



**Minutes of the
Colonial Beach Town Council
Regular Meeting held on
Wednesday, August 19, 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
Police Chief, Bruce Hough
Interim Zoning Administrator, Kathleen Easley
Town Clerk, Heather Oliver
Attorney, Vivian Seay Giles

Call to Order

Mayor Blunt called the meeting to order at 6:02 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.

Additions to the Agenda

There were no additions to the agenda.

Approval of the Agenda

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

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

Mr. Leamon made a motion to approve Minutes for the July 1, 2020 Work Session, July 19, 2020 regular meeting and July 29, 2020 Continued Regular Meeting. Mr. Alger seconded the motion.

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

Presentations

Sale of Property Presentation

Mr. Dodson from the Dodson Development Group presented their development concept if they purchased town owned property.

Mr. Dodson explained the proposed development would be accomplished in four phases.

Phase 1 would be at the property on Douglas Ave and Wilder Ave. It would consist of 3 bedroom, 3 1/2 bath townhomes with rooftop decks. This location would also include a community area.

Phase 2 would be the properties on Hawthorne and Irving. They would keep the historic character to stay within the historic district. The intent is to make these buildings office space with the exception of the brick building (Old Westmoreland Bank) which we would be designated for a restaurant or brewery.

Phase 3 is a three-story building on Waterfront Taylor St. The first floor would have retail and restaurants, second floor is office space and the third floor are residential.

The last phase, phase 4 along Wilder next to the Riverboat would be a boutique hotel keeping it unique to Colonial Beach.

The architect from the development group explained the layout of each phase on how they designed it based on the uniqueness of Colonial Beach.

Mayor Blunt noted when we get a contract, this will go to the planning commission.

Ms. Schick noted the citizens can attend the Planning Commission meeting on September 24th and maybe we can have some questions taken there and they will have prepared.

CB Schools, Dashan Turner, Superintendent

Mr. Turner reported CBPS have started virtual learning and it has been going well. It has been successful.

Ms. Payne noted the school buses are being sent out everyday to deliver breakfast and lunch to all the children on their normal bus routes.

Ms. Schick stated CBPS has been setting the bar for surrounding schools. Our teams have gone to train their teams to help get them on track.

Westmoreland County Supervisor Tim Trivett

Mr. Trivett reported the Board of Supervisors just recognized The Honorable Gwyneth Chatham's 50 years of Service as the Circuit Court Clerk. Mr. Danny Jones was also recognized for 20 years of service. Two Citizens were reappointed to Board of Zoning Appeals and Social Services Board. The county has set aside \$200,000 for the Northern Neck Broadband initiative that will start up in Stafford and come through the Northern Neck.

Planning Commission, Vicki Luna

Ms. Luna reported on the Planning Commission July Meeting. The planning commission has asked RAFT and the Northern Neck Planning commission to review specific parts of the Comprehensive Plan. They are going to address the curb, gutter and sidewalk requirements will be discussed at the next meeting.

The planning commission discussed Castlewood and Eleanor Park involving the playgrounds and the idea of the motorhome park.

Downtown Colonial Beach, Joyce Reimherr

Ms. Reimherr reported the cost sharing grant was awarded for the Historic District.

Colonial Beach Community Foundation, Eric Nelson

Mr. Nelson reported on upcoming events including the Mayoral/Council candidate forums scheduled for September 14th and 15th at 6:00 pm located at the Colonial Beach Elementary School. Questions will be received my mail and email prior to the meeting. It will be broadcasted over WWER and live streamed on Facebook.

The foundation is working with Westmoreland County Social Services to help make social services more available to the town.

The Beach Music Festival is scheduled for September 19th, located at the Moose Lodge with a limit of 200 people, Band of Oz will be the performer.

New Business

Resolution #30-20, Approves Second Amendment to Lease Agreement between the Town of Colonial Beach and Branch Banking and Trust Company for the Police Department

Mr. Alger made a motion to approve Resolution #30-20, as written. Ms. Roberson seconded the motion.

Mayor Blunt called for a roll call vote to approve Resolution #30-20, as written. Mr. Alger voted “aye,” Mr. Ey voted “aye,” Ms. Roberson voted “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve Resolution #30-20, as written passed with a unanimous vote of council members present.

