



**Minutes of the
Colonial Beach Town Council
Regular Meeting held on
Wednesday, July 15, 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
Patrick Ey, Council Member
Dallas Leamon, Council Member
Vicki Roberson, Council Member

Absent

Councilmen Steve Cirbee was absent.

Also Present

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

Call to Order

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

Roll Call of Members

Mayor Blunt noted that Councilmen Steve Cirbee was absent.

Moment of Silence/Pledge of Allegiance

Mayor Blunt led the meeting in a Moment of Silence and the Pledge of Allegiance and asked the council and attendees to remember Dee Seeber, William Hall, Cecil Sawdy and to keep them in your thoughts and prayers.

Additions to the Agenda

Ms. Schick made a motion to add Resolution #29-20, Intent to Develop Castlewood and Eleanor Park Site. Mr. Alger seconded the motion.

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

The motion to add Resolution #29-20 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. Alger seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Alger voted “aye,” Mr. Ey voted “aye,” Mr. Leamon 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.

Approval of Minutes

Mr. Leamon made a motion to approve minutes for the January 21, 2019 Special Meeting, April 17, 2019 Regular Meeting, June 5, 2020 Work Session and June 13, 2020 Regular Meeting. 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,” Ms. Roberson voted “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve the minutes passed with a unanimous vote of council members present.

Council Member Announcements

Mayor Blunt reported on the COVID-10 confirmed cases, 390 people were tested at the school in Westmoreland County and only 1 positive case at this time. There were concerns from some citizens wanting the town to close the beaches back down. The town is not in the position to do that at this time.

Presentations

Return to School Plan for Colonial Beach Schools, Mr. Turner

Mr. Turner reported the plan for the return to school that was developed with consideration of the parent and staff survey. This plan is a fluid plan, it will change.

The plan will include virtual learning using Virtual Virginia and Canvas, both recommended by the state. The kids will attend school on a rotating schedule, A group and a B group. One group would attend and the other virtual and then rotate the next week, this will help provide social distancing within the classroom.

Fridays would be all virtual to give time for teachers to prepare the lesson plan for the next week and for the custodians to thoroughly clean the school.

Meals will still be provided for the students every day, breakfast and lunch. Ipads have been purchased for every student, so they will have access to the virtual learning programs.

Mayor Blunt asked if the Colonial Beach School matches up with the surrounding counties.

Mr. Turner responded that the surrounding counties and Colonial Beach are all proposing similar schedules.

Mayor Blunt asked what the plans were for children with special needs, virtual learning will be difficult for that group.

Mr. Turner stated there will be opportunity for them to have more in person learning,

Ms. Schick stated her concern with the various virtual programs that needed to be logged into during the last semester. Is there a system for this upcoming year?

Mr. Turner noted there will still be multiple log ins but hopefully this program will alleviate some of those concerns.

Mr. Ey stated the learning management system is going to be similar to the college blackboards. If there is a program you need to use it will have the link to get you to where you need to go,

Mr. Robertson asked if the state level discussed to go virtual across the state.

Mr. Turner stated there are schools already announcing they are starting 100% virtual. It is a fluid situation and I suppose it will all depend on the numbers.

Old Business

No topics under this item.

New Business

Resolution #23-20 Recommends Appointment of Maureen McCabe, Maureen Holt, Roger Matherly, Larry Roberson, Steve Zirkle and Gary Seeber to the Colonial Beach Board of Zoning Appeals

Mr. Leamon made a motion to approve Resolution #23-20, as written. Mr. Alger seconded the motion.

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

The motion to approve Resolution #23-20, as written passed with a unanimous vote of council members present.

