



**Minutes of the
Colonial Beach Town Council
Regular Meeting held on
Wednesday, February 17, 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
Thomas Moncure, Council Member
Vicki Roberson, Council Member
Caryn Self Sullivan, Council Member

Absent

All Council Members were present with the exception of Mr. Patrick Ey.

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 the exception of Mr. Patrick Ey.

Additions to the Agenda

Mayor Schick made a motion to amend the agenda by adding Item B, under New Business, “Accepting the Resignation of Council Member Ey.” In addition, Mayor Schick made a motion to move closed session item to after citizen input and to add an Item at the beginning under unfinished business, “Contract Amendment.” 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,” Ms. Self Sullivan voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

The motion to accept the amendments and additions to the agenda passed with a unanimous vote of council members present.

Approval of the Agenda

Mayor Schick 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,” Ms. Self Sullivan 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.

Approval of Minutes

The January 20, 2021, Regular Meeting minutes were deferred to the next regular meeting.

Ms. Roberson made a motion to approve January 6, 2021 Work Session Minutes. 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. Cabrey voted “aye,” and Mayor Schick voted “aye.”

The January 6, 2021 Work Session minutes passed with a unanimous vote of council members present.

Council Member Announcements

Mr. Duggan noted the town was in the beginning stages of putting together a budget. A draft should be ready by April 1st. Mayor Schick and himself would be meeting with Ms. Okes and Mr. Murphy later in the week to review the revenue and expenditures.

Mr. Moncure reported Mr. Cabrey and himself had visited Public Works and were able to gain knowledge of Public Works, including maintenance of equipment, personnel, and water and sewer.

Ms. Roberson noted the school had started in class learning yesterday with the hybrid plan. The plan is to have all the students attending in class by March 15th using the hybrid plan of 4 days a week with rotating A and B weeks.

Mr. Cabrey reported the Guadalupe Clinic as of yesterday had administered over 500 doses of the vaccine. The majority of those were the first dose for people who were in groups 1A and 1B. Three Rivers has been providing the list to the Guadalupe Clinic based on the inventory the clinic is receiving. The clinic is averaging 50 doses a week and this could not have been successful without the volunteers in our community.

Mayor Schick noted the clinic was looking at using the Community Center as a site for the vaccination.

Mr. Cabrey stated they are working out the details to try and have it flow without any problems.

Mayor Schick stated that since the last meeting her Grandfather passed away and wanted to thank all the council members for stepping up in their liaison positions and to the staff for all of their support.

Presentations

Tim Trivett, Westmoreland County Supervisor

Mr. Trivett reported the Director of Social Services, Ms. Crooks is no longer with Westmoreland County. There is an acting Director of Social Services, Ms. Strickler and there are numerous applicants for that position.

Mr. Trivett noted that all submitted requests for Cares Act funds has been fulfilled and sent to the Town.

Mr. Trivett further noted that he was happy to see Mr. Cabrey attend the Board of Supervisors meeting and to meet the board and the county administrator.

Proclamation, 129th Anniversary of Town's Incorporation

Mayor Schick read the following Proclamation:



PROCLAMATION

WHEREAS, the Town of Colonial Beach was incorporated on February 25, 1892 by the General Assembly of Virginia; and

WHEREAS, the Town then became a separate municipality and governing body; and

WHEREAS, authority was now under the Town of Colonial Beach to constitute a separate school district; and

WHEREAS, the Town of Colonial Beach established a Colonial Beach Police Department; and

WHEREAS, on March 28, 1892, Mayor Schwarz, Council Member Brady, Council Member Evans, Council Member Watson and Council Member Brayton held the first council meeting; and

WHEREAS, the Town of Colonial Beach started to become what is now called “ the Playground on the Potomac”; and

WHEREAS, the upcoming date of Thursday, February 25, 2021 will commemorate the 129th year anniversary of the Town’s incorporation; and

WHEREAS, our first Madam Mayor and the Colonial Beach Town Council hereby make a public proclamation expressing their pride, commitment and dedication to our Town and our founding principles in remembering this very notable date in our history.

THEREFORE BE IT RESOLVED, the Madam Mayor and Town Council urge all citizens of the Town of Colonial Beach to take a moment to reflect upon and acknowledge the historical importance of February 25th as the date commemorating and celebrating the incorporation of our town.

