



**Minutes of the
Colonial Beach Town Council
Regular Meeting held on
Wednesday, January 20, 2021 at 6:00 p.m.**

Colonial Beach Town Center
22 Washington Avenue

Present

Robin Schick, Mayor
Richard “Mike” Cabrey, Vice Mayor
Powell Duggan, Council Member
Pat Ey, Council Member
Thomas Moncure, Council Member
Vicki Roberson, Council Member
Caryn Self Sullivan, Council Member

Ms. Self Sullivan appeared via Zoom from her home located at 2010 Beach Ave, Colonial Beach, VA due to illness with approval from Mayor Schick and Council

Absent

All Council Members were present.

Staff Present

Interim Town Manager, Rob Murphy
CFO, Lisa Okes
Chief of Police, Bruce Hough
Interim Town Attorney, Vivian Seay Giles
Zoning Administrator, Kathleen Easley
Town Clerk, Heather Oliver

Call to Order

Mayor Schick called the meeting to order at 6:04 p.m.

Moment of Silence/Pledge of Allegiance

Mayor Schick led the meeting in a Moment of Silence and Pledge of Allegiance.

Roll Call of Members

Mayor Schick noted that all Council Members were present, with Ms. Self Sullivan attending via zoom.

Ms. Self Sullivan was unable to vote until after the adoption of Resolution #04-21, Adopting the 2021 Bylaws and Rules of Procedure.

Additions to the Agenda

Mayor Schick made a proposal to amend the agenda by moving the Resolution #04-21, Adopt Bylaws to right after approval of the agenda and adding Tim Trivett, Board of Supervisors to the beginning of presentations.

Mr. Ey made a motion to accept the proposed amendments to the agenda. Ms. Roberson seconded the motion.

Mayor Schick called for a roll call vote. Mr. Duggan voted “aye,” Mr. Moncure voted “aye,” Ms. Roberson voted “aye,” Mr. Ey voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

The motion to accept the amendments proposed by Mayor Schick passed with a unanimous vote of council members present.

Approval of the Agenda

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

Mayor Schick called for a roll call vote. Mr. Duggan voted “aye,” Mr. Moncure voted “aye,” Ms. Roberson voted “aye,” Mr. Ey voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

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

RESOLUTION #04-21, Adopts 2021 Bylaws and Rules of Procedures

Mr. Ey made a motion to approve Resolution #04-21, as written. Ms. Roberson seconded the motion.

Mr. Moncure stated that in Section 5-1 F, suggested that the council expeditiously provide fellow council members with any additions to the agenda. There is also another matter that was missed in his previous review.

Mr. Moncure made a motion to amend the last sentence in Section 3-5 to read “A vote of a **majority** of the members present is required to suspend the Bylaws.” Mr. Duggan seconded the motion.

Mayor Schick called for a roll call vote. Mr. Duggan voted “aye,” Mr. Moncure voted “aye,” Ms. Roberson voted “aye,” Mr. Ey voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

The motion to amend the last sentence in Section 3-5, passed with a unanimous vote of council members present.

Mr. Duggan made a motion to amend Section 1-4 A, third sentence to read “Arrangements for public access to the meeting shall **be made.**” Mr. Moncure seconded the motion.

Mayor Schick called for a roll call vote. Mr. Duggan voted “aye,” Mr. Moncure voted “aye,” Ms. Roberson voted “aye,” Mr. Ey voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

The motion to amend Section 1-4 A, third sentence, passed with a unanimous vote of council members present.

Mr. Moncure made a motion to adopt Resolution #04-21, as amended. Mr. Duggan seconded the motion.

Mayor Schick called for a roll call vote. Mr. Duggan voted “aye,” Mr. Moncure voted “aye,” Ms. Roberson voted “aye,” Mr. Ey voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

The motion to adopt Resolution #04-21, as amended passed with a unanimous vote of council members present.

Resolution #04-21, Adoption of 2021 Bylaws and Rules of Procedure

BE IT RESOLVED that the Town Council meeting in regular session, Wednesday, January 20, 2021 hereby adopts the attached 2021 Bylaws and Rules of Procedure.

2021 BYLAWS AND RULES OF PROCEDURE

Colonial Beach Town Council

Preamble

The Colonial Beach Town Council operates in accordance with federal and state laws at all times. If there should be any conflict between these Bylaws and federal, state, or local law or regulation, the federal, state, or local law or regulation shall be followed.

The citizens and businesses of the Town of Colonial Beach, Virginia are entitled to have fair, ethical, and accountable local government, so as to earn the public’s full confidence and trust. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Colonial Beach Town Council has adopted these Bylaws and Rules of Procedure to assure public confidence in the integrity of local government and its effective and fair operation.