Resolution #30-20, Approves Second Amendment to Lease Agreement between the Town of Colonial and Branch Banking and Trust Company for the Police Department

WHEREAS, the Police Department remains in need of facilities for the department that provides an adequate amount of space; and

WHEREAS, the Town Manager has acquired an amendment for an extension of the current lease regarding the property located at 416 Colonial Avenue; and

WHEREAS, the Police Department would like to extend the lease for a total of 3 years, ending on October 31, 2023

NOW THEREFORE BE IT RESOLVED that an extension of the lease agreement between the Town of Colonial Beach and Branch Banking and Trust Company is approved.

BE IT FURTHER RESOLVED that the Town Manager is authorized to sign the amendment of the lease document on behalf of the Town Council.

Resolution #31-20, Accepts the Resignation of James Cornwell, Esq as Town Attorney for the Town of Colonial Beach

Mr. Ey made a motion to approve Resolution #31-20, as written. Ms. Schick seconded the motion.

Mayor Blunt stated this is really difficult for all of this and he was great to work with and taught us a lot of things. We wish him well.

Mayor Blunt called for a roll call vote to approve Resolution #31-20, as written. Mr. Alger voted “aye,” Mr. Ey voted “aye,” Ms. Roberson voted “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve Resolution #31-20, as written passed with a unanimous vote of council members present.

RESOLUTION #31-20, Accepts the Resignation of James Cornwell, Esq as Town Attorney for the Town of Colonial Beach

WHEREAS, James Cornwell, Esq has served the Town of Colonial Beach as Town Attorney since November 15, 2018

WHEREAS, James Cornwell, Esq submitted his resignation on July 30, 2020, effective immediately.

NOW THEREFORE BE IT RESOLVED by the Colonial Beach Town Council at a Regular Town Council Meeting on August 19, 2020, that the resignation of James Cornwell, Esq is accepted, effective July 30, 2020.

Resolution #32-20, Accepts the Resignation of Richard Douglas as Zoning Administrator

Ms. Roberson made a motion to approve Resolution #32-20, as written. Mr. Alger seconded the motion.

Mayor Blunt stated Mr. Douglas accepted a job as County Administrator with Sussex County. We were sad to see him go but it is a great opportunity for him and closer to home.

Mayor Blunt called for a roll call vote to approve Resolution #32-20, as written. Mr. Alger voted “aye,” Mr. Ey voted “aye,” Ms. Roberson voted “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

The motion to adopt Resolution #32-20 as written passed with a unanimous vote of council members present.

RESOLUTION #32-20, Accepts the Resignation of Richard Douglas as Zoning Administrator

WHEREAS, Richard Douglas has served as the Zoning Administrator for the Town of Colonial Beach since August 7, 2019; and

WHEREAS, Richard Douglas submitted his resignation on August 4, 2020

NOW THEREFORE BE IT RESOLVED by the Colonial Beach Town Council at a Regular Town Council Meeting on August 19, 2020 that the resignation of Richard Douglas is accepted, effective August 14, 2020; and

BE IT FURTHER RESOLVED that Richard Douglas shall be provided with any and all leave payouts permitted by the personnel policy manual for employees who provide two weeks’ notice prior to departure.

Resolution #33-20, Appoints Interim Zoning Administrator

Ms. Schick made a motion to approve Resolution #33-20, as written. Ms. Roberson seconded the motion.

Mayor Blunt noted Ms. Easley is highly qualified and has been with us for a year.

Mayor Blunt called for a roll call vote to approve Resolution #33-20, as written. Mr. Alger voted “aye,” Mr. Ey voted “aye,” Ms. Roberson voted “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

The motion to adopt Resolution #33-20 as written passed with a unanimous vote of council members present.

RESOLUTION # 33-20, Appoints Interim Zoning Administrator

WHEREAS, the position of Zoning Administrator for the Town of Colonial Beach became vacant on August 14, 2020 with the resignation of Richard Douglas; and

WHEREAS, the need for zoning enforcement continues until a decision has been made to appoint a new Zoning Administrator; and

WHEREAS, the Town Council has selected Kathleen Easley, Planner for the Town of Colonial Beach, to serve as the Interim Zoning Administrator.

NOW THEREFORE BE IT RESOLVED by the Colonial Beach Town Council, at a Regular Town Council Meeting on August 19, 2020 that Kathleen Easley is hereby appointed as the Interim Zoning Administrator for the Town of Colonial Beach.

Resolution #34-20, Amends and Appropriates Fiscal Year 2020-2021 Budget, School Fund

Ms. Roberson made a motion to approve Resolution #34-30, as written. Mr. Ey seconded the motion.

