr. Howeth procured the files from Allison and transferred them to RKK. RKK is working on the design so the project can move forward.

Mr. Cirbee asked if the design is staying clear of the bank restoration.

Mr. Murphy assured the project is staying clear of the space needed for the bank restoration.

Mayor Blunt thanked the persons involved for getting this finished in months instead of years.

Mr. Robertson reported the funding for this effort could come out of the contingency fund. The council was asked if they would like to verbally approve the use of monies out of the contingency fund for the Dog Park Project.

Mayor Blunt directed Mr. Murphy to obtain bids for the fencing and bring it to council for a consensus.

Mr. Cirbee recommended having an arborist come look at the trees at Robin Grove Park before any work continues.

Mr. Murphy agreed to having an arborist come and look at the trees.

Ms. Schick noted to make things simpler for the future to move fund into a new line item, Parks and Recreation.

Council discussed the parking and traffic flow at the site for the dog park.

Parking Revenue, Rob Murphy

Mr. Murphy reported the parking revenue is estimated to be \$70, 000 over the \$122, 000 projected revenue.

Mr. Murphy further reported he was able to establish an additional 94 street side spaces along Washington Ave and Colonial Ave.

Mr. Murphy asked council if there are any areas that need adjustments or special designations to please advise him.

Ms. Schick stated she was in favor of metering along Washington Ave and so forth. There are some locations along Washington Ave. that should be business and handicap friendly.

Mr. Cirbee noted something needed to get done because we are getting killed on the side street parking.

Mayor Blunt further noted the Castlewood parking improvements looked fantastic.

Mr. Murphy stated the cost of the new and upgraded meters will be just under \$10,000 per meter. There was discussion of ordering 10 but they have not been ordered.

Mr. Murphy asked the council if 10 meters is still the amount needed or was there a different number they had in mind. There is already \$60,000 that was set aside for the meters from the previous budget.

Ms. Schick stated 13 meters was a good number, the expense would come from parking revenue and it is for parking.

(Council discussed the number of meters to be purchased and the consensus was 13 meters)

Ms. Schick reported on the parking at Castlewood. But noted that she believed that after Mayor Blunt's comment earlier, the issue has been fixed.

Mr. Robertson stated public works has been refurbishing the area to accommodate the increase in traffic.

(Multiple conversations on the truck with boat trailer parking spots)

Mr. Alger asked about the removal of the playground to add more parking.

Mr. Ey noted he has walked the area with several people and there is not much land to keep to the 50-foot regulation distance from the well head.

Mr. Robertson noted since the current discussion was on Castlewood Park improvements, bathrooms could use a renovation.

Mr. Ey agreed the bathrooms needed a renovation.

Mr. Cirbee suggested a bathroom trailer.

Mayor Blunt stated \$20,000 should be enough to update the bathroom with ADA requirements and a changing station.

Ms. Schick noted the upgrade on the bathroom is needed and that a bathhouse would be great in that location.

Ms. Schick further noted the playground is now in the middle of the parking lot.

Mr. Leamon stated the playground where it is located is now a liability. He recommends removing the playground before a person gets hit by a car.

Mr. Robertson stated that once the playground is removed it can not be reused due to the footers that are so deep into to the ground.

Mr. Murphy noted the playground may not be salvageable after removal.

Ms. Schick suggested putting picnic tables in the place of the playground.

Mayor Blunt stated the consensus was to remove the playground equipment.

Mr. Leamon asked Mr. Murphy what was the cost that he was quoted to remove the equipment.

Mr. Murphy stated the price was the close to the price of new playground installation in order to meet the requirements for safety.

Mr. Cirbee suggested donating the equipment, so it is not wasted.

Mayor Blunt recommended for a waiver to be signed so the town is not liable for the donated equipment.

Ms. Schick asked if a resolution needed to be passed to spend the monies for the parking meters.

Mr. Robertson stated a resolution on the agenda for the next meeting to move the unspent monies from FY 2019 to the contingency fund will take care of the expenses needed for the parking meters.

Mr. Robertson stated that contingency fund resolution would apply to the bathrooms too and all the other projects.