Section 1 Meetings

Section 1-1 Annual organizational meetings

- A. The Town Council shall conduct an organizational meeting at its first meeting in January of every year.
- B. At the organizational meeting in January, the Council shall establish the date, time, and place for its regular monthly meetings for the remainder of the calendar year. At the organizational meeting, the Town Council shall elect a Vice-Mayor.
- C. The Town Council shall conduct a prioritization meeting in January of every year.

Section 1-2 Meeting Cancellations and Postponements

The Mayor may cancel or postpone any meeting because of inclement weather or disaster and will reschedule any postponed meeting at the earliest possible date when a quorum is available.

Section 1-3 Special Meetings

A special meeting of the Council shall be held when called by the Mayor or requested by two or more Members of the Council in accordance with state law. The Council may hold such special meetings as it deems necessary at such times and places, as it may find convenient.

Section 1-4 Meetings held electronically, pursuant to Virginia Code §2.2-3708.2 (A)

- A. The Colonial Beach Town Council may conduct meetings electronically during a State of Emergency declared by the Governor. Public notice shall be given within 3 days of the meeting. Arrangements for public access to the meeting shall be made. The type of electronic communication, electronic communication means and the reason for an electronic meeting shall be included in the minutes.
- B. If a member is unable to attend a meeting due to medical or personal matter, the member may appear electronically, upon approval by the Mayor. There is a two-meeting limit per calendar year for each member to electronically participate due to personal matters. The remote location of the member, and the reason for attendance through electronic communication means shall be recorded in the minutes. If the member's request is disapproved by the Mayor, the reason for disapproval of request shall be recorded in the minutes with specificity.
- C. This shall act as the written policy allowing participation of members by electronic communication means, pursuant to VA Code §2.2-3708.2 (C). All participation by electronic communication shall be audible to all persons at the meeting.

Section 1-5 Quorum and method of voting

- A. A quorum shall consist of a majority of the members of the Town Council, which is four.
- B. It shall be the duty of every member to vote on issues before the Town Council. Each member shall vote by stating “aye,” “nay” or “abstain.”

Section 2 Officers

Section 2-1 Mayor and Vice Mayor

The Mayor shall preside over all meetings of the Town Council. The Vice- Mayor serves in the absence of the Mayor. In the absence from any meeting of both the Mayor and the Vice-Mayor, the members present shall choose one of their members to preside over the meeting.

The Mayor shall appoint individual Council members as the Liaison for the following areas:

- Public Safety
- Economic Development and Department of Planning & Zoning
- Finance
- Administration
- Public Works
- Schools
- NGO's

The Mayor may appoint Liaisons for other areas as necessary and may establish other committees when needed. As with nominations for any committee or appointment, the Council Member nominated may decline.

The Liaison shall serve in a role similar to that of a committee chair. The Liaison shall be responsible for ensuring that matters related to the designated area of the Liaison are thoroughly researched so as to then provide the Town Council with a comprehensive overview.

The Liaison shall keep the other members of Council informed in a timely manner, but at least on a monthly basis of the matters that the Liaison is addressing. The function of the Liaison is to make the deliberations by the Town Council more efficient.

Section 2-2 Preservation of order

At meetings of the Council, the Mayor shall preserve order and decorum.

Section 2-3 Parliamentary

Except as modified herein or as provided by Virginia law, the most current edition of Robert's Rules of Order for Small Groups shall be the parliamentary authority at all meetings of the Town Council with the following exceptions:

- Members may raise a hand instead of standing when seeking to obtain the floor and may remain seated while making motions or speaking.

- There is no limit to the number of times a member may speak to a debatable question.
- Informal discussion of a subject is permitted while no motion is pending.

The Town Attorney shall act as Parliamentarian to the Council. In the absence of the Town Attorney, the Town Clerk shall act as Parliamentarian. Any questions involving the interpretation or application of Robert's Rules of Order for Small Groups shall be addressed to the Town Attorney or, if not available, to the Town Clerk. If the Town Attorney and Town Clerk are not available, then the Town Manager shall act as Parliamentarian.

Section 3 Conduct of Business

Section 3-1 Order of business

A. At the Council's meeting, the order of business shall be generally as follows:

- Call to Order
- Roll call of members
- Additions to the Agenda
- Approval of the Agenda
- Approval of the minutes
- Regular Meeting - Council Member Announcements
Work Session - Council Liaison and Committee Reports
- Presentations
- Citizen Input
- Unfinished business
- New Business
- Closed meeting (if necessary)
- Recess/Adjournment

Section 3-2 Agenda Details

Every ordinance or resolution which involves the expenditure of funds shall identify the budget line-item number that will be used to fund the expenditure.

Section 3-3 Motions

The Mayor need not rise while putting questions to a vote.