RESOLUTION #23-20, Recommends Appointment of Maureen McCabe, Maureen Holt, Roger Matherly, Larry Roberson, Steve Zirkle, and Gary Seeber to the Colonial Beach Board of Zoning Appeals

WHEREAS, Article 17 of the Colonial Beach zoning ordinance provides for a Board of Zoning Appeals, consisting of five members and one alternate member, appointed by the Circuit Court of Westmoreland County and serving five-year terms; and

WHEREAS, the Colonial Beach Board of Zoning Appeals has a vacancy of five seats and one alternate seat;

WHEREAS, Maureen Holt, Roger Matherly, Larry Roberson, and Steve Zirkle have expressed the desire to be appointed to and have agreed to serve on the Board of Zoning Appeals; and

WHEREAS, Maureen McCabe was recommended in 2018 to be appointed to the Board of Zoning Appeals and has expressed continued interest to be appointed; and

WHEREAS, Gary Seeber has expressed the desire to be appointed to and has agreed to serve as an alternate member of the Board of Zoning Appeals.

NOW THEREFORE, BE IT RESOLVED that the Colonial Beach Town Council, meeting in regular session, July 15, 2020, hereby recommends the appointment of Maureen Holt, Roger Matherly, Larry Roberson, Steve Zirkle, and Maureen McCabe, to serve on the Board of Zoning Appeals for five-year terms (see Zoning Ordinance, Article 17, Board of Zoning Appeals, 17-1(B)(1)).

BE IT FURTHER RESOLVED that the Colonial Beach Town Council, meeting in regular session, July 15, 2020, hereby recommends the appointment of Gary Seeber to serve as an alternate member on the Board of Zoning Appeals for a five-year term.

BE IT FURTHER RESOLVED that the Colonial Beach Town Council requests that the Circuit Court of Westmoreland County appoint the above-named citizens to serve on the Colonial Beach Board of Zoning Appeals for five-year terms.

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

Mayor Blunt stated this resolution will be deferred to July 29th for a public hearing when the council reconvenes.

Ms. Schick asked if the resolution was advertised for July 29th.

Mr. Cornwell stated the resolution was advertised for July 29th, so it could run 2 times within 14 days prior to the public hearing.

Resolution #24-20 was deferred for public hearing on July 29, 2020

Public Hearing

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

Open Public Hearing

At 6:35 p.m. Mayor Blunt opened the public hearing.

Eric Nelson and Mitzi Hall Saffos, Colonial Beach Foundation

Mr. Nelson explained the background of the Colonial Beach Foundation and what the foundation does for the community. Some things are youth development, environmental and beautification efforts within the town, health and enjoyment and the license holder for the local radio station.

Most recently the foundation has been involved in the COVID response, one major project has been aiding the food pantry and food bank.

The CBF is a very active organization and supports the town and the community in a variety of ways.

Ms. Saffos stated all the improvements that have been done by the foundation on the Community Center during the last 5 years of the lease, with help from the community.

Mr. Nelson further stated the Colonial Beach Foundation is a 501c3 non-profit.

Close Public Hearing

At 6:44 p.m. Mayor Blunt closed the Public Hearing.

Council Action

Mr. Leamon made a motion to approve Resolution #25-20, as written. Ms. Schick seconded the motion.

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

The motion to approve Resolution #25-20, as written passed with a unanimous vote of council members present.

RESOLUTION # 25-20, Authorization to enter into Lease Agreement with the Colonial Beach Foundation

WHEREAS, the Colonial Beach Town Council seeks to enter a five-year lease with the Colonial Beach Foundation for the property located at 717 Marshall Avenue (Tax Map 3A1, Section 2, Block 40, Lots 11 through 22), commonly known as “The Lion’s Club Property”; and

WHEREAS, the Colonial Beach Town Council conducted a properly advertised public hearing on July 15, 2020; and

WHEREAS, the Colonial Beach Town Council agrees with the terms of the proposed lease between the Town of Colonial Beach and the Colonial Beach Foundation.

NOW THEREFORE BE IT RESOLVED, by the Colonial Beach Town Council on the 15th day of July 2020 that a five year lease, effective July 31, 2020, of the property located at Tax Map 3A1, Section 2, Block 40, Lots 11 through 22 for \$10.00 dollars per year to the Colonial Beach Foundation is hereby approved and the Town Manager is authorized to sign the lease on behalf of the Town.