Ms. Payne from the Colonial Beach School Board explained the Colonial Beach Schools is the fiscal agent of this grant. The amount is to be dispersed to many schools that were awarded the grant funding.

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

The motion to approve Resolution #34-20 passed with a unanimous vote of council members present.

RESOLUTION #34-20, Amends and Appropriates Fiscal Year 2020-2021 Budget, School Fund

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

WHEREAS, Colonial Beach Public Schools will be the fiscal agent for the Region 3 Seclusion and Restraint Training in Public Elementary and Secondary School in Virginia project. The grant awards \$102,849.00 to the Colonial Beach Public School.

NOW THEREFORE BE IT RESOLVED that the Town Council at its regular meeting held on Wednesday, August 19, 2020 hereby adopts and appropriates an amendment to the Fiscal Year 2020-2021 budget as follows:

	FY 2020-2021 Adopted	FY 2020-2021 Revised	Change
School General Fund	\$7,807,769	\$7,910,618	+\$102,849

Due to prior commitments, Mr. Leamon left after the presentations. Mr. Leamon was not present during the voting of the above resolutions

Status Item

CARES ACT

Ms. Okes reported an update of CARES ACT funds that have been requested. The amount of requested funds as of August 18, 2020 is \$111,425.88, of which \$75,267.20 has been reimbursed to the town from the county leaving a pending balance of \$40,158.68 to be reimbursed to the town.

As of August 10, 2020, the county has used \$109,729.65 of the Town's share of the CARES (\$313,000) ACT money towards county wide expenses. The county states the town has a remaining balance of \$120,626.29 remaining in the CARES fund.

Mayor Blunt mentioned a brochure he received for a machine that sanitizes the floors.

Ms. Okes stated there are new OSHA regulations that have been sent out and that staff is working on informational training to follow the new regulations.

Mr. Robertson noted staff has been actively pursuing outsourcing park attendants and beach ambassadors that would fall under the CARES funding.

Mr. Nelson asked if volunteers could help and funds could go to the foundation.

Mr. Robertson replied it was a liability issue with the insurance and that it was not an option.

Citizen Input

Dr. Lisette Montalvo, Irving Ave shared her concerns of the sale of town property and the possibility of property being tied up if the developer fails.

She presented her research of Eleanor Park and the revenue that would be produced from selling and developing the land.

David Williams, Irving Ave shared his idea of putting a swimming pool somewhere in town and that he has researched grants that are available for the construction of the pool. He stated he did not believe Castlewood Park had any safety issues and is concerned if the park was taken away would it be taken over by visitors and left in a non-pleasant way.

Jim Green, 12th Street asked if the playground equipment has been purchased that was referred to in Resolution #29-20

Mr. Robertson stated there is a procurement process that is being done in reference to the playground.

Mr. Green questioned if it could still be purchased after the date on the resolution without an amendment to the resolution.

Ms. Seay Giles replied the playground could be purchased without an amendment.

Walter Kern, The Meadows shared a history lesson about the gambling days in Colonial Beach and that there was a gambling lodge down by the boat ramp.

He further shared his concern about High Tides Unofficial Bike Fest.

Mayor Blunt stated he had spoken with the Chair of the Chamber of Commerce and that is no longer on Facebook and is not happening.

Joyce Gunderson, Bryant Ave. shared concerns about Jackson St and wanted to know if we were low on Police officers. The town will help with whatever they need to do.

Mayor Blunt stated there is still the same amount of feet on the ground that there has always been.

Closed Meeting

Mayor Blunt made a motion to go into closed meeting pursuant to Virginia Code section 2.2-3711 (A)(8), consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter; subject being sale of town owned real property

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

At 7:30 p.m. council moved into closed session.

Reconvene

Mr. Ey made a motion to reconvene in open session. Ms. Schick seconded the motion.

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

At 8:40 p.m. Mayor Blunt reconvened the meeting.

Certification

Ms. Roberson made a motion that Council certify that only those matters as were identified in the motion to go into closed meeting were heard, discussed or considered. Ms. Schick seconded the motion.

Mr. Alger, Mr. Ey Ms. Roberson, Ms. Schick and Mayor Blunt all so certified.

All council members present certified that only those matters as were identified were heard, discussed or considered during Closed Meeting.

Adjournment/Recess

Mr. Ey made a motion to adjourn. Ms. Schick seconded the motion.

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

At 8:41 p.m. Mayor Blunt adjourned the meeting

Heather Oliver, Town Clerk