The Mayor may, without leaving the chair, speak in informal discussion and debate, and vote on all questions.

Section 3-4 Appeal to Council

Any member of the Council may appeal to the Council from the decision of the Mayor on any question of order or the interpretation of these Bylaws. A majority vote of those present is necessary to overrule the Mayor. No second is required on a member's appeal.

Section 3-5 Suspending Rules

At any time when Council Members wish to proceed on an item or discussion, in a manner that is not in accordance with these Bylaws, a motion to suspend is in order. A vote of majority of the members present is required to suspend the Bylaws.

Section 3-6. Public Comment

Individuals may speak during the portion of the agenda designated for public comment and may speak for up to three (3) minutes. An individual who is representing a group of people may speak for up to five (5) minutes. The Mayor may exercise discretion in these time limits based upon the circumstances but should do so only rarely.

Council members may not interrupt citizen speakers.

Section 3-7 Citizen Questions, Complaints and Suggestions

The purpose of the Public Comment portion of the agenda is to permit citizens an opportunity to address statements to the Town Council. The Public Comment period is not intended as a question-and-answer session with the Town Council.

In order to promote good government, citizen questions, complaints, concerns, requests, etc. may first be addressed to the Receptionist at Town Hall, who will either answer the questions or refer them to the proper administrators for answers.

The Mayor may, in their discretion, answer a question or a complaint if the answer is brief or may recognize a Council Member to respond. For more involved answers to questions, the Mayor will respond to the citizen by saying that the question has been referred to the Town Manager who will see to it that an answer is provided if the citizen provides their contact information.

Citizen suggestions about the day-to-day practical operations of the Town may be made to the Receptionist at Town Hall, who will direct them, if necessary, to the appropriate departments

Citizen suggestions about Town Council policies and actions may be made during the Public Comment period of Council meetings. The Town Clerk will keep a record of these suggestions. And the Town Council will consider them at its next work session, to determine which suggestions may be appropriate for action at the next, or later, regular meeting.

Section 3-8 Work Sessions

When items are to be included in the agenda for consideration at a work session, a summary sheet providing an overview (including pros and cons) shall be prepared by the appropriate liaison member, or Town Manager, provided to the Clerk and distributed to the Council Members in advance of the work session by the Clerk.

At every work session of the Town Council, the Town Manager shall provide a comprehensive list of all pending items and shall include the most recent status of each item.

Routine administrative matters, may be introduced by motion, including but not limited to simple referral of items to the planning commission and authorization to advertise a public hearing, may be voted on by the Town Council at work sessions.

Section 4 -- Public Hearings

Section 4-1 Mayor to conduct public hearings

The Mayor shall conduct all public hearings.

Section 4-2 Hearing presentations

Hearings shall begin with a brief presentation from a staff member and/or representative from the relevant board, authority, commission, or committee. The presentation shall summarize the facts about the issue. Council members' inquiry during the staff's presentation shall be limited to questions about the issue. Discussion or debate about the merits of the proposal shall occur after the close of the public hearing. Council members shall be mindful of their obligation to keep an open mind regarding matters involving public hearings.

Section 4-3 Order of public hearings

The order of public hearings shall be as follows:

- A. The Mayor shall open the public hearing.
- B. The applicant (or his or her representative) shall be the first speaker(s). Any and all representations made by the applicant to the Town on the record during the application process, whether written or verbal, shall be deemed a part of the application and may be relied upon in good faith by the Town.
- C. The Mayor shall then solicit comments from the public. Each speaker must clearly state his or her name and address.
- D. After public comments have been received, the applicant, at his or her discretion, may respond with additional information.
- E. Upon the conclusion of the applicant's comments, the Mayor shall close the public hearing.

Section 4-4 Members' participation

Council members shall withhold their comments in public hearings to ensure participation by the public without Council interference.

Section 4-5 Close of hearing

When a public hearing has been closed by the Mayor, no further public comments shall be permitted. Council members, however, may direct questions to the applicant, the representative of the relevant board, authority, commission, committee, or a staff member for clarification prior to taking any vote, if a vote is in order.

Section 4-6 Debate

Following the close of the public hearing, the Mayor entertains a motion and a second to address the issue and the Council may debate the merits of the issue.

Section 5 – Agenda

Section 5-1 Preparation

A. The Clerk shall prepare an agenda for each regular and special meeting conforming generally to the order of business specified in Section 3-1(A) entitled "Order of Business". The Town Manager shall coordinate the scheduling of items on the agenda with the Mayor. Every item that is placed on an agenda shall be accompanied by a cover sheet that identifies the action that is recommended, the pros and cons, and relevant background information. Complete agenda packets shall be distributed to the Council and made available to the public by noon on the Friday immediately preceding the Town Council meeting.

