



**Minutes of the
Colonial Beach Town Council
Work Session held on
Wednesday, March 3, 2021 at 6:00 p.m.**
Colonial Beach Town Center
22 Washington Avenue

Present

Robin Schick, Mayor
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.

Staff Present

Rob Murphy, Interim Town Manager
Lisa Okes, Chief Financial Officer
Bruch Hough, Chief of Police
Vivian Seay Giles, Town Attorney
Sean Hutson, Associate Attorney of Sands Anderson, accompanying Ms. Seay-Giles
Kathleen Easley, Zoning Administrator
Heather Oliver, Town Clerk

Call to Order

Mayor Schick called the meeting to order at 6:01 p.m.

Roll Call of Members

Mayor Schick noted that all Council Members were present.

Approval of the Agenda

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

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

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

Council Liaison and Committee Reports

Mr. Duggan has no report but did meet with the CFO, Lisa Okes and reviewed expenditures and revenue.

Mr. Moncure noted he has become familiar with new acronyms, one of them being P.E.R. P.E.R stands for Preliminary Engineering Report which is an engineer standard for a 20 year plan. We have finished the existing 20-year plan and will need to look into hiring an engineering consultant to develop a new one. The new plan should highlight stormwater management and utilities as our highest priority. Second, tonight we will be discussing the possibility of obtaining a new jet truck. Our current jet truck has recently blown an engine, for a reason unknown. We are now in the position to replace the Jet Truck. He noted he will be looking into the maintenance of the vehicles at Public Works and implementing a solution for maintenance of the vehicles if needed.

Ms. Roberson reported about the School Board Meeting that was conducted the previous week. They went over a preliminary budget for the 2021-2022 school year.

Mr. Cabrey stated the Planning Commission reviewed the Comprehensive Plan timeline at their last meeting. They want to make sure it is finalized in a format that would meet the requirements of any grant funding. The zoning administrator has sent the comp plan along with northern neck district planning commission comments to two potential sources for quotes. These sources are companies that would assist in completing the comprehensive plan. The Capital Improvement Project list was established to parallel with the council’s established priorities. The bylaws were updated and adopted and now include language about electronic meetings . At the same meeting, they voted and approved on the annual report and they appointed their officers, Ms. Luna will remain the Chairperson for this year and they appointed Mr. Howell as the Vice Chairperson.

Mr. Cabrey reported an update on the COVID-19 vaccinations and clinic. Well over 600 vaccines have been administered to Colonial Beach and Westmoreland County residents. The clinic continues to receive names for Three Rivers and the volume of vaccines required for that list. The clinic continues to have plenty of volunteers and has coordinated with Dahlgren to receive assistance by sending sailors to volunteer.

Ms. Self Sullivan read the following report as the Acting Liaison for the Parks and Rec Advisory Commission:

“The Colonial Beach Parks & Rec Advisory Commission held it’s organizational meeting on Tuesday, March 2nd at 5:00 PM at Town Hall. The meeting was broadcast LIVE on the Town’s YouTube Channel (https://bit.ly/CBVA_YouTubeChannel). A recorded version is archived on the Channel (<https://youtu.be/Gso8eRnVUAE>).

Three of the 4 appointed members were present: Karen Grisevich, Steve Kennedy, and Cody Christiansen. Melinda Godreau was unable to attend the meeting. The Commission decided to elect temporary officers until all seats on the Commission are filled. Karen Grisevich shall serve as Chair, Steve Kennedy as Vice Chair, and Cody Christiansen as Secretary. Town Clerk Heather Oliver will be the Town Staff Liaison until a Parks & Rec Administration is hired.

Additional Decisions:

- Bylaws shall incorporate Town Code Chapter 2 Article XI and be modeled after the Planning Commission Bylaws. Cody Christiansen shall produce a first draft to be considered at the next meeting.
- Members unanimously recommend that both Eileen Heath and Philip Esmacher be appointed to the Commission by Council. Knowing that there is only one vacant seat at this time, the Commission feels strongly that both of these individuals should be appointed and therefore recommends that the Parks & Rec Commission seats be increased to 7. This request is based on an understanding that the Commission, as established, does not allow for an additional “non-voting member” and that Commissions *should* have an odd number of members.
- The Commission clarified that their primary role as a Commission is *to serve as a liaison between the Town Council, Department of Parks and Recreation and the Town of Colonial Beach citizens to make recommendations on the development of policies, funding and programs to serve the recreational needs and enrichment of the citizens*, as defined in Town Code Chapter 2 ARTICLE XI - COLONIAL BEACH PARKS AND RECREATION ADVISORY COMMISSION.
- Regular Meetings shall be held at 6:00 PM on the 1st Tuesday of each month at Town Center and broadcasts LIVE on the Town’s YouTube Channel.”