Request for Proposals, Water Tower, Rob Murphy

Mr. Murphy reported he has been working on the RFP for the water tower. A company has come out and evaluated what was needed and sandblasting was included. The sandblasting is going to make it pricey. There is \$257,000 identified and intended for the water tower.

Mayor Blunt asked if staff has looked into a wrap for the water tower.

Mr. Robertson stated the wrapping is the best idea for longevity, but it is pricey.

Mr. Murphy stated the work would begin in early October, after the Osprey have left the nest.

Traffic and Speed Complaints, Dallas Leamon

Mr. Leamon reported he has been getting complaints from citizens from around the town about speeding along residential streets.

His first suggestion would be to lower the speed limits but sure how that would work with VDOT. Maybe just increase the amount of speed limit signs posted.

Mr. Leamon further reported he has had discussion with the Chief of Police of what the department would need to help with this problem and they discussed Lidar equipment that would require training for some officers.

Mr. Leamon noted maybe to update signs and maybe a sign that says, “slow down you are on beach time”.

Mayor Blunt suggested a traffic study to find the hotspots and increase signage in those areas.

(Multiple conversations about unlawful golf cart drivers)

Mayor Blunt suggested to the Chief of Police to have the officers stop them and inform the rental riders of what is not acceptable.

Mr. Ey stated it comes back to increasing staffing at the police department.

Mayor Blunt stated once tickets increase the word will get out and people will straighten up.

Mr. Ey noted more of a police presence would help too.

(Council agreed for police department to purchase at least 2 Lidars and apply for the 1 through the grant)

Mr. Robertson suggested that it would be valuable to consider additional positions for the police department this fiscal year.

Torrey Smith Park Cameras, Patrick Ey

Mr. Ey reported the cameras are roughly \$13, 000 for two and they are state police recommended. The cost for the cameras is yearly and the company maintains the cameras.

Mayor Blunt asked if the timing is right since we can't open the parks unless we have an attendant to sanitize the equipment on an hourly basis. If we have a park attendant, do we need the cameras. It can be another 4 to 5 months before we can completely open up the parks.

Mr. Ey asked if they are delaying the inevitable. Purchase and install the cameras now and be ready when parks open back up.

Mr. Leamon noted he was all for the cameras when we open back up. For now, having a town employee will be the best option.

Mayor Blunt noted the park attendant cost can fall under the CARES Act fund.

Ms. Schick noted she was for the park attendant and the community communication it would create.

Mr. Ey stated several attendants would need to be hired to operate in shifts at the multiple locations.

Mayor Blunt, Mr. Cirbee, Mr. Leamon and Ms. Schick agreed on hiring a park attendant for now and purchase cameras when an attendant is no longer required.

New Business

Draft Resolution #23-20, Appointment of Board of Zoning Appeals

Mr. Douglas stated the resolution would be ready for the July 15th meeting. There is a full slate of candidates to complete the number of people needed for the Board of Zoning appeals.

The candidates will serve for a 5-year term and are recommended from council.

Maureen McCabe, Maureen Holt, Steve Zirkle and Larry Roberson are the candidates and recently Gary Seeber showed interest as being an alternate member.

Draft Resolution #24-20, Vacation of Unimproved Portion of Locust Ave and Authorization to Sell

No discussion.

Draft Resolution #25-20, Authorization of Lease Agreement with Colonial Beach Foundation

Mr. Robertson reported both parties were happy with the current agreement and recommends just renewing the same language with the addition of a 60-day notice to terminate the contract.

Status Items

CARES Act Funding

Mr. Cornwell stated this has been discussed before but to bring everyone up to speed, the Commonwealth of Virginia was granted \$3.1 billion as its share of the CARES coronavirus relief fund. Out of that \$3.1 billion, \$644.6 million was distributed to localities. Westmoreland County received \$1,571,739.00; of that amount the Town of Colonial Beach was granted \$313,000.00. In the resolution, the money is to be granted to the Town of Colonial Beach, but Westmoreland County has begun to take shares out of the allocated fund for county wide request.

