



**Minutes of the
Colonial Beach Town Council
Regular Meeting held on
Wednesday, March 17, 2021, at 4:00 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
Kenneth Allison, Council Member
(Mr. Allison appeared as they went into the first closed meeting at 4:04 PM)

Absent

All Council Members were present with the exception of Mr. Allison who would be there shortly.

Staff Present

Town Clerk, Heather Oliver

Appeared after First Closed Meeting

Interim Town Manager, Rob Murphy
CFO, Lisa Okes
Chief of Police, Bruce Hough
Interim Town Attorney, Vivian Seay Giles

Call to Order

Mayor Schick called the meeting to order at 4:01 p.m.

Roll Call of Members

Mayor Schick noted that all Council Members were present, with the exception of Mr. Allison that would be present shortly.

Additions to the Agenda

No additions to the agenda.

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. 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.

Closed Meeting

Dr. 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.

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

At 4:04 p.m. Mayor Schick moved into closed session.

Reconvene

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

At 6:23 p.m. Mayor Schick reconvened the meeting.

Certification

Dr. 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, Dr. Self Sullivan, Mr. Allison, 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.

Dr. Self Sullivan made a motion to reconsider the agenda and amend it to add “Action on closed meeting items” before “Adjournment.” 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,” Dr. Self Sullivan voted “aye,” Mr. Allison voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

The motion to reconsider and amend the agenda to add “Action on Closed Meeting Items” passed with a unanimous vote of council members present.

Moment of Silence/Pledge of Allegiance

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

Approval of Minutes

Dr. Self Sullivan made a motion to approve January 20, 2021, Regular Meeting Minutes. 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,” Dr. Self Sullivan voted “aye,” Mr. Allison voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

The January 20, 2021, Regular Meeting minutes passed with a unanimous vote of council members present.

Council Member Announcements

Mayor Schick introduce Mr. Allison as the newly appointed Council Member, filling the seat left vacant upon Mr. Ey’s resignation.

Mr. Moncure reported on March 8th, Mr. Cabrey and himself met with the Deputy Director and Operations Manager of Public Works. They assured that the maintenance management issues have been identified and will be resolved. The department is implementing the Cityworks software program that assist in monitoring and scheduling maintenance and work orders.

Ms. Roberson noted the school board had a meeting on March 10th and have scheduled a special meeting for March 22nd to approve their budget. School budgets are mandated to be approved before the end of March. They decided to move forward and allow spring sports with certain guidelines and restrictions.

Ms. Roberson further noted that she has received great feedback about the newsletters that went out with the utility bills. She also wanted to thank all the volunteers that are assisting with the vaccination process. It moves so smoothly and efficiently.

Mr. Cabrey noted there has been assistance from Dahlgren NSWC by allowing sailors and airmen to volunteer their time to aid the clinic. As of this afternoon, 1,236 vaccines have been administered, 396 of those were the 2nd dose. The vaccination clinic ran by Guadalupe Health Clinic is a success. Three Rivers and Mr. Carrington fully intend to keep the clinic running for vaccinations.

Mr. Allison stated he was thankful for the opportunity to serve on council and looks forward to working with his fellow council members.

Dr. Self Sullivan stated she could not thank the non-profits in this town enough for how much they do to make this town successful.

Mayor Schick reported the RAFT group and Town Staff are discussing the structure of a RAFT committee to continue working on resiliency for our community. A discussion has been started to address how to move forward with spring and summer events and still comply with the governor's orders. Meetings and discussions have taken place to address the new paid parking areas on Washington Ave and how the businesses will be affected.

Mayor Schick further reported she attended the Board of Supervisor's meeting and the Guadalupe Clinic and has began to establish a relationship with the Dahlgren NSWC. The booms that have been a concern to the citizens are from Dahlgren testing and they will continue until testing is completed.

Presentations

Tim Trivett, Westmoreland County Supervisor

Mr. Trivett reported the YMCA is looking to take over the new recreation park in Montross behind the new high school that is being built. The thought is that it is going to be utilized by the Westmoreland County Little League and be able to host tournaments because it will have lights. The county administrator was contacted by the YMCA to see if a committee could be formed to help the YMCA determine what the county needs. There has been interest from monetary donors for a YMCA to be built here. He thinks the new developments coming to the town could support a YMCA being opened here in town. It is a plan that has been looked at for some time now and he looks forward to working with the Mayor and new Town Manager to see it come to fruition.