Mayor Schick asked if the appointments of the members will need to go on the next Town Council Regular Meeting.

Ms. Self Sullivan replied the appointments should be on the next Town Council Regular Meeting.

Ms. Self Sullivan also read the following report as Liaison to NGO’s:

“NGOs are prominent in the Town’s Comprehensive Plan. According to the 2020-2030 **Draft** Comprehensive Plan Goals & Recommendations, *the Town and NGO’s must work together to*

achieve many of the Goals of the Comprehensive Plan. The Alliance of CBCO is actively working on Objective 1 Goal B3 to *Develop a coordinated system of information sharing to promote events and activities between various Town, NGO and media websites.* Other examples of individual NGOs working on Goals & Objectives in the Comp Plan include:

Goal 1: Colonial Beach is attractive to tourists, existing and prospective residents.

- Objective A: Demonstrate a cohesive and collaborative beautification effort.
- Objective B: Promote the town's rich history through revitalization and marketing.
- Objective C: Develop the Town's center of activities anchored on the beaches and marinas.

GOAL 2: Colonial Beach is a safe, secure, supportive, and engaging environment for residents and businesses.

- Objective A: Recognize and Support performance and visual arts.
- Objective B: Promote healthy lifestyles through parks and recreational facilities and events.
- Objective E: Develop and Coordinate infrastructure improvements that support future housing needs.

Goal 3: Colonial Beach is a business-friendly environment that promotes growth and attracts quality businesses.

- Objective A: Increase regional collaboration for economic development.
- Objective B: Include Resiliency Best Management Practices in Planning and Development Decisions.

Goal 4: Colonial Beach is, as a community, resilient to rising sea levels, storms, recurrent flooding, and other current and future threats

- Objective A: Evaluate resiliency in current infrastructure
- Objective B: Develop town-wide resiliency documents

NGO Reports from the Alliance of CB Community Organizations as of 3-3-2021

1. Alliance of Colonial Beach Community Organizations:
 - a. The Planning and Prioritization meeting took place on 2-10-21 and the regular monthly meeting was held on 2-16-21. The team began the process of setting priorities for the group. We started with a discussion about our name. It was felt that the title should better reflect our participants and Alliance of Colonial Beach Community Organizations Alliance was chosen by the group.
 - b. Re-introducing ourselves to the community was prioritized as the next step. It was agreed that doing so with a Facebook page was a way to get the word out and let the community know what we do. It was launched on 2-20-21.

- c. Alliance of Colonial Beach Community Organizations is a coalition of non-governmental and charitable associations. The Alliance brings together groups that work in collaboration with the town and the community to enhance the quality of life in Colonial Beach. We brainstorm ideas, share information and resources, coordinate events and activities, create unified systems that benefit participants, educate each other, coordinate relevant training, market our projects, and work cooperatively to develop and enhance positive outcomes for Colonial Beach. We currently have 19 participants, and we work in collaboration with the town, the town council, town commissions and the town's marketing firm.

2. CB Community Foundation:

- a. As part of the response to the community's need related to COVID-19, the Colonial Beach Community Foundation continues to support local food pantries with grocery store gift cards. These cards enable recipients to purchase items that the pantries are unable to provide.
- b. The Foundation has made the Community Center available to be used for the administration of COVID-19 vaccinations.
- c. Town-wide WIFI is a priority project for the Foundation. They are working with the Chamber's Economic Development Committee on this, as they have a complimentary effort underway to bring higher bandwidth broadband communications to businesses in town.
- d. The Foundation continues to evaluate its other 2 priority items including transitioning to a new community center and working on attracting medical facilities to town.
- e. The Foundation is announcing that it has begun collaboration with Beach to Beer – an annual project promoting runners and beer. The organization approached the Foundation to be its lead charitable sponsor. The first effort will take place in October 2021.
- f. Lastly, the Foundation launched a new committee to develop a program to welcome newcomers to town. It has just begun but plans include preparing flyers and other information to give to new residents at regular meet-up events in town.