Proclamation, Celebrating Black History

Mayor Schick read the following Proclamation:



PROCLAMATION

WHEREAS, the month of February is when the nation observes, and honors Black History and the contributions made by African Americans; and

WHEREAS, in 1926 Carter G. Woodson designated the second week in February to honor his heritage, a week with significance, the week Frederick Douglas and Abraham Lincoln were born; and

WHEREAS, in 1969 it was proposed by black educators and students at Kent State University to establish a month celebrating the heritage of African Americans; and

WHEREAS, it was first observed in 1970 and became Nationally recognized by President Gerald Ford in 1976; and

WHEREAS, the purpose of African America History Month, also known as Black History Month, is to celebrate and honor our fellow citizens' endurance, strength and endless dedication to improve the future of the nation; and

WHEREAS, the Town of Colonial Beach is better because of the diversity of our population; and

WHEREAS, we inspire our community to thrive in equality and justice that ensures greater opportunity, honors history, and celebrates the contributions of Black Americans from the past and present; and

NOW THEREFORE BE IT RESOLVED, that the Town Council of Colonial Beach, on behalf of the Town of Colonial Beach citizens, do hereby proclaim the month of February 2021 as Black African American History Month.

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." Maya Angelou

National Anthem was sung by Ms. Jady McGINNiss

Citizen Input

Walter Kern, The Meadows stated the company that fixed the water tower did an awesome job.

Eric Nelson, 1321 Lossing Ave noted on behalf of the Foundation we want to express our condolences to Mayor Schick for the loss of your grandparents. He noted that it had been reported that his motives of moving the foundation from the Community Center to a new property was that he would benefit from the sale of the Community Center. He wanted to set the record straight that he would not profit from the sale of the community center and that his interest in the “REPO” building has been ongoing with the intention of it being a community center and that he is not the agent for the owner of building.

Lisette Montalvo, Irving Ave noted her condolences to Mayor Schick for her loss. She reported the Colonial Beach Residents Association is almost done with the process of becoming a nonprofit 501c3. She also stated they sent out a survey and newsletter for residents to provide feedback to their association.

Santiago Montalvo, Irving Ave noted his concerns for the amendment on the zoning ordinance Article 9.

Mayor Schick informed Mr. Montalvo that there is a public hearing for that amendment to the ordinance and asked if he would like to be signed up for that.

Paige Williams, 1535 Irving Ave stated she did not agree with an easement at Eleanor Park and noted her condolences to Mayor Schick for the loss of her Grandfather.

David Williams, 1535 Irving Ave noted the Colonial Beach Resident Association is on its way of being a nonprofit. He also expressed his condolences to Mayor Schick for her loss. He further noted his disappointment of Mr. Ey resigning and stated that Mr. Ey was a stand-up guy, and it is sad to see him leave the community. He thinks there should be a town wide survey to see what the citizens want to happen at Eleanor Park before any decisions are made with that land.

Closed Meeting

Ms. Roberson made a motion to go into closed session pursuant to Virginia Code §2.2-3711 (A)(8) for consultation with legal counsel employed regarding specific matters requiring legal advice from counsel for development and real estate agreement contract analysis. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter. Ms. Self Sullivan 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. Cabrey voted “aye,” and Mayor Schick voted “aye.”

At 6:40 PM council moved into closed session

Reconvene

Mr. Cabrey made a motion to reconvene in open session. 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,” Ms. Self Sullivan voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

At 7:19 p.m. Mayor Schick 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. Mr. Duggan seconded the motion.

Mr. Duggan, Mr. Moncure, Ms. Roberson, Ms. Self Sullivan, Mr. Cabrey and Mayor Schick all so certified.

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

Unfinished Business

Contract Amendment

Mr. Duggan made a motion to amend the paragraph 3A in all four Dodson purchase agreements to extend the feasibility period from 120 days to 150 days and authorize the Mayor or Town Manager to execute the amended agreements. Ms. Self Sullivan 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. Cabrey voted “aye,” and Mayor Schick voted “aye.”

The motion to amend paragraph 3A extended the feasibility period in all four agreements passed with a unanimous vote of council members present.

PUBLIC HEARING

Ordinance No. 711, Amends Zoning Ordinance, Article 9

Ms. Easley reported the staff has been working with the Dodson Development Group. The Dodson group recently approached the staff about what could be done so they could sell the Townhouses individually. The staff and planning commission looked into amending the zoning ordinance for commercial-residential zones. The proposed amendments will lower the minimum lot area to 750 sq feet and increase the floor area ratio to 1.5.

Open Public Hearing

At 7:23 PM, Mayor Schick opened the public hearing.

