



**Minutes of the
Colonial Beach Town Council
Regular Meeting held on
Wednesday, September 18, 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
Patrick Ey, Council Member
Vicki Roberson, Council Member

Absent

Councilman Dallas Leamon was absent.

Also Present

Town Manager, Quinn Robertson
Deputy Town Manager, Rob Murphy
CFO, Colleen Teal
Town Clerk, Kathleen Flanagan
Police Chief, Bruce Hough
Dir, Planning & Comm Dev, Richard Douglas

Call to Order

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

Moment of Silence/Pledge of Allegiance

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

Roll Call of Members

Mayor Blunt noted that Councilman Dallas Leamon was absent.

Additions to the Agenda

There were no additions to the Agenda.

Approval of the Agenda

Ms. Schick made a motion to approve the agenda. 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. Alger voted “aye,” Ms. Roberson voted “aye,” and Mayor Blunt voted “aye.”

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

Approval of Minutes

There were no minutes to approve.

Council Member Announcements

Ms. Roberson noted that all executive members of Downtown Colonial Beach are out of town at this time.

Mayor Blunt announced there would be an internet outage this evening. Mayor Blunt then noted that the Northern Neck Music Festival was awesome and that approximately 650 tickets had been sold.

Mayor Blunt then thanked Public Works crews for their hard work over the weekend taking care of fallen trees.

Presentations

15-year Service Award, Rob Murphy

Mayor Blunt commended Mr. Murphy for 15 years of service to the Town.

Mayor Blunt then thanked Mr. Murphy for his leadership when the Mayor was Acting Town Manager.

(Applause.)

Colonial Beach Schools

Mr. Turner congratulated Mr. Murphy and thanked him for his work.

Westmoreland County Supervisor

Mr. Roberson reported that the County will hold a household waste day soon.

Mr. Roberson then spoke to the issue of communications. In approximately 1988 taxes were charged and collected for the use of telephones. In about 2006 Verizon petitioned the State and the State agreed to collect the taxes by way of VA Code 58.1-662. The Town got a share and the County received a share of that money. When the Town Council decided that police dispatch services would be moved to the County, the State continued to send the Town a share of the money, even though dispatch had moved.

The State decided that 20.3 percent of the communications tax would be the Town share. That 20.3 percent goes to the County.

Mr. Roberson then mentioned the 2017 agreement for dispatch signed by the Town and the County.

Mayor Blunt then requested that Mr. Roberson set up a meeting with the Town Manager, Chief Financial Officer and the County Administrator.

Mayor Blunt then said if Council had known Mr. Roberson would discuss this matter, Council could have been more prepared to respond and better understand the information presented.

Planning Commission

Ms. McCabe noted the Commission has been working on the comp plan and is currently holding two meetings a month.

Ms. McCabe reviewed the goals that are being discussed by the Planning Commission.

Ms. Schick acknowledged the continuous effort Planning Commissioner members have put into scripting the goals section of the Comprehensive Plan.

Mr. Cirbee suggesting highlighting “beach,” “boating,” and “seafood” noting that we are a sea-side town.

Mayor Blunt agreed with Mr. Cirbee, noting that a lot of business revenues in town are generated by the marinas, as well as a lot of visitors come by way of the marinas.

Chamber of Commerce

Ms. Susan Mack reported on a successful Waterfest weekend and annual Craft Show.

The Chamber will host its 2nd annual Volunteer Appreciation Event at the Community Center on Sunday from 4:30 to 7:00 p.m. WWER will provide the entertainment.

Colonial Beach Community Foundation

Ms. Bokman noted that the Northern Neck Music Festival hosted approximately 650 people and had over 50 volunteers.

Tourism Advisory Council

Ms. Bokman noted that, for the 2019 season, tourism volunteers greeted 1,119 visitors.

New Business

RESOLUTION #40-19, Amends Fiscal Year 2018-2019 Budget, School Fund

Mr. Robertson summarized the resolution, which allows certain federal and/or state funds to be moved into the budget.

Motion to Adopt

Mr. Cirbee made a motion to adopt Resolution #40-19. Ms. Schick seconded the motion.

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

The motion to adopt Resolution #40-19 as written passed with a unanimous vote of council members present.

RESOLUTION #40-19, Amends Fiscal Year 2018-2019 Budget, School Fund

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

NOW THEREFORE BE IT RESOLVED, that the Colonial Beach Town Council, meeting on Wednesday, September 18th, 2019 hereby adopts and appropriates and amends the Fiscal Year 2018-2019 Budget, School Fund, as follows:

Move From:	Move To:
(1) School Breakfast Lottery Funded (General Funds) \$12,631.00 (Revenue)	School Breakfast Lottery Funded Food Services (Cafeteria Funds) \$12,631.00 (Revenue)
(1) School Lunch Categorical (General Funds) \$3,679.00 (Revenue)	School Lunch Categorical Food Services (Cafeteria Funds) \$3,679.00 (Revenue)
(1) Operations & Maintenance Professional Services \$16,310.00 (Expense)	Food Services Equipment \$16,310.00 (Expense)

1. The above amounts represent the categories of School Breakfast Lottery Funded and Basic School Lunch Funds that were made available to the school division. The adjustments are needed based on recommendations from our previous audits. The action mentioned will not have any impact on the total budget.

Food Service Revenue	Food Service Expense
(2) Increase Appropriation Child and Adult Care Food Program \$7,000.00 (Revenue)	Increase Appropriation Food Services Food Supplies \$7,000.00 (Expense)

2. The above amount of 7,000 represents additional revenue made available to the school division through our Food Service Program. The adjustments are needed based on recommendations from our previous audits. This will change the approved budget for 18-19 SY.