3. Downtown Colonial Beach:

- a. With the assistance of Councilwoman Self-Sullivan and Mayor Schick, DCB held a workshop on accessing tax credits for rehabilitating historic properties, what properties would be eligible and how to avoid pitfalls. DCB received a number of positive comments about the workshop, so we are pleased that it has been recorded and is accessible on the Downtown Colonial Beach Facebook site via a link to Councilwoman Self-Sullivan's YouTube channel.
- b. DCB prepared a grant for the Forestry Department for tree planting and landscaping on Colonial Avenue and for planting shade trees along the boardwalk and points along the beach. The town government did the final preparation and submitted the grant. From Osprey Festival proceeds, Downtown Colonial Beach can augment what the Forestry Department will fund for Colonial Avenue. Designs will be developed in conjunction with the

UVA Green Lands class. Since it is not feasible to plant between the sidewalk and roadbed, we will be communicating with property owners along Colonial to identify those willing to accept a tree and/or a shrub on their property.

- c. As part of its Affiliates' Grant for filling downtown storefronts with new retail, DCB conducted and compiled a survey of what townspeople felt would be good retail establishments to attract to town. Over 100 people responded, and more responses are coming."
- d. The virtual Osprey Festival will be released soon, probably within the next two weeks.

4. WWER:

- a. WWER would like to do more reports about Town Council activities. They hope to work with the Council to air a meeting synopsis and/or decision-making discussion show each month and hope that a member of the Council would be willing to record the segment and send it to WWER for broadcast. WWER is open to discussions about how to make this a reality."

Mayor Schick reported she received the yearly update from the Colonial Beach Police Department and hopes for the Chief Hough to present the report at the next meeting.

Mayor Schick further reported on the town's partnership with the RAFT program. At the last meeting, it was announced the GreensLand class was going to design a site-specific re-infrastructure for the town this spring. The group will continue to be liaison for ODU Professor Tom Allen and support prioritization of shoreline management sites. They will provide the town with a shoreline erosion rate study and explore engineering support for checklist items. The Town Council plans on discussing in April about forming a RAFT committee and what it will involve.

Mayor Schick wished Ms. Betty Whitestone a Happy 90th Birthday.

Mayor Schick noted an update on the Town Manager search. The interview process is going to be on April 2nd and they are meeting with the Berkley Group at the next meeting to review all of the applicants.

Presentations

Matt Smith, GIS Map Presentation

Mr. Smith, GIS technician for the Town of Colonial Beach presented on what GIS means and what he has been working on. GIS stands for Geographic Information Systems and is often referenced when people discuss Smart Cities, which are cities that incorporate information and communication technology. GIS is a technological approach to creating an intelligent mapping that will help the community. Using various categories such as analytics, field mobility and monitoring to name a few. GIS will benefit the community by increasing operational efficiency, more efficient workflows and identify where critical infrastructure is failing. His vision for the GIS database for the Town is to be the technological backbone of the Town's operations and workflows.

Mr. Smith showed the various maps that he has created that included the Sanitary Sewer Gravity Main Flow Direction.

Mr. Smith stated the primary project right now is the integration with Cityworks.

M. Smith finished his presentation with stating the following quotes in reference to GIS and its importance:

“Knowing where things are, and why, is essential to rational decision making” ~ Jack Dangermond, Environmental Systems Research Institute (ESRI)

“GIS is waking up the world to the power of geography, this science of integration, and has the framework for creating a better future.” ~ Jack Dangermond, [2015 Esri User Conference](#)

“Geography explains the past, illuminates the present and prepares us for the future.” ~ Michael Palin

Citizen Input

Walter Kern, The Meadows noted his history lesson of when Hurricane Hazel happened in 1954. It flooded Wilkerson’s parking lot and washed out 50 feet of Rt 205. The Willow Trees on the boardwalk were destroyed from that storm. He stated he would be at the next council meeting for a history lesson on lighthouses.

Karen Grisevich, (speaking on behalf of the Parks and Rec Advisory Commission) noted that she wanted to thank Ms. Self Sullivan, Mrs. Oliver and the members of the commission for their support. Ms. Grisevich noted there has been numerous nonprofits that have filled the void of the Town of Colonial Beach’s absence of a Parks and Recreation department. She feels that to continue collaborations with the supporting non-profits it would benefit for the commission to have more members.

Paige Williams, 1535 Irving Avenue noted the Parks and Recreation Advisory Commission just had their first meeting. She further noted she did not agree with the commission already discussing proposed changes to the ordinance. There were numerous discussions on creating this commission and is not sure of their rush to change the ordinance.

Old Business

Grant Update, Maggie Lane

Ms. Lane provided updates on the current grants that are open, six in total. The Living Shoreline is the largest grant, permits have been submitted and RFP’s will be going out soon and aiming for work to start no later than early June.

Ms. Lane stated there is grant with DCJS that works with the CBPD. It is a COVID related grant that would help to purchase laptops and a digital fingerprint system. She noted there were three

other grants that were tourism related and she is working with Ms. French from Flack Shack on the grants which include WanderLove. Ms. Lane was able to find a grant that would help fund the revitalization of the LOVE golf cart.