B. Council members may request that items be placed on the agenda of a Work Session, for discussion, by contacting the Town Manager and Town Clerk at least eight business days prior to that Work Session. No such item shall be removed without the consent of the requesting Councilmember.

Before an item is placed on the Agenda of a Regular Meeting for action, that item should have been discussed and vetted at a previous work session. While it may not always be possible because of time constraints to discuss a matter at a work session in order to promote thoroughness and attention to detail, this shall be the generally accepted practice.

C. Appointments may be placed on the agenda for consideration at any time.

D. At least twenty-four (24) hours prior to every regular meeting, the Town Manager shall also provide the Town Council with a written, monthly report as to the current workload being carried and performed by each department so that the Council is aware of pending projects as well as whether additional resources may be needed to support the staff.

E. On a quarterly basis during the months of April, July, October, and January, at least twenty-four (24) hours prior to the regular meeting, the Town Manager and the Chief Financial Officer shall provide budget updates. These updates shall state the current revenues and expenditures and the projected end of year outcome. The budget update shall include all funds.

F. Any matter not on the printed agenda may be heard, provided that every member of Council shall have been previously notified and that such a request is in the form of a motion to amend the agenda, is duly seconded, and then voted upon by a majority of the Council. If a resolution for consideration by Council is not included with the printed agenda, Council shall not vote on any such resolution unless a copy of the proposed resolution shall have been provided to every member of the Council prior to the start of the meeting.

Section 5-2 Minutes

The Clerk of the Council shall prepare and maintain minutes of the proceedings of the Council, and Council committees, in accordance with the requirements of the Code of Virginia (1950), as amended. Each recorded vote shall indicate how each member of the Council voted as required by law. Preparation of minutes will not include every aspect of the Council's meetings relating specifically to discussion and debate but will include all significant events relating to official action. The Clerk will make every effort to provide draft minutes to the Council within thirty (30) days or less of the date of the meeting.

Section 6 -- General Operating Policy

Section 6-1 Actions by individual members of the Council

A. It shall be the policy of the Council that no one member shall exert individual action or direct any Town employee or independent contractor(s), or any Council, authority, commission, or committee of the Council, to initiate any action that would require a Town employee or independent contractor(s) to perform any action contrary to the laws, ordinances, or policies of the Town, or which would require the expenditure of public funds in any amount without the approval of the Council.

No individual member of the Colonial Beach Town Council possesses any individual authority, much less the authority to require Town Manager, Town Attorney, Town Clerk, Chief Financial Officer, the Police Chief, or any other employee of the Town of Colonial Beach, to engage in any work unless that work is requested by a majority of the Colonial Beach Town Council.

When one or more members of Council and/or the Mayor respond to the media, they shall make it clear whether they are expressing a personal opinion or whether they are representing a formal Council position or decision.

B. It is further the policy of the Council that when the Mayor and/or individual members of Council interact with employees or independent contractor(s) of the Town, that the Mayor and/or individual members of Council conduct themselves in a respectful, civilized, and appropriate manner at all times. Under no circumstances is it appropriate for the Mayor and/or any individual member of Council to shout or yell at, or shout or yell in the presence of, any Town Employee or independent contractor(s). Neither the Mayor nor any individual member of Council shall make a comment or statement to any Town employee or independent contractor(s) that is vulgar, insulting, or sarcastic. The Mayor and individual members of Council shall support the maintenance of a positive and constructive workplace environment for Town employees or independent contractor(s) and for citizens and businesses dealing with the Town. The Mayor and individual members of Council shall recognize their special role in dealings with Town employees or independent contractor(s) and shall in no way create the perception of any type of inappropriate direction to staff.

C. The conduct of the Mayor and individual members of Council must be above reproach and must avoid even the appearance of impropriety. Under no circumstances shall the Mayor or any member of Council threaten, either directly or indirectly, any Town employee or independent contractor(s) with the loss of his or her job, position, and/or salary.

D. The Mayor and individual members of the Council shall prepare themselves for every meeting by reading and reviewing the Council packet and they shall listen courteously and

attentively to all public discussions before the body and focus on the business at hand. They shall refrain from interrupting other speakers and making personal comments that are not germane to the business before the Council or otherwise interfering with the orderly conduct of the meeting.

E. The Mayor and individual members of Council shall not use the public resources that are not available to the public in general, such as Town staff time, equipment, supplies, or facilities, for private gain or personal purposes. The Mayor and individual members of Council may seek assistance from Town staff with respect to official Town business but shall not monopolize Town staff or interfere in any way with the ability of Town staff to perform their jobs.

F. The Mayor and individual members of Council shall respect the confidentiality of information concerning the property, personnel and/or affairs of the Town. They shall neither disclose confidential information without proper authorization of the Council, nor use such information to advance their personal, financial, or other private interests. Likewise, members of Council shall not use their position on Council for any type of personal gain.