Jim Green, 336 12th Street via email (Read by Heather Oliver, Town Clerk)

“I have a concern amending the ordinance will decrease the current minimum lot size in Zone CR from 5000 square feet to 750 square feet.

I understand that the intent of the reduction in size is to support the coming Dodson Development and I fully support that. My concern is that reducing the lot size for ALL CR Zoned property could set a precedent not intended. As written, I believe that Ordinance # 711 could open the door to allowing structures such a “Tiny Houses” in CR Zoned properties. I would hope that that is not the intention of the Council.

I think the best way for Dodson’s plan to move forward in a timely manner would be to issue a Variance to the Dodson Group for this project. Approving a Variance to deviate from current Zone CR requirements would allow the Dodson Group to use the land in a manner not otherwise permitted by the zoning ordinance. It is not a change in the zoning law. Instead, it is a specific waiver of the requirements of the zoning ordinance. One-time "done deal" for this development but would have no effect on the CR Zoning.

Thank you for your time and consideration of this comment.”

Santiago Montalvo, Irving Ave stated he thinks a one time allowance for the variance for the specific property instead of changing the zoning code. He believes it would leave open opportunities for other areas that are in CR to build that small.

Lisette Montalvo, Irving Ave noted her concern for the water run off from the changing the minimum lot size in CR and taking the chance of sheds being converted into houses.

Paige Williams, Irving Ave stated she is in support of the development and believes instead of changing code it should be a variance for that specific project.

David Williams, Irving Ave noted he agreed with the other speakers and that it should be a variance for the specific project and not to change the entire code. It is extreme to go from 5,000 square foot minimum to 700 square feet minimum.

Close Public Hearing

At 7:31 PM Mayor Schick closed the public hearing.

Council Action

Ms. Self Sullivan made a motion to approve Ordinance No. 711, as written. Mr. Cabrey seconded the motion.

Ms. Easley responded to the public comments, the lot coverage will remain 36% so drainage will not be affected with this change. She summarized that the increase in the FAR allows for the builders to build up with the decrease in lot size. The CR zoning areas are very small and limited, this is the only area with a large lot. They can build now with their current plans. The changes just allow them to sell the townhouses individually.

Mayor Schick stated zoning is very technical and summarized that the commercial-residential zones located throughout town is very limited with only few blocks on First Street, the area of Hunan Diner on Colonial Ave and one side of Washington Ave. All totaling approximately 8 blocks in addition to the old high school field. A majority of the lots in the C-R zone are built out and operating. The FAR increase allows people to build up with the smaller lot size, but there is a height restriction in the town that does not allow for buildings to be over 35 feet. She noted that she would rather see the minimum lot coverage at 1,500 square feet instead of 750 square feet, unless there is a specific reason for 750 square feet.

Mr. Cabrey noted the planning commission went through all of the options for this lot. Research was done by Mr. Howell from the planning commission, and he found that 750 square feet was the square footage that surrounding municipalities used.

Ms. Self Sullivan stated Mr. Cabrey and Mayor Schick addresses the concerns she had like the location of the C-R zones. The way she understands this gives the ability for the townhomes to be sold individually. She has concerns with the 750 square footage, especially with lot coverage of 36%.

Mayor Schick noted she does not believe 750 square feet is large enough for the project. An area of 1,500 square feet would allow for more outdoor living space.

Mr. Duggan noted he was more comfortable with the lot area being set at 1,500 square feet.

Mayor Schick made a motion to amend the minimum lot area from 750 square feet to 1,500 square feet. Ms. Self Sullivan 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. Cabrey voted “aye,” and Mayor Schick voted “aye.”

The motion to amend the minimum lot area from 750 square feet to 1,500 square feet passed with a unanimous vote of council members present.

Mayor Schick called for a roll call vote for Ordinance No. 711, as amended. Mr. Duggan voted “aye,” Mr. Moncure voted “aye,” Ms. Roberson voted “aye,” Ms. Self Sullivan voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

The motion to adopt Ordinance No. 711, now as amended passed with a unanimous vote of council members present.

ORDINANCE NO. 711

ORDINANCE NO. 711: AMENDS THE TOWN OF COLONIAL BEACH ZONING ORDINANCE, ARTICLE 9 COMMERCIAL RESIDENTIAL (CR) DISTRICT BY AMENDING TABLE 9-4.1 MINIMUM LOT AREA TO BE 750 SQUARE FEET AND AMEND FLOOR AREA RATIO TO 1.5.