The last open grant is the Green Street grant, they have the engineer report, and she will be able to submit that soon. She is preparing the application to submit for the second part of the grant. This grant is for fixing First Street to provide stormwater management and a sidewalk.

She added another grant that she was looking to pursue was for the Industrial Revitalization Fund. The grant would provide funding for large scale derelict structures that are no longer used for their original purpose. The grant will award for up to \$600,000 but it is a 1:1 match, an eligible match from the town could be land acquisition.

Ms. Lane also talked about a few smaller grants that would assist with funding and not require a match.

Mayor Schick noted the grant for trees along Colonial Ave and the Boardwalk was awarded and she was emailed information for another grant through Keep Communities Flowing Foundation that involves help with funding anything with water.

Audit Update, Lisa Okes

Ms. Okes reported the auditors have been working on the items that were sent digitally. They will be on site next week, March 9th through the 12th. Once they complete the field work, we should have a draft within two weeks. A further update will be available on March 17th on when the final report will be ready.

Revenue/Expenditures Update, Lisa Okes

Ms. Okes reported on the meeting with Mr. Duggan and Mayor Schick and addressed the concerns they wanted more information on and catching up on the items that were discussed in that meeting. Keep in mind when looking at the General Fund, the Real Estate tax does not come in until June and it is a big chunk of revenue.

Ms. Okes further reported, the decals for cars and golf carts will be available after March 10th and the finance department will be open to the public with limited hours.

Parking Meter Update, Rob Murphy

Mr. Murphy reported there will be 13 new parking meters and they will have the ability to pay by plate. There will be signage around the parking spaces with a QR code to register your car's payment. This will provide tracking for parking enforcement to the police department.

Mr. Murphy stated the locations of the meters. There will be two meters placed at both the Wilder Lot and Castlewood Park for a total of four meters for the congested parking areas. Meter installation should be completed within the next month.

Mr. Murphy further stated when a resident purchases a decal the license plate number will be uploaded in the meter tracking system. This will provide information to the police department that the license plate has a decal.

Ms. Okes noted the decals are required but also have the benefit of providing free parking. In addition, if you own property in the Town of Colonial Beach but have your vehicle registered elsewhere, you can purchase a decal and the license plate would be in the parking system.

Chapter 23 Amendment Proposal “Economic Incentives”, Mike Fitzpatrick

Mr. Fitzpatrick reported an update from the Economic Development Committee. The committee was asked to review and offer suggestions on updating Chapter 23 and Chapter 24 of the Town Code that provides incentives for businesses. The committee is going to finalize their input and suggestions at their next meeting. The Town of Wytheville has been used as a potential model for providing new and expanded language to amend the incentives in Town Code.

Mr. Fitzpatrick noted some highlights that the committee has discussed to include simplifying the application process for new businesses, increase awareness of the incentive programs and expanding the definitions of eligible businesses.

New Business

Resolution #12-21, FY 2022 Budget Timeline

Ms. Okes summarized the purpose of the timeline and stated some of these dates have passed and the task was accomplished.

Ms. Self Sullivan noted an error in the timeline dates. The April 14, 2021 meeting should be April 21, 2021 meeting.

Ms. Self Sullivan made a motion to amend the timeline to correct the April regular meeting date to April 21, 2021. Ms. Roberson seconded the motion.

The motion to amend Resolution #12-21, passed with a unanimous vote of council members present.

Ms. Roberson made a motion to approve Resolution #12-21, as amended. 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 motion to approve Resolution #12-21, as amended passed with a unanimous vote of council members present.

RESOLUTION #12-21, FY 2022 Budget Timeline

WHEREAS Virginia Code Section 22.1-93 requires that the Town Council approve the budget for the Colonial Beach School Board by May 15, 2021; and

WHEREAS state law also prescribes the deadlines for the setting of tax rate(s) by the Colonial Beach Town Council as well as the adoption of the FY 2022 budget.

NOW THEREFORE BE IT RESOLVED by the Colonial Beach Town Council at its monthly work session on March 3, 2021 that the FY 2022 budget shall be developed/approved in accordance with the following timelines:

February 16, 2021

CFO began to prepare FY22 Budget template files and presentation

February 22-26, 2020

Town Manager and CFO to Meet with Department Heads to Discuss FY22 Budget Process

March 3, 2021 Town Council Work Session

FY 22 Budget Timeline Resolution presented to Town Council

March 10, 2021

FY22 Budget Requests from Department Heads due to CFO/Town Manager

April 1, 2021 – Via email

CFO and Town Manager provide update to Town Council on status of FY22 Budget

April 21, 2021 Town Council Regular Meeting

CFO and Town Manager Present FY22 Budget to Town Council; request Public Hearing on May 5, 2021

May 5, 2021 Town Council Work Session

Public Hearing for FY22 Budget. Note: School Board FY22 Budget must be approved by May 15, 2021.