G. Recognizing that stewardship of the public interest must be their primary concern, the Mayor and members of Council will work for the common good of the people of the Town of Colonial Beach and not for any private or personal interest, and they will assure fair and equitable treatment of all persons, claims, and transactions coming before the Colonial Beach Town Council. No member of Council should engage in behavior that is self-important or solicitous of special treatment.

H. No individual Council Member may pursue independently any mission, project or commitment that is not in accordance with the majority of the Council, with the exception of carrying out his or her duties consistent with his or her appointment as an advocate for a specific area of Town government where those duties are in accordance with the consensus of Council. Should any staff member have a question as to whether he or she may proceed with work in response to the request of any one particular Council member, the staff member shall ask that the Mayor indicate how the staff member should proceed.

Section 6-2 Exit interviews

Whenever a Department Head resigns or retires, or a hired specialist (such as an auditor) completes their work for the Town, the Mayor or the Vice Mayor, and the department liaison for the governing body shall conduct an exit interview with that person.

Section 6-3 Discussion of zoning and land use matters

Town Council members shall not engage in negotiations with applicants on zoning or land use matters.

Section 6-4 Polling Procedure

The Town Manager or his designee may separately contact members of the Town Council for the purpose of ascertaining a member's position with respect to public business, provided the contact does not constitute a meeting as defined in §2.2-3701 of the Code of Virginia.

Section 6-5 Sanctions

Individual members of the Town Council may be held accountable for their actions in violation of these Bylaws and/or state law by the Town Council in accordance with these Bylaws and state law. For example, a member of Council may be punished or fined for disorderly behavior in accordance with Virginia Code § 15.2-1400 the Town Council may censure a member of Council for violation of these Bylaws or other grossly inappropriate behavior.

Section 7 – Amendments Section

7-1 Amendments to the By-Laws and Rules of Procedure

The Bylaws and Rules of Procedure may be amended as necessary by majority vote of the Council.

Colonial Beach Town Council

Recognizing that elected officials hold office as a public trust, as a member of the Colonial Beach Town Council, I agree to abide by the Bylaws and Rules of Procedure and I will place the welfare of the community, and the best interests of the Town of Colonial Beach, above my loyalty to individuals or particular groups. I will ensure the integrity of the Town Council by not giving any special favors or privileges to anyone. I will not intentionally embarrass my colleagues, the Town staff, or citizens. I will behave in a professional, civilized manner at all times. I will not use my public position to benefit me personally. I will be mindful that I am only one member of Council and that I possess no individual authority, excepting the Mayor's statutory duty to preside at meetings. I will preserve the confidentiality of personal and privileged information shared during a closed meeting. I will not use my elected office to gain any personal privilege.

Mr. Cabrey made a motion to accept Ms. Self Sullivan's attendance via zoom from her home at 2010 Beach Ave., Colonial Beach, VA 22443 due to illness. Ms. Roberson seconded the motion.

Mayor Schick called for a roll call vote. Mr. Duggan voted "aye," Mr. Moncure voted "aye," Ms. Roberson voted "aye," Mr. Ey voted "aye," Mr. Cabrey voted "aye," and Mayor Schick voted "aye."

The motion to approve Ms. Self Sullivan's attendance via zoom was passed with a unanimous vote of council members present.

Council Member Self Sullivan was now in attendance as a voting member.

Approval of Minutes

Mr. Ey made a motion to approve minutes for October 21, 2020, Regular Meeting and November 18, 2020, Regular Meeting. Mr. Cabrey seconded the motion.

Mr. Duggan asked if new council members were able to vote on minutes that members were not present for.

Ms. Seay-Giles stated the approval requires a majority vote, and members that were not on council at the time of the minutes are able to vote. If they at a later time they have listened to the recording, it can be brought back to council for amendments.

Mayor Schick called for a roll call vote. Mr. Duggan voted “aye,” Mr. Moncure voted “aye,” Ms. Roberson voted “aye,” Ms. Self Sullivan voted “aye,” Mr. Ey voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

Council Member Announcements

Mr. Duggan noted he enjoyed the priorities meeting on Monday January 18, 2021. The council and staff worked well together to establish a list of priorities and this will help the new Town Manager when hired.

Mr. Moncure clarified trademarking of the town logo and town seal. After researching, the logo was trademarked in 2019 and the town seal has not been trademarked.

Mr. Cabrey noted an update as the liaison for the Planning Commission. The upcoming work session would be held via zoom. The main topics will be reviewing the applicants for the vacant seats on the commission. In addition, the comprehensive plan has been reviewed by the Northern Neck Planning Commission and RAFT, with a few recommendations that will be addressed at the work session. They will also discuss the text amendment for Article 9 of the Zoning Ordinance. The Planning Commission has scheduled a public hearing for January 28th at 5:30 PM, at Town Center for the text amendment and hopefully the Comprehensive Plan.