Mr. Trivett further reported that at the last Board of Supervisor meeting they talked about a regional cigarette tax board. Colonial Beach would be involved due to already having the cigarette tax and working with Richmond County and Northumberland County.

Mr. Trivett noted the vehicle evaluation for the next fiscal year reports the evaluation of vehicles increased instead of decreasing. Residents may have to pay more taxes for their vehicles due to the increase.

Mr. Trivett reported the dragstrip caused a bit of a mess and was quite a nightmare. There were close to 350 cars in the Hall's parking lot and Stop In was full. The county is going to meet with

the owner and address the situation to try and solve the problem. This way going forward the county can be more prepared for the events.

Mayor Schick noted that conversation took over the meeting in the county and brought up discussions in the town on how to be prepared for the upcoming season. The crowds will be much larger than prior years and how are we going to work crowd control for safety. Communication is a key between the event planner and the law enforcement, fire, and rescue to be able to prepare for amount attendees the event will bring.

Police Department Update, Chief Bruce Hough

Chief Hough reported on the yearly statistics for the Police Department from January 1, 2020, through to December 31, 2020. He explained the first six pages were all of the different calls the officers have responded to during the year.

Chief Hough summarized the first six pages explaining the columns, CFS stood for Calls for Service and Unit Total is the number of patrol units responded to those calls for service. Next to those columns was the average percentage that was given for Units per Call for Service. Included is the time per call and average of the call. In total for the year, there were 4, 801 calls for service that 7, 504 units responded to, averaging 1.57 units per call for service.

Chief Hough explained the next two pages showing Incident Case Status totals by offense that breaks down the offenses and the status of those incidents. For 2020, there was a total of 420 actual incident cases. On the last page, it shows there was a total of 116 arrests in 2020. The police department gets these reports on a monthly basis that we submit to the Town Manager and the Mayor for review.

Mayor Schick asked if this year showed any significant change from previous years due to effects of COVID and being shut in their homes.

Chief Hough stated there were two homicides last year which was an unexpected increase, domestic violence fueled by alcohol. We expected it to be a lot worse because of people being cooped up and the nature of last year. But by in large, the town did very well in consideration last year.

Citizen Input

Walter Kern, The Meadows noted back in 1955 when he attended Colonial Beach schools. He never missed a day of school and always walked to school. At graduation, it was a class of 17 and 5 of them were first cousins. He went to summer school for two years. That is his history lesson and conclusion on life and history.

Lisette Montalvo, Irving Ave first thanked the Police Department for their service. We need to pay more attention to the police and what is happening. She looks forward to meeting the Mayor on Friday. She also noted her joy that the Colonial Beach Foundation has decided to stay at the Community Center and continues to be utilized for the citizens of Colonial Beach.

Sherry Hutchins, Lossing Ave noted she would like for the recycling bins to go away and maybe change over to having recycling picked up at the home with the trash. The bins at the beginning of town are ugly and disgusting. She stated she was not a fan of social media due to the bullying and threats that happen. The Colonial Beach Residents Association have been getting bullied and they are not negative, and they have done more research than other citizens and just stating facts. If people do not like the facts, maybe they should come clean with the truth. There needs to be a solution for information to get out in the town. It seems like the attention is geared toward a certain population of citizens and not all of the citizens.

New Business

Liaison Assignments

Mayor Schick stated with the Mr. Allison coming onboard the default assignment would have been Public Safety. After receiving his resume and having experience in technology he would be better utilized in Public Works with the new applications that are being used. Mr. Moncure has a history in Public Safety and is more equipped to handle that assignment.

Mayor Schick asked if there was a consensus to assign Mr. Allison to Public Works and Parks & Recreation Department and Mr. Moncure would be liaison for Public Safety.

All members of council agreed with liaison assignments.