Federal Revenue	Federal Expense
(3) Increase Appropriation Title V Part B Rural & Low Income \$406.82 (Revenue)	Increase Appropriation Title V Part B Rural & Low Income \$406.82 Travel (Expense)
(3) Increase Appropriation IDEA Part B Section 611 \$2,896.66 (Revenue)	Increase Appropriation IDEA Part B Section 611 \$2,730.00 Salaries; \$166.66 FICA (Expense)
(3) Increase Appropriation IDEA Part B Section 619 \$2,102.46 (Revenue)	Increase Appropriation IDEA Part B Section 619 \$2,102.46 Supplies (Expense)
(3) Increase Appropriation Title IV Part B 21 st Century Learning \$29,437.87 (Revenue)	Increase Appropriation Title IV Part B 21 st Century Learning \$21,812.59 Salaries; \$2,140.19 FICA; \$5,485.09 Supplies (Expense)
(3) Increase Appropriation Title I Part A \$31,332.66 (Revenue)	Increase Appropriation Title I Part A \$6,550.07 Salaries; \$16,123.29 FICA; \$8,659.30 Supplies

3. The funds mentioned above represent additional federal grants made available to the school division during the prior year. The funds were made available in our state financial accounting system account (Omega). The adjustments are needed based on recommendations from our previous audits. This will change the approved budget for the 18-19 SY.

NOW THEREFORE BE IT FURTHER RESOLVED, that the Colonial Beach Town Council, meeting on Wednesday, September 18th, 2019 hereby adopts and appropriates and amends the Fiscal Year 2018-2019 Budget, School Fund, as follows:

	FY 2018-19 Approved	FY 2018-19 Revised
Total	\$7,882,429.00	\$7,955,605.47

RESOLUTION #41-19, Amends Fiscal Year 2019-2020 Budget, Food Service

Mr. Robertson summarized the resolution, which allows certain federal and/or state funds to be moved into the budget.

Motion to Amend

Ms. Roberson made a motion to amend the totals from “\$7,882,479.00” to “\$7,874,479.00.” Mr. Alger seconded the motion.

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

The motion to amend Resolution #41-19 passed with a unanimous vote of council members present.

Motion to Adopt

Ms. Roberson made a motion to adopt Resolution #41-19, as amended. 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. Alger voted “aye,” Ms. Roberson voted “aye,” and Mayor Blunt voted “aye.”

The motion to adopt Resolution #41-19 as amended passed with a unanimous vote of council members present.

RESOLUTION #41-19, Amends Fiscal Year 2019-2020 Budget, Food Service

WHEREAS, the Colonial Beach Town Council finds it necessary to make the following amendments to the Fiscal Year 2019-2020 Budget, Food Service.

NOW THEREFORE BE IT RESOLVED, that the Colonial Beach Town Council, meeting on Wednesday, September 18th, 2019 hereby adopts and appropriates and amends the Fiscal Year 2019-2020 Budget, Food Service, as follows:

	FY 2019-20 Approved	FY 2019-20 Revised	Change
School Fund	\$7,874,479	\$7,874,479	\$100,000 to Food Service Fund (1)

(1) The above amount of \$100,000 represents a Cafeteria Revenue Fund Balance that is available to the Food Services Department for Colonial Beach Public Schools to use during the 2019-2020 school year for program functions, equipment and operation of the Food Service Department.

DRAFT RESOLUTION #42-19, Establishes a School Capital Reserve Fund and Policy

Mr. Robertson and Ms. Teal noted that this resolution would establish a fund and a policy and should be passed prior to returning any unspent funds to the School.

Town Council will take action on Draft Res #42-19 at its next meeting.

DRAFT RESOLUTION #43-19, Amends Fiscal Year 2019-2020 Budget, School Fund

Mr. Robertson summarized the resolution and noted that it is still in draft format and would represent how much of the unspent funding would be returned to the School. The School has requested a return of unspent funds in the amount of \$350,366.00.

Mayor Blunt replied that a consensus of council members have indicated that the school should receive back one-half of the requested unspent funds.

Mr. Cirbee noted that there are many town needs.

Mr. Ey noted the exact figure to be returned to the school is \$175,183.

Mr. Turner suggested town staff look to Manassas or Powhatan for examples of what the policy should look like.

Town Council will take action on Draft Res #43-19 at its next meeting.

Citizen Input

Walter Kern, the Meadows thanked Mr. Murphy for getting the boardwalk grant back on track.

Mr. Kern also thanked volunteers: Joyce Gunderson, Eric Nelson, Sally Adams, Bill Mileson, Steve Kennedy, Pat Fitzgerald, Dave Robey, Betty Whitestone, Peter Fahrney, Jay Jarvis, Steve Swope and Tommy Edwards, among others not mentioned.

Mayor Blunt asked Mr. Murphy to provide a brief summary on the pedestrian plaza.

Mr. Murphy noted the first phase is basically complete from the Riverboat to Colonial Avenue.

Jim Green, 336 12th Street spoke to the terms provided in the grant document for Eleanor Park. Mr. Green would like to see a copy of the final terms.

Mr. Green then asked what happens if the grant does not get approved.

Mayor Blunt responded that the grant has been submitted, but not yet awarded. Because the land has been determined to be a public space, a super majority is necessary. The issue has become divisive within the community.

Closed Meeting

There was no closed meeting.

Adjournment/Recess

Mr. Cirbee made a motion to adjourn. Mr. Ey seconded the motion.

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

At 7:04 p.m. Mayor Blunt adjourned the meeting.

Kathleen Flanagan, Town Clerk