May 19, 2021

FY22 Budget Approval & Appropriation

Resolution #13-21, Authorization to Execute USDA Loan Application

Mr. Murphy reported on the details of the USDA loan application and the grant that would be part of the agreement when approved and executed. He noted two changes that he would like to amend on the resolution, one being the title to say “Authorization to execute USDA Loan Application” and to change the word “and” to “or” in the third paragraph, second line.

Ms. Self Sullivan made a motion to amend the resolution with the above changes. 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,” Ms. Self Sullivan voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

The motion to amend Resolution #13-21, passed with a unanimous vote of council members present.

Mr. Duggan made a motion to approve Resolution #13-21, 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 Resolution #13-21, as amended passed with a unanimous vote of council members present.

RESOLUTION #13-21 Authorization to execute USDA Loan Application

The Town Council for the Town of Colonial Beach, consisting of seven council members, in a duly called meeting held on the 3rd day of March 2021, at which a quorum was present **RESOLVED** as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the purchase of a Jet Truck to serve the community, the Town of Colonial Beach does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that at the Town Council Work session on March 3, 2021 the Town Council gives authority to the Town Manager or Mayor of the Town of Colonial Beach to be authorized to execute on behalf of the Town of Colonial Beach Town Council the above-referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Board.

Resolution #14-21, Amends and Appropriates FY 20-21 Budget, CBVFD Grant

Ms. Okes noted this resolution brings money received by CBVFD through a grant into the budget to be able to give the money to the CBVFD.

Ms. Roberson made a motion to approve Resolution #14-21, as written. Mr. Cabrey 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 Resolution #14-21, as written passed with a unanimous vote of council members present.

RESOLUTION #14-21, Amends and Appropriates Fiscal Year 2020-2021 Budget, General Fund

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

	FY 2020-2021 Amended	FY 2020-2021 Revised	Change
General Fund	\$7,421,650	\$7,422,350	+\$700

WHEREAS, the Colonial Beach Volunteer Fire Department was awarded an FY-2021 VFIRS Hardware Grant from the Commonwealth’s Fire Programs Fund. The revenue will be recognized in line item 100-024020-0001. The funds will be distributed to the Colonial Beach Volunteer Fire Department from expenditure line 100-032200-5606.

NOW THEREFORE BE IT RESOLVED that the Town Council at its work session meeting held on Wednesday, March 3, 2021 hereby adopts and appropriates an amendment to the Fiscal Year 2020-2021 budget in the amount of \$700.00.

Discussion on Classic Shores Build Out

Mayor Schick noted there was a meeting to discuss the empty lots throughout Classic Shores. The group that met are addressing what actions need to be taken to start the build out of the undeveloped land. There are approximately 180 undeveloped lots in that area.

Closed Meeting

Ms. Self Sullivan made a motion to go into a closed meeting pursuant to Virginia Code §2.2-3711 (A)(1), for discussion of prospective candidates for appointment to vacant seat on council. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively. Ms. Roberson seconded the motion.

Mr. Moncure noted as he has said before that this is a discussion that should be made in public.

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

Mr. Cabrey made a motion to go into closed meeting pursuant to Virginia Code § 2.2-3711(A)(6), (A)(8) for consultation with legal counsel employed for the discussion of public funds where competition or bargaining is involved regarding real estate acquisition to meet established goals. If made public initially, the financial interest of the governmental unit would be adversely affected. 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.”

Ms. Roberson made a motion to go into a closed meeting pursuant 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. 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.”

At 7:50 P.M. council moved into closed session on all three matters. .

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 9:35 p.m. Mayor Schick reconvened the meeting.

Certification

Ms. Self Sullivan 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. Roberson 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.

Council Action

Mr. Cabrey made a motion to nominate Mr. Kenneth Allison to be appointed to the vacant seat on Town Council. 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 appoint Mr. Kenneth Allison to the vacant seat of Town Council passed with a unanimous vote of council members present.

Adjournment/Recess

Ms. Roberson made a motion to adjourn the meeting. Mr. Cabrey 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 9:36 p.m. Mayor Schick adjourned the meeting.

Heather Oliver, Town Clerk