Timeline and Update on Central Drainage Area, Rob Murphy

Mr. Murphy reported that during excessive rains the central drainage area shows a significant amount of inflow and infiltration. There has been discussion with Dewberry to identify the needs in the area. Data is being collected and sent to Dewberry, including GIS mapping. In the next few weeks, Dewberry should have all the data needed on the inverts. After receiving all of the data collected, Dewberry should have a recommendation completed six weeks after.

The development projection data is included with all of the information that is being sent to Dewberry. This way when the recommendation is given it has the anticipation of increased flow included.

Mayor Schick asked what the timeframe for Dewberry is to come here.

Mr. Murphy noted it would be in about four weeks.

Mayor Schick asked when will the solution implementation begin.

Mr. Murphy stated six weeks subsequently.

Mr. Murphy stated they are looking at ten to twelve weeks before the drainage area is repaired.

Jet Truck USDA Application

Mr. Murphy stated he has completed an application for a Jet Truck. The public works jet truck experienced a catastrophic failure and needs to be replaced.

Mr. Murphy explained the importance of the town having a jet truck and that it is a piece of equipment that is used daily at multiple times. It is highly complex piece of equipment, with multiple systems. It not only clears out sewer and stormwater, it also is a hydro excavator. The useful life expectancy on these pieces of equipment are 7 years.

Mr. Murphy noted they just replaced the motor in the current jet truck and the vacuum system serviced for a total of approximately \$40,000. In the end we still have a 10-year-old piece of equipment. He suggests getting a new jet truck and pay off the balance on the old jet truck.

Mr. Murphy further noted they have been offered \$90,000 for the current jet truck. He recommends taking the offer and being allowed to purchase the new jet truck through the USDA loan with a 2.125% interest rate and the grant assistance.

Mr. Duggan asked about an 8-year loan that was previously discussed and why is it now a 10-year loan.

Mr. Murphy and Ms. Okes stated it was USDA that made that decision due to other debt service that the town had.

Mr. Moncure asked how the trade in value was determined.

Mr. Murphy stated he looked at gov deals and talked to Pinehill.

Dr. Self Sullivan asked who offered the \$90,000 for the current jet truck.

Mr. Murphy noted it was Atlantic Machinery that made the offer for \$90,000.

Mr. Cabrey stated when Mr. Moncure and himself went to Public Works they asked the supervisors about maintenance schedule. As of now, Public Works has in place a schedule of maintenance and they are able to provide records of maintenance back to December 2020. Public Works has really put a full step forward into providing maintenance to their equipment and safety regulations. He feels comfortable going forward that he can walk into Public Works and all the scheduled maintenance will be up to date. Therefore, feels good about going forward with this procurement process.

Mayor Schick noted the majority of the priorities are all under public works and they need the equipment in order to achieve those goals.

Dr. Self Sullivan made a motion to that contingent on the USDA Loan Approval that Mr. Murphy may proceed further with the purchase the replacement of the jet truck.

Dr. Self Sullivan asked where the money will come from to pay off the difference between the trade in and the debt on the jet truck.

Mr. Murphy noted it would come out of the water and sewer contingency and there is enough money in that line item to cover it.

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

The motion that contingent on the USDA Loan Approval Mr. Murphy ne allowed to proceed with the purchase of the replacement jet truck, passed with a unanimous vote of council members present.

Closed Meeting

Mr. Moncure 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. 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. Allison voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

At 7:40 PM council moved into closed session

Reconvene

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

At 8:30 PM Mayor Schick reconvened the meeting.

Certification

Dr. 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. Allison, 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.

Action on Closed Meeting Item

Mayor Schick made a motion to amend the Dodson agreements for Phase 2, 3, and 4 by extending the feasibility period of 150 days that was amended on February 17, 2021, to 180 days and authorize the execution of those amended documents. Dr. 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. Allison voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

The motion to amend Phase 2, 3, and 4 Dodson Agreements passed with a unanimous vote of council members present.

Adjournment/Recess

Ms. Self Sullivan made a motion to adjourn the meetings. 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. Allison voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick voted “aye.”

Mayor Schick adjourned the meeting at 8:32 PM.

Heather Oliver, Town Clerk