Mayor Schick noted the accomplishment of the priorities meeting.

Presentations

Tim Trivett, Westmoreland County Supervisor

Mr. Trivett stated he is seeing the progress in the relationship between the county and the town, and he looks forward to the two working together. He also noted that the health department in the county is overwhelmed with calls and the system has crashed due to the interest in the COVID vaccination. The county is working on obtaining an 800 number for the citizens to call. As of now the Northern Neck only has 1,000 vaccines for a population of 150,000. The county is doing their best and hope to have answers soon.

Mr. Trivett further stated he attended a survey for Economic Development. The group that organized the survey is going to present to the county all the information they gathered on Economic Growth for our area.

Proclamation, Honoring Sal Puglisi’s 90th Birthday

Mayor Schick read the following Proclamation:

MAYOR
Robin M. Schick



TOWN COUNCIL
Richard M. Cabrey
Powell Duggan
Patrick Ey
Thomas Moncure
Vicki Roberson
Caryn Self Sullivan

PROCLAMATION

WHEREAS, Salvatore “Sal” Puglisi, a resident of the Town of Colonial Beach for 20 years, will celebrate his 90th birthday on January 31, 2021; and

WHEREAS, Mr. Puglisi is a veteran of the United States Air Force; and

WHEREAS, he has been a member of the United States Coast Guard Auxiliary, Flotilla 3-10 based in Callao, Virginia since 2010 as a Vessel Examiner; and

WHEREAS, within 5 years, a total number of 870 Vessel Safety Checks amongst Colonial Beach have been completed by Sal and his Vessel Safety Check (VSC) “buggy”; and

WHEREAS, in the last year, Mr. Puglisi has performed 170 Vessel Safety checks, the most among all the Flotillas in his division; and

WHEREAS, along with a total of 203 Recreational Boating Safety Program visits to marinas, boat dealers and more; and

WHEREAS, during this year, Mr. Puglisi has expended an astounding 673 hours performing Coast Guard Auxiliary activities; and

WHEREAS, while sharing his wisdom and community spirit here in Colonial Beach, Sal has gained the admiration and respect from all walks of life throughout the community; and

NOW THEREFORE BE IT RESOLVED, on behalf of the Town of Colonial Beach, on the 20th day of January, 2021, we commend and congratulate Mr. Salvatore “Sal” Puglisi on achieving this milestone in his life, and further wish him all the best with years of health and happiness.

Recognition of Retirement for Teresa Davis, Code Enforcement Officer

Mayor Schick presented Ms. Davis with a gift of recognition on her retirement and thanked her for her 15 years of service to the Town of Colonial Beach.

Recognition of 25 Years of Service for Curtis Coleman, Wastewater Treatment Plant Supervisor

Mayor Schick thanked Mr. Coleman, who was not present, for his 25 years of dedicated service to the Town of Colonial Beach.

Recognition of Retirement for Bill Childers, Refuge Services

Mayor Schick thanked Mr. Childers, who was not present, for his dedication of service to the Town of Colonial Beach and congratulated him on his retirement.

Susan French Genace, Flack Shack

Ms. Genace presented the Travel/Tourism Summary from flackshack. During the presentation she noted the website visits to www.visitcbva.com increased by 100,000 thousand views since 2018. They have used social media and search engines to increase the web traffic. When COVID-19 came they knew travel and vacations were going to be different, so they improvised and restructured the site. Then, Virginia started a WanderLove campaign to help Virginia tourist locations partner with other Virginia tourist locations to help each other with attracting tourist from the surrounding areas. They continue to execute grants, refresh website, and develop co-marketing opportunities. They have even spoke with Dodson and Sunset Cove to help promote their development projects.

Mayor Schick noted that Warsaw and Montross were interested in collaborating with the Town of Colonial Beach to attract more tourism.

Mike Fitzpatrick, Chamber of Commerce Economic Development Committee

Mr. Fitzpatrick stated he accepted a position on the Board of Directors in December and was asked to develop an Economic Development Committee. He summarized who the members were and went over the mission statement, priorities and what the next steps will be for the committee. The committee members represent multiple business disciplines and are able to devote time to make this successful. The Economic Development Committee is dedicated to making this a business-friendly town and support economic growth. The committee shall assist businesses with education and growth to insure they are successful in the Town of Colonial Beach.

Citizen Input

Walter Kerns, The Meadows thanked the women who decorated Town Hill for Christmas, it was beautiful. He also noted the people working on the water tower are doing a great job. He also

gave his history lesson of when the Governor of Virginia came 35 years ago to the high school graduation and went down the banana slide during his visit.