Resolution #26-20, Amends Fiscal Year 2020-2021 Budget, General Fund

Ms. Okes reported the resolution is to bring the unspent funds in the amount of \$ 467,806.76 from fiscal year 2019 into fiscal year 2021 budget.

Mr. Alger made a motion to approve Resolution #26-20, as written. 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,” Ms. Roberson voted “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve Resolution #26-20, as written passed with a unanimous vote of council members present.

RESOLUTION #26-20, Amends Fiscal Year 2020-2021 Budget, General Fund

WHEREAS, the Colonial Beach Town Council finds it necessary to make the following amendments to the Fiscal Year 2020-2021 budget.

NOW THEREFORE BE IT RESOLVED that the Town Council regular meeting on July 15, 2020 hereby adopts and appropriates an amendment to the Fiscal Year 2020-2021 budget as follows:

	FY 2020-21 Adopted	FY 2020-21 Revised	Change
General Fund	\$6,930,941.75	\$7,398,748.51	+ \$467,806.76

- 1) The total of \$467,806.76 represents the remaining amount of Fiscal Year 2018-2019 unspent funds previously appropriated into the FY 19-20 budget. A portion of these funds will be used towards the Dog Park construction and the purchase of new parking meters. Remaining funds will assist in alleviating the current and projected operational losses due to the COVID-19 emergency.
- 2) The funds will be appropriated to the FY21 budget – Town Manager: Contingency Carry Forward FY19 (100-012100-5838).

Resolution #27-20, Amends Fiscal Year 2020-2021 Budget, Water Fund

Mr. Murphy reported the resolution is to bring in the water fund that is intended for the water tower repairs and maintenance.

Mr. Leamon made a motion to approve Resolution #27-20, as written. 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,” Ms. Roberson voted “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve Resolution #27-20, as written passed with a unanimous vote of council members present.

RESOLUTION # 27-20, Amends Fiscal Year 2020-2021 Budget, Water Fund

WHEREAS, the Colonial Beach Town Council finds it necessary to make the following amendments to the Fiscal Year 2020-2021 budget.

NOW THEREFORE BE IT RESOLVED that the Town Council regular meeting on July 15, 2020 hereby adopts and appropriates an amendment to the Fiscal Year 2020-2021 budget as follows:

	FY 2020-21 Adopted	FY 2020-21 Revised	Change
Water Fund	\$1,193,439.64	\$1,446,347.92	+ \$252,908.28

- 1) The total of \$252,908.28 represents the remaining amount of the 2014 GO Bond proceeds acquired and appropriated in FY 14-15 (Resolution #14-15) to repair and paint the Water Tower. This project is expected to be completed in this fiscal year.
- 2) The funds will be appropriated to the FY21 budget – Water Department – Capital Improvements (503-044000-8101).

Resolution #28-20, Adopts a Hazard Pay Policy

Mr. Robertson stated this resolution will provide the ability to modify the town’s personal policy to provide pay during hazardous situations. COVID-19 prompted the modification so we can submit for the CARES Act funds from the county.

Mr. Alger made a motion to approve Resolution #28-20, as written. Ms. Roberson seconded the motion.

Ms. Schick noted when she attended the last two Board of Supervisor meetings, they retroed their policy to apply the policy prior to their vote.

Ms. Schick asked if we could amend our resolution back to March 15th which is the day we activated the state of emergency.

Ms. Okes stated she reached out to Mr. Risavi about retroing it back to March 15th and he replied that the policy could not be retroed and it had to be from the day the council approved the policy. Mr. Risavi informed her that the policy for Westmoreland County started from July 1st and that is what the resolution states.

(Multiple Conversations)

Consensus was to not amend resolution, but to amend the policy to have both policies address non-exempt and exempt employees.

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

The motion to approve Resolution #28-20, as written passed with a unanimous vote of council members present.