BE IT ORDAINED by the Colonial Beach Town Council that the Colonial Beach Zoning Ordinance shall be amended as follows:

**ARTICLE 9
COMMERCIAL-RESIDENTIAL (CR) DISTRICT**

Statement of Intent

The purpose of this district is to provide for a transitional mixture of uses. Although commercial uses are emphasized, mixed commercial and residential uses may be continued, developed, and redeveloped. Residential and commercial ventures may be allowed in the same structure. The Floor Area Ratio (FAR) in this district is 0.75.

9-4 Bulk & Area Regulations

Table 9-4.1 Principal Structure Requirements

Minimum lot area	1,500 square feet
Maximum lot coverage w/out mitigation	36%
Front setback	5-feet from Road right-of-way
Rear Setback	15-feet
One-side setback	5-feet
Sum of side setbacks	10-feet
Minimum street frontage	10-feet
Minimum lot width at front setback	10-feet
Maximum height	35-feet above final finished grade
Floor Area Ratio (FAR)	1.5

PUBLIC HEARING

Ordinance No. 712, Establishment of Rules for Town Dog Park

Open Public Hearing

At 7:55 pm, Mayor Schick opened the public hearing.

Close Public Hearing

At 7:55 pm, Mayor Schick closed the public hearing.

Council Action

Ms. Self Sullivan made motion to adopt Ordinance No. 712 as written. Ms. Roberson seconded the motion.

Ms. Self Sullivan noted research was completed by Mr. Murphy, our attorney and previous council members.

Mr. Murphy stated the COVID signs have been ordered and should arrive within two weeks.

Mayor Schick noted a spelling error under (b) (1) “defines” should be “defined.”

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. Cabrey voted “aye,” and Mayor Schick voted “aye.”

The motion to adopt Ordinance No. 712, as written passed with a unanimous vote of council members present.

ORDINANCE NO. 712 AMENDS COLONIAL BEACH TOWN CODE, CHAPTER 5 “BEACHES, WATERWAYS, BOARDWALK, PARK, RECREATIONAL AREAS AND FACILITIES,” ESTABLISHES ARTICLE V, “PARKS,” SECTION 5-61, “DOG PARK”

BE IT ORDAINED BY THE COLONIAL BEACH TOWN COUNCIL THAT the Colonial Beach Town Code, Chapter 5, CHAPTER 5 “BEACHES, WATERWAYS, BOARDWALK, PARK, RECREATIONAL AREAS AND FACILITIES” ESTABLISHES ARTICLE V, “PARKS,” SECTION 5-61, “DOG PARK”

CHAPTER 5 – BEACHES, WATERWAYS, BOARDWALK, PARKS, RECREATION AREAS AND FACILITIES

ARTICLE V. PARKS

“Sec. 5-61. DOG PARK

- (a) The Town Dog Park is the fenced area set aside at Robin Grove Park.
- (b) Specific rules and prohibitions. The following are prohibited in the Town Dog Park:
 - 1. Enter the Town Dog Park with a dangerous dog or vicious dog, as defined in Town Code, Chapter 3, Article III
 - 2. Enter the Town Dog Park with a dog that is not wearing a valid, current Westmoreland County dog license tag fastened securely to it’s collar; or, if the owner’s primary residence is other than Westmoreland County, a valid, current dog license tag from the jurisdiction of the owner’s primary residence.
 - 3. Enter the Town Dog Park with a dog that has been banned from the Town Dog Park, for the duration of the ban.

4. Fail to clean up after the dog as required by Town Code, Chapter 3, Article V, (Sec 3-58)
 5. Violate any additional rules posted in the Town Dog Park
- (c) Exemptions to existing Leash Ordinance. The owner or custodian of a dog may permit a dog to run off leash within the Town Dog Park, so long as the owner or custodian is present and re-leashes the dog immediately if the dog is involved in an incident.
- (d) Penalty. The penalty for a violation of this section is a \$25 fine, pre-payable to the Town of Colonial Beach Finance Department, and is in addition to any other penalties, civil or criminal, under the Code of the Town of Colonial Beach or the Code of Virginia. In addition, the Town Manager may ban any person and/or any dog from the Town Dog Park for a serious violation or repeated violations of any provision in this section.

Town Council Communications and Transparency Update

Mayor Schick noted the Town Staff and Council are working on a quarterly newsletter to be sent out with the water bill. It is staying simple and not fancy to stay within our budget. We have looked into updating our current website. We want it to be more user friendly and integrate it with the new work order software.

