



**Minutes of the  
Colonial Beach Town Council  
Work Session held  
Wednesday, March 4, 2020 at 6:00 p.m.**

**Present**

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

**Absent**

All Council Members were present except Mr. Leamon.

**Also Present**

Town Manager, Quinn Robertson  
Town Attorney, Jim Cornwell  
Town Clerk, Kathleen Flanagan  
Assistant Town Clerk, Heather Oliver  
CFO, Lisa Okes  
Deputy Town Manager, Rob Murphy  
Zoning Administrator, Richard Douglas  
Acting 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, except Mr. Leamon.

## **Approval of the Agenda**

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

Mayor Blunt called for a roll call vote. Ms. Schick voted “aye,” Mr. Alger voted “aye,” Mr. Cirbee voted “aye, Mr. Ey voted “aye,” Ms. Roberson 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 the Minutes for the January 16, 2019 Regular Meeting**

Mr. Alger made a motion to approve the minutes as written. Mr. Cirbee seconded the motion.

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

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

## **Presentations**

### **FY 2019 Audit Presentation, Aaron B. Hawkins, Robinson, Farmer, Cox Associates**

Mr. Hawkins thanked town staff for being diligent working through a new software system and staff.

Mr. Hawkins opened his remarks by directing attention to page 2 of the auditor’s opinion letter. This is an unmodified opinion.

On page 8 shows changes in fund balances throughout the year, including capital funds transfers.

Page 11 shows the proprietary fund, such as water and sewer funds.

Page 64 shows changes in journal fund balances and provides more information. Revenues were approximately \$250,000 over budget and expenditures were approximately the same under budget.

Pages 79 and 80 describe three findings which Mr. Hawkins will go into more in detail closer to the end of his presentation.

Pages 81 and 82 refers to testing performed on federal funding and the opinion was unmodified.

Page 86 details the findings. The first finding, which was also a finding last year, is about segregation of duties; the second finding, also a repeat from last year, was about adjustments; the third finding was about deposits received by the town on or before June 30 and were not deposited until July or August; and the last finding was regarding the school board's providing five days notice to the public of the hearing for the budget instead of the required ten days.

Mayor Blunt thanked Ms. Okes and her staff for working so hard to get us where we are today.

Mr. Hawkins then discussed the Management letter, noting that the school board was able to resolve an issue today, which was removed from the letter. The other issues were: council minutes are behind; and customer utilities' adjustments should be approved monthly; and emergency purchases should be well documented as to the approval process.

Mayor Blunt thanked Mr. Hawkins.

### **Castlewood Playground Equipment Move to Eleanor Mobile Home Park**

Mr. Cirbee noted there are obstacles to moving that playground equipment and a plan needs to be completed prior to any moving of equipment.

Mr. Robertson noted he has been in touch with Steve Kennedy representing CB Green Space, which group has volunteered to pay for a site plan.

Mr. Cirbee noted the feasibility of increasing parking at Castlewood needs to be determined before the feasibility of moving the playground equipment.

Mr. Murphy believes there are significant challenges with increasing parking at Castlewood, which includes environmental impact.

Ms. Schick would like to see the site plan done.

Mayor Blunt would like to see the almost-newly formed Parks and Rec department involved.

Ms. Schick suggested grant opportunities.

### **New Business**

#### **Resolution #11-20, FY 2021 Budget Timeline**

Mr. Ey made a motion to adopt Resolution #11-20. Ms. Roberson seconded the motion.

Mr. Cirbee requested that the record note he does not believe the resolution is written in accordance with Code of Virginia.

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

*The motion to adopt Resolution #11-20 passed with a unanimous vote of council members present.*

## **RESOLUTION #11-20, FY 2021 Budget Timeline**

**WHEREAS** Virginia Code Section 22.1-93 requires that the Town Council approve the budget for the Colonial Beach School Board by May 15, 2020; and

**WHEREAS** state law also prescribes the deadlines for the setting of tax rate(s) by the Colonial Beach Town Council as well as the adoption of the FY 2021 budget.

**NOW THEREFORE BE IT RESOLVED** by the Colonial Beach Town Council at its monthly work session on March 4, 2020 that the FY 2021 budget shall be developed/approved in accordance with the following timelines:

February 18, 2020

*CFO began to prepare FY21 Budget template files and presentation*

February 25, 2020

*Town Manager and CFO to Meet with Department Heads to Discuss FY21 Budget Process*

March 4, 2020 Town Council Work Session

*FY 21 Budget Timeline Resolution presented to Town Council*

March 10, 2020

*FY21 Budget Requests from Department Heads due to CFO/Town Manager*

April 1, 2020 Town Council Work Session

*CFO and Town Manager provide update to Town Council on status of FY21 Budget*

April 15, 2020 Town Council Regular Meeting

*CFO and Town Manager Present FY21 Budget to Town Council; request Public Hearing on May 6, 2020*

May 6, 2020 Town Council Work Session

*Public Hearing for FY21 Budget. Note: School Board FY21 Budget must be approved by May 15, 2020.*

May 20, 2020

*FY21 Budget Approval & Appropriation*

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### **Draft Conditional Use Permit Request – Gunsmith, Marshall Avenue**

Mr. Douglas summarized the information from the application for a Conditional Use Permit for a custom gunsmith at 111 Marshall Avenue.

Mr. Douglas noted this is a major home occupation. The planning commission held a public hearing last week with a number of speakers with about 70% in favor and 30% against.

A public hearing is scheduled to be held in front of Town Council at the upcoming March 18, 2020 meeting.

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### **Draft Establishes Parks and Recreation Advisory Committee, Proposed Changes to Town Code**

Mr. Ey summarized that this will allow the Town to create an advisory committee.

Mayor Blunt suggested bringing in the organizations that are recreation-oriented.

Ms. Schick suggested rather than a board of ten people, a board of five people would be easier to maintain.

A public hearing is scheduled to be held in front of Town Council at the upcoming March 18, 2020 meeting.

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### **Draft Code Enforcement, Proposed Changes to Town Code**

Mr. Douglas summarized the three changes related to vegetation and the three changes related to storage. Mr. Douglas noted there is an increasing civil penalty with a state imposed cap of \$200 with no criminal/misdemeanor charges.

A public hearing is scheduled to be held in front of Town Council at the upcoming March 18, 2020 meeting.

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### **Status Items**

### **Memorials Advisory Commission**

Ms. Flanagan reported that the three appointed members had not yet met.

### **Citizen Input**

There was no citizens signed up to speak.

**Closed Meeting**

There was no call for a closed meeting.

**Adjournment/Recess**

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

*At 7:38 p .m. Mayor Blunt adjourned the meeting.*

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Kathleen Flanagan, Town Clerk