RESOLUTION #28-20, Adopts a Hazardous Duty Pay Policy

WHEREAS, it is the policy of the Town to strive for safety in all activities and operations, and to carry out the commitment of compliance with health and safety laws applicable to the Town by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

NOW, THEREFORE BE IT RESOLVED, that Town Council hereby authorizes the Town Manager to approve and incorporate the attached Hazardous Duty Policy & the COVID-19 Pay Policy & Acknowledgement

Status Item

Discussion on Eleanor Park, Quinn Robertson

Mr. Robertson reported on the enduring effort on Eleanor Park being used. We have looked into the opportunity in finding something that would produce revenue for the Town of Colonial Beach at the Eleanor Park location.

Recently, there has been an increase in RV purchases with younger families. Camping has become increased due to cost and COVID. We want to look into having Eleanor Park becoming an upscale motor home park that is seasonal and short stays.

Mr. Robertson further reported on the logistics of what the site would need to start an RV park, such as hookups and possibly a bathhouse.

Mr. Robertson stated the area marinas would like to have the ability to have RVs at their businesses.

Mr. Douglas noted his recommendation is to amend the definition of marinas to include the use of RVs on the property. The space is limited but it is a natural fit.

Ms. Schick noted she was in agreement of adding the versatility to the marinas. Both issues of Eleanor Park and Marinas with RVs need to be referred to the planning commission.

Mr. Cornwell noted the trend for RVs and boats are growing.

Ms. Schick noted the language in the ordinance needs to address that this is for transient RVs not permanent.

Mr. Ey suggested to hand off both Eleanor Park and Marinas involving RVs be handed off to the planning commission.

Consensus is to hand off both topics to the planning commission.

Mayor Blunt stated the 2nd part of this discussion is to address **Resolution #29-20** that was added to the agenda.

Ms. Schick presented her power point of the recent changes at Castlewood Park and the proposed playground relocation to Eleanor Park.

Mr. Alger read **Resolution #29-20** and explained the reasoning behind the date of July 31st, purchase by date, which was based on the deadline for the sale price of the playground presented.

Mr. Alger stated the removal of the Castlewood Playground does not necessarily mean more parking. The space can be utilized for another vendor spot on that side of town.

Mayor Blunt asked if the plan included parking and bathrooms.

Ms. Schick stated the plan includes parking and there would be no restrooms at this time, similar to Washington Ave.

Mayor Blunt asked if there were any requirements that needed to be done prior to the playground installation.

Mr. Douglas stated that because it is staying under a 2,500 square foot footprint there shouldn't be any extra requirements. There is flexibility because it is town owned property.

(Multiple Conversations)

Mr. Ey stated this recommendation to update Castlewood Park which included fencing the entire park with a gate on Esmond Lane with parking spaces for \$7,000.00.

Mayor Blunt asked about Washington Ave park, if anyone use it.

Mr. Ey noted that if we have a concern with Castlewood and traffic, what would we have to do with Washington Ave Park that is along the busiest road.

Mr. Ey and Mr. Leamon agreed the Washington Ave park gets used by older children.

Mr. Alger made a motion to approve Resolution #29-20, as written. Ms. Schick seconded the motion.

Mr. Alger stated this is something that has been going on for a while and it is a small step to get the process started. The project needs to move forward, many times things get brought up in council meetings and then no action taken. This will not hold back on a possibility of a RV park or other revenue generating venue.

Mr. Ey noted the equipment is cheap, but does it include fencing and the cost for other things needed.

Ms. Schick stated CB greenspace is donating the fencing, benches and signage.

Mr. Kennedy stated the greenspaces need to be preserved. He loves the idea of an RV park, but logistics will not match for that location. CB greenspace already have donor commitments to purchase benches for the playground and will be a big part of project.

Mr. Leamon noted he was in favor of the playground going in on Eleanor Park and was not in favor of the RV park, for safety reasons.

Ms. Roberson stated Castlewood Park used to be a special place and recently the amount of people and children everywhere is unbelievable. The park she remembered is no longer there and the space is now covered with trucks and trailers. The town needs to find that special park again.