Mayor Blunt stated the money should have come straight to the town for the town to distribute, not for the county to decide where it is distributed.

Mr. Cornwell stated from his research the county has given the towns the funds to manage. That is not what the county has done.

(Multiple Conversations)

Mr. Trivett stated at a special meeting on June 23 that was not held for CARES Act funding, there were numerous items brought forward in regard to spending the CARES Act money.

Hazardous pay for essential county employees excluding the water sewer plant, social services and bay aging are some expenses the county is taking 19.92 percent of our \$313, 000 to pay towards the request. The reasoning behind this is the county believes the town benefits from those services so they should pay their percentage towards the request.

Mayor Blunt noted the town already pays taxes for those services.

Mr. Trivett stated he understood the legal side of it because if the town spent money that did not fall under the CARES Act, the county would be responsible for reimbursement of that expense to the state.

Mayor Blunt stated the town was never notified of where this money was going to be spent, at any point in time.

Mr. Cornwell noted the request made by Bay Aging and Social Services could be valid expenditures. But in his opinion, the \$313,000 should have come to the town and then Bay Aging and Social Services should have come to the town and request the town's portion of the request.

Ms. Schick stated the county told her the only items that would not come out of the town's share of money is Westmoreland County Schools and the County Waste-Water employees. All other request for CARES Act money that is county wide would receive 19.92 percent of their request from the \$313,000.

Ms. Schick further stated she asked the County Administrator for the list of requests of funds that were approved and the breakdown of funds. She asked Mr. Robertson if he has seen anything from the county with those documents.

Mr. Robertson stated he has not received the documents she requested from the County Administrator.

Mr. Cornwell the money was granted to the town and the town should decide how it is expended.

(Multiple Conversations)

Ms. Schick stated Ms. Roberson and herself plan on attending the next Board of Supervisors meeting and that they need a better understanding.

Mayor Blunt recommend for Mr. Robertson and Ms. Okes to attend the board of supervisor meeting with Ms. Schick and Ms. Roberson.

Mr. Robertson noted his concern for hiring a person for park attendant when we are not sure how much of the CARES fund is going to be left or if it will be approved through the CARES Act CRF.

Mr. Cirbee stated there is enough money in the roll over to hire a park attendant to open these parks. He is not concerned if the money is reimbursed or not.

Mayor Blunt noted there should have been a professional courtesy from the county to advise the town on what was going to be done with the fund.

Mr. Leamon asked what the town should do to stop it.

Mr. Cornwell noted there has been discussion on the state and federal level and they will not get involved. He doesn't know what else to do and he does not want it end up with filing a suit for \$313,000.

Mr. Cirbee stated they are not following the guidelines and making up their own rules as always, a claim should be filed for that.

Mr. Ey asked how they are getting away with not abiding by a passed resolution.

Mr. Cornwell stated the county and the town received the same document that states the funds shall be granted to the town.

(Multiple conversations)

Mr. Trivett stated he has a meeting with VML to discuss the Board of Supervisor meetings and the legality of the recent meetings.

Mr. Trivett further stated the town needs to put a hazard pay policy in effect and they can submit hazard pay to the county for approval from the CARES Act funds.

Mayor Blunt asked if it would be effective if the town community showed up to the Board of Supervisor meetings.

Mr. Trivett noted it would be nice to see more people from the town show up and speak up and show support for the town.

Mr. Trivett further noted he will keep making issues of what is going on and the \$313,000 is going and the request are coming at every meeting.

Mr. Robertson asked if the funds would be approved for the hiring of park attendants.

(Multiple Conversations)

Council and Mr. Robertson thanked Mr. Trivett for his efforts.

Citizen Input

Susan Mack, 1541 Irving Ave. thanked for Public Works for keeping the beach and town looking great. She also thanked the everyone for their support for the vigil. It went great without incident and Coach Swope and she appreciated everything.

Closed Meeting (If Necessary)

No closed meeting

Adjourn/Recess

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

At 8:02 p.m. Mayor Blunt adjourned the meeting.

Heather Oliver, Town Clerk