Eric Nelson, 1321 Lossing Ave., stated he would be speaking on behalf of the Colonial Beach Foundation. He noted there was a flyer distributed showing the accomplishments of the Foundation for the last 15 years. He also congratulated on behalf of himself and the Foundation all the members newly elected and Mr. Duggan, who was appointed to fill the vacant seat. He stated he attended the priorities meeting and was very pleased to see how much was accomplished. He noted that some of the priorities the council went over were the same the Foundation had established. One of them being a new location for a community center and Town wide WIFI. He looks forward to having those conversations with Town Council.

Joyce Reihmer, Downtown Colonial Beach via email read by the Town Clerk, Heather Oliver

“ 1. Please contribute to a survey Downtown Colonial Beach will be circulating shortly to help DCB produce a DHCD funded marketing brochure to attract downtown retail. Information will feed into the larger COC initiative and DCB will participate with and seek input from that committee, but we are in a time crunch to complete this project to meet grant requirements .

2. To help those planning or considering to restore historic properties, we are organizing a Zoom workshop for late Feb. on how to access historic tax credits and avoid having projects disqualified. It will include examples by development firms on how they dealt with and overcame difficulties. Historic surveying is to be extended to the Point and possibly other neighborhoods later this year, so the workshop could be relevant to many more residents, businesses and investors.

3. The Osprey Festival will be virtual again but with a "Do-It-Yourself" twist to advance DCBs goals of bringing in tourists during the off-seasons. Towards that end, DCB is currently identifying nest locations for a map and possible repairs plus volunteer osprey watchers.

There is a free year-long Community Vitality Training series conducted by Virginia Main Street, once a month. See the Virginia Main Street website, Next Door or the Downtown Colonial Beach Facebook site for further information.”

Unfinished Business

Discussion, Liaison Appointment

Mayor Schick appointed Mr. Duggan to the liaison position for the Finance Department.

Resolution #06-21, Amends Resolution #07-20, School Fund

Mayor Schick stated this resolution was discussed at the work session.

Ms. Roberson made a motion to approve Resolution #06-21, as written. Mr. Moncure seconded the motion.

Mayor Schick called for a roll call vote. Mr. Duggan voted “aye,” Mr. Moncure voted “aye,” Ms. Roberson voted “aye,” Ms. Self Sullivan voted “aye,” Mr. Ey voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

The motion to approve Resolution #06-21, as written passed with a unanimous vote of council members present.

RESOLUTION #06-21, Amends Resolution #07-20, School Fund

WHEREAS, the Colonial Beach Town Council finds it necessary to make the following amendments to Resolution #07-20.

WHEREAS, Resolution #07-20 states that any funds not spent on the HVAC replacement will be returned to the Capital Projects Fund, Committed Funds – CB Schools. The Colonial Beach School wishes to use any remaining funds to start the renovation of the Old Kindergarten Building in order to relocate their Administrative offices.

NOW THEREFORE BE IT RESOLVED that the Town Council at its regular meeting held on Wednesday, January 20, 2021 hereby amends Resolution #07-20, authorizing the Colonial Beach School to use the remaining funds towards renovation of the Old Kindergarten Building. Any funds not used for the HVAC system or renovation will be returned to the Capital Projects Fund, Committed Funds – CB Schools.

Resolution #07-21, Amends and Appropriates Fiscal Year 20-21 Budget, School Fund

Mayor Schick noted this is the second part of the previous resolution that was also discussed at the work session.

Ms. Roberson made a motion to approve Resolution #07-21, as written. Mr. Moncure seconded the motion.

Mayor Schick called for a roll call vote. Mr. Duggan voted “aye,” Mr. Moncure voted “aye,” Ms. Roberson voted “aye,” Ms. Self Sullivan voted “aye,” Mr. Ey voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

The motion to approve Resolution #07-21, as written passed with a unanimous vote of council members present.

RESOLUTION #07-21, 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, the Colonial Beach Town Council amended and appropriated \$150,000 to the Colonial Beach Public Schools FY19-20 budget for the replacement of the HVAC system at the Colonial Beach High School Gym; Resolution #07-20. Since the replacement was not completed as of June 30, 2020, the Colonial Beach School has requested that the remaining balance of \$103,095 be brought forward into the FY20-21 budget in order to pay the vendor upon completion.

NOW THEREFORE BE IT RESOLVED that the Town Council at its regular meeting held on Wednesday, January 20, 2021 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	\$7,910,618	\$8,013,713	+\$103,095

New Business

Discussion, Berkley Group, Hire Process for Town Manager

Ms. Schmitt introduced herself and her colleague, Mr. Povar.