Ms. Self Sullivan asked if the council's town cellphone numbers could be added to the website.

Ms. Oliver noted if the member would like to add their town cellphone number to the website to please send her an email.

Mayor Schick asked if the "towncouncil@colonialbeachva.net" email address could also be added to the website to make it easier to contact all of council.

New Business

Resolution #10-21, Trademark, Permit to Use

Mr. Moncure made a motion to approve Resolution #10-21 as written. Mr. Duggan seconded the motion.

Mr. Moncure summarized the purpose of creating a policy to permit the use (licensing) the Town's trademark.

Ms. Self Sullivan noted she would like to amend number 2, she wants to strike "fund raising" from the resolution. The non-profits throughout town participate in many fund-raising events.

Mayor Schick and Mr. Moncure noted number 2 is addressing the fee/cost being waived for non-profits noting they would not use the trademark for commercial or fund-raising.

Ms. Self Sullivan made a motion to amend Resolution #10-21, striking "or fundraising" from number 2 on the resolution. Mayor Schick seconded the motion.

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

The motion to amend by striking “or fundraising” in Number 2 of Resolution #10-21, passed with a 5-1 vote of council members present.

Mayor Schick called for a roll call vote for Resolution #10-21 as amended. Mr. Duggan voted “aye,” Mr. Moncure voted “aye,” Ms. Roberson voted “aye,” Ms. Self Sullivan voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

The motion to approve Resolution #10-21, as amended passed with a unanimous vote of council members present.

Resignation of Council Member Patrick Ey

Mayor Schick read Mr. Ey’s resignation letter:

“Colonial Beach Town Council Members and Mayor:
I would like to inform you of my resignation from Colonial Beach Town Council, effective February 7, 2021.

I am grateful for having had the opportunity to serve on the Council for a few years now and I’m proud of the accomplishments this team has made. I wish the best of luck to you all in your future endeavors.

Sincerely,

Patrick Ey”

Mayor Schick made a motion to accept Mr. Ey’s resignation. Ms. Self Sullivan seconded the motion.

Mayor Schick read Resolution #11-21, Accepts the Resignation of Council Member Patrick Ey.

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. Cabrey voted “aye,” and Mayor Schick voted “nay.”

The motion to approve Resolution #11-21, passed with a 5-1 vote of council members present.

RESOLUTION #11-21, Accepts Resignation of Council Member Patrick Ey

WHEREAS, Patrick Ey was elected by the citizens to serve on the Colonial Beach Town Council for a term commencing on January 1, 2019 and ending on December 31, 2022; and

WHEREAS, Patrick Ey resigned his position on the Colonial Beach Town Council by letter dated February 17, 2021, effective immediately; and

WHEREAS Va. Code §§ 24.2-226 and 24.2-228, and § 3 of the Colonial Beach Town Charter, permit the Colonial Beach Town Council to appoint an interim member of Council until such time as a member of Council is elected by special election; and

WHEREAS Va. Code §§ 24.2-226 and 24.2-228 and § 3 of the Colonial Beach Town Charter require that a special election be conducted to elect an individual to serve for the remainder of Patrick Ey's term.

NOW, THEREFORE, BE IT RESOLVED, that the Colonial Beach Town Council, at its regularly scheduled meeting on February 17, 2021, hereby accepts the resignation of Patrick Ey; and

BE IT FINALLY RESOLVED, that the Town Attorney is directed to request that a special election be held on November 2, 2021 and to file a Petition for Writ of Special Election on behalf of the Colonial Beach Town Council as required by state law.

Mayor Schick and Council Members announced they would open up for letters of interest for the vacant seat for the next two weeks. All letters should be addressed to Ms. Oliver, Town Clerk or sent via email to Ms. Oliver at [holiver@colonialbeachva.net](mailto:hooliver@colonialbeachva.net).

Ms. Self Sullivan noted that along with the letter of interest if the party could please attach their resume and cover letter. This would make sure the council properly evaluated the prospect for the vacant seat.

Ms. Seay-Giles noted that in the charter if the vacancy of the term is under two years, then the person who fills the vacancies would finish the term and a special election is not required.

Mayor Schick and Ms. Seay-Giles agreed to conduct more research of the requirement for a special election.

Adjournment/Recess

Ms. Roberson made a motion to adjourn the meeting. Ms. Self Sullivan 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. Cabrey voted "aye," and Mayor Schick voted "aye."

Mayor Schick adjourned the meeting at 8:19 PM.

Heather Oliver, Town Clerk