Mayor Blunt asked Mr. Murphy what impact the playground would have on developing an RV park.

Mr. Murphy stated it depends on the number and sizes of the RVs that would be coming to the park.

Mayor Blunt noted he was not opposed to the idea of the playground and that the RV and playground could join hands at some point.

Ms. Schick stated the reason Eleanor Park has set empty because it is a very complicated piece of property.

Mayor Blunt noted that something has to be done on the northside of town. Lennar will hopefully bring that with their development.

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

The motion to approve Resolution #29-20, as written passed with a 5 to 1 vote of council members present.

RESOLUTION #29-20, Intent to Develop Castlewood and Eleanor Park Sites

WHEREAS, the Colonial Beach Town Council approved in 2016 to reconstruct the boat ramp near Castlewood Park; and

WHEREAS, the new boat ramp has considerably increased traffic to the area and the need for organized parking; and

WHEREAS, additional parking greatly reduced greenspace; and

WHEREAS, the Colonial Beach Town Council wishes to ensure the safety of all in the area due to the increased traffic; and

WHEREAS, Eleanor Park has been identified as a site available to preserve and modify to make improvements and enhancements to fulfill a needed objective in the Comprehensive Plan; and

WHEREAS, CB Greenspace has committed to funding of park benches, signage, and fencing for the Eleanor Park site; and

WHEREAS, the Colonial Beach Town Council approves up to \$60,000, from line item 100-012100-5838 (Town Manager: Contingency Carry Forward FY19), for new playground equipment and installation; to be purchased no later than July 31, 2020.

NOW THEREFORE BE IT RESOLVED, the Colonial Beach Town Council wishes to implement a low impact development as a playground on Eleanor Park, located in a shaded area closer to Lossing Avenue of the site, as the start to a phased approach knowing the site will continue to be further developed.

BE IT FURTHER RESOLVED, that upon the completion of the Eleanor Park playground, the old playground equipment at Castlewood Park will be removed and the remaining area will be designed for the needs of Castlewood Beach and its amenities.

COVID-19 UPDATE

Ms. Schick reported on her statement she presented at the last Board of Supervisor's meeting.

Mr. Robertson stated \$100,000 of the \$313,000 has been spent by the county on county expenses without notice to the Town of Colonial Beach.

Mr. Robertson further stated they will continue to reach out to the county in a discussion format to address the funding.

Ms. Okes reported the expenses from the spreadsheet the county provided that were questionable.

Mr. Trivett stated he is not provided documents prior to the Board of Supervisors meetings. The request that was denied, never came before the board of supervisors. Money is going very fast, town has basically been told if you don't spend it fast, it may not be there.

Mr. Cornwell stated the town is entitled to \$313,000. He does not care where that money comes from either their general fund or the CARES fund. The town is entitled to their share no matter how much of the CARES fund the county spends.

Mayor Blunt asked Mr. Cornwell if any of these documents are legally binding because of the lack of procedure that is being done.

(Multiple Conversations)

Mayor Blunt stated the home and landowners within the Town of Colonial Beach already pay county taxes for the county services except the school. Every dollar that is spent in the town, a big chunk goes to the county. There is a disconnect between the town and the county and it needs to change.

Citizen Input

Susan Mack, 1541 Irving Ave Asked to keep whatever happens at Eleanor Park to keep it classy. Parking on the south area near her house has no parking and it has become a problem. The majority off load and the rest actually try and park on that section. Not sure what the solution is, and we are happy to help pay for pilings and rope to keep people from parking.

Gary Seeber, by letter Put Eleanor Park Sale on ballot and let the voters decide.

Closed Meeting

Deferred to July 29th, 2020

Adjournment/Recess

Mr. Leamon made a motion to go into recess until July 29, 2020 at 6:00 p.m. Ms. Schick seconded the motion.

At 8:48 p.m. Mayor Blunt recessed the meeting.

Heather Oliver, Town Clerk