Ms. Schmitt gave a brief summary of the Berkley Group and stated the services the company provided to local governments. The one service that brings them to Colonial Beach is the recruitment of Town Manager. She gave a brief overview of her work experience in human resources.

Mr. Povar introduced himself with a brief summary of his work experience. He stated he previously worked in municipal government, including 17 years as a city manager. Previous to joining the Berkley Group he worked at the University of Virginia.

Ms. Schmitt stated they bring experience and relationships in local government that will assist in finding a candidate. The Berkley Group has an entire team that is going to assist in this process as needed.

Ms. Schmitt noted that tonight was to learn about the Town of Colonial Beach so they are informed and can create a recruitment profile to find candidates. The most important thing she wanted to remind Council was that they are only there to help with the process, the final decision is the Town Council's choice.

Ms. Schmitt described the process, including points of contact, background checks, reference checks and the confidentiality of applicants up to the time of the final selection.

After a thorough discussion between council members and Berkley Group, there was a consensus from council to have the Berkley Group provide a community survey and an employee survey. This would be important so the employees and residents can address what they hope for in a new Town Manager.

Town Council and the Berkley Group began to address the questions that were submitted prior to the meeting.

The first question asked council members to describe what was special about the Town of Colonial Beach. In summary, council members noted the residents work ethic and commitment to the town and the uniqueness compared to other small towns. The Town of Colonial Beach operated its own school system, and its residents take pride in the school, "DRFITER PRIDE."

The second question asked for council members to give information about the Town's government. In summary, there are four new council members made up of different generations. The Town is getting ready to experience a substantial growth. We are fiscally responsible and the volunteers in this community are tremendous. Projects see the finish line because of the collaborations between employees and volunteers. We are also part of a county and it would be great to have someone that could build and nurture a relationship with Westmoreland County.

The third question asked, to list some of the priorities for the next three to five years. The council members noted they just finished a priority meeting two days before. A list was determined and prioritized at that meeting. The council members agreed the main goal is to revitalize the infrastructure and storm water management are out the top of that list.

The fourth question brought up the topic of issues, challenges, opportunities, and projects that the Town Manager would be expected to address in the next one to two years. Again, the priorities list would be something for the candidates to review. The town is getting ready to experience a substantial amount of growth due to building developments, the new bridge and the Riverboat thinking of expanding what gambling is offered. The relationships with the school and the county need to be nurtured and remain strong. The town just started a Parks and Recreation Department so they would be here for the development of that department. The town has experienced turnover, so it would be great to have a team leader and someone who will support employee growth.

The fifth question referred to the Comprehensive Plan and if it still reflects the council's thinking and if there is a timeline for the draft to be finalized. Mr. Cabrey noted the comprehensive plan reflects the desires of the citizens along with observations from the Planning Commission and staff. Northern Neck Planning Commission and RAFT have reviewed and there are some

recommended adjustments to be made to reflect the environment. The council does not believe they are going to revise the new plan that has been drafted.

Questions six, seven and eight focused more on what the council wants from a Town Manager. Such as educational, experience in government, leadership, and desired characteristics.

Some of the suggestions were for the candidate to have a Bachelor Degree or a Master Degree in Public Administration, in addition to 3 + years of experience in managing municipal government. They should be familiar with Main Streets, a variety of grants and developments. In addition, ICMA certified and capable of managing a natural disaster. Knowledge in IT and public works would be a great addition. The candidate would have to be ready to be a leader and teambuilder. It would be preferred for the candidate to relocate. There are numerous committees and groups that the Town Manager would have to be involved in.

Ms. Schmitt asked council what was the pay range that was in mind for this position.

Mayor Schick stated \$100,000 to \$120,000 plus benefits, is that reasonable.

Ms. Schmitt noted that it was a good start, but they may have to go up to \$125,000. But the salary range is in the ballpark.

Ms. Schmitt noted they would take all of this information to build a recruitment profile. They hope to have it advertised by the first week of February and start interviews in March. By late March they should be ready to come present their final selections to present to council. Hopefully, by the end of March beginning of April they will have the applicants down to 4 to 5 candidates that will be ready for in person interviews with council.

Mayor Schick thanked Ms. Schmitt and Mr. Povar for attending the meeting and having the discussion to find what the town is looking for in a Town Manager.

Closed Meeting

A closed meeting was not necessary.

Adjournment/Recess

Mr. Cabrey made a motion to adjourn the meeting. Mr. Ey seconded the motion.

Mayor Schick called for a roll call vote. Mr. Duggan voted “aye,” Mr. Moncure voted “aye,” Ms. Roberson voted “aye,” Ms. Self Sullivan voted “aye,” Mr. Ey voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

Mayor Schick adjourned the meeting at 8:53 PM.

Heather Oliver, Town Clerk