



**Minutes of the Colonial Beach Town Council
Work Session held on
Wednesday, June 2nd, 2021, at 6:00 p.m.**

Colonial Beach Town Center
22 Washington Avenue

Present

Robin Schick, Mayor
Mike Cabrey, Vice Mayor
Kenneth Allison, Council Member
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

India Adams-Jacobs, Town Manager
Vivian Seay Giles, Town Attorney
Heather Oliver, Town Clerk
Rob Murphy, Deputy Town Manager/PW Director
Lisa Okes, Chief Financial Officer
Bruce Hough, Chief of Police
Kathleen Easley, Zoning Administrator
Bobby Duke, Parks and Recreation Director

Call to Order

Mayor Schick called the meeting to order at 6:00 p.m.

Roll Call of Members

Mayor Schick noted that all Council Members were present.

Approval of the Agenda

Mr. Duggan made a motion to approve the agenda as written. Dr. Self Sullivan seconded the motion.

Mayor Schick called for a roll call vote. Dr. Self Sullivan voted “aye,” Mr. Allison 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 Commission Reports

Duggan

Mr. Duggan noted that Ms. Adams Jacobs and Ms. Okes did an exceptional job on putting the budget together. It is understandable and tells the citizens what services they receive and how and where the money flows.

Moncure

Mr. Moncure stated he attended the Rappahannock Regional Criminal Justice Academy graduation on behalf of Town Council. Mr. Joshua Epperson and Mr. Benjamin Jackson were the two officers that graduated and are still required to complete in service training for most of the summer.

Roberson

Ms. Roberson noted graduation was a huge success.

Self Sullivan

Dr. Self Sullivan reported the following:

- 1) Alliance of Colonial Beach Community Organizations:
 - An Alliance of Colonial Beach Community Organizations page was created on Nextdoor.
 - The privately owned CB Putt-Putt Golf Course was purchased by a local business and donated to the town’s Parks and Recreation Department. It will be refurbished and relocated to a town property and will be free for use by residents and visitors.
 - Steve Kennedy has stepped down from CB Greenspace. Walter LeRoy has assumed the role of President of this organization.
 - The LOVE golf cart has been refurbished and is back on the beach. Thanks to Maggie Lane for her leadership role on this project and to BMM, CBCF and the Artist Guild for their contributed talents.
 - The anti-litter subcommittee is working on a town-wide, multi-pronged campaign. The next meeting is scheduled for 6-9-21.
 - Website work continues.

2) Downtown Colonial Beach:

- DCB would like to express its appreciation to Town Council and Town Government for their base funding over the past few years that has permitted the organization to remain in existence.
- Having urged Council to hire an Economic Development Director at the last meeting, DCB now concurs with Town Manager, India Adams-Jacobs, on the best way to approach this issue and she in turn expressed support for one of our proposals, for an Economic Development Council or Commission.
- DCB is currently awaiting recommendations from the Forestry Department on their recommendations for trees and shrubs to begin landscaping Colonial Ave.
- VA Landmarks Commission expected this month regarding our historic designation of the commercial district.
- Downtown retailers have been contacted for input on retail to target through the DCHD/VA Main St. commercial district affiliates' grant. A meeting is being scheduled by DCB between interested retailers and the UMW Small Business Development Center for discussion.
- For retail marketing, DCB is seeking owner/agent information on all currently available and new rental space in the historic district and Colonial Avenue for promoting to prospective retailers.

3) CB Community Foundation:

- CBCF is close to formulating a proposal to the Town regarding implementation of town wide WIFI.
- CBCF held its first Newcomer's Welcome event at the Colonial Beach Brewery on May 20. There were between 75-80 people including representatives of Alliance members and newcomers to Colonial Beach. The event proved very successful and will be repeated the third Thursday of every month. It will be moved around to other locations, not just the brewery.
- CBCF received a grant of \$2,500 from America's Farmers Grow Communities, sponsored by Bayer Fund and recommended by Monrovia Farms.
- CBCF is formally supporting Save The Bay Day on June 5, to help clean up our waterways and streets.
- CBCF is formally supporting the Parks and Rec Department and raising funds for projects like the oyster wars historical marker
- CBCF is working with WWER to disconnect the Foundation from the formal ownership of the radio license, so that WWER becomes its own separate organization.

- 4) The Museum at Colonial Beach:
 - The Museum is pleased to announce that they will be reopening for the season after missing all of last year. Starting Saturday June 5th their hours will be Saturdays and Sundays, 1:00 - 4:00 pm. The Museum also plans to be open during the evening on the second Friday of each month in support of the Art Walk.
- 5) Colonial Beach Artists Guild
 - The Artists Guild is pleased to announce that Second Friday Art Walks will begin again on Friday June 11th. All town businesses in the vicinity are invited to stay open on second Friday evenings to enjoy any increase in foot traffic that may ensue. Art Walk hours will be 6 - 9 pm in the summer, 6 - 8 pm fall and winter.
- 6) Colonial Beach Chamber of Commerce:
 - 2021 Calendar of events has been approved and published.
 - The Potomac Riverfest is moving along, with the parade and vendor applications coming in daily. The fireman's parade will kick off the weekend Friday night, and the Grand Feature Parade will start at 12:00 Saturday. On Saturday and Sunday, The Hill will have a children's area, contests, beer and wine garden, and the band "Real Deal" playing from 6-9 before the fireworks.
 - The NGO sign is near completion and hopefully will be installed later this week. It is the sign close the entrance of public works.
 - The Chamber has offered to host a Town Hall event to solicit business and citizen input on Parking.
- 7) Economic Development Committee:
 - The EDC attended the May 12th Reception for the Maryland Delegates pertaining to the Riverboat and their enhanced sports betting capabilities and strengthening the ties with Charles County EDC/Tourism.
 - Mr. Fitzpatrick attended the VEDA workshop on May 24th pertaining to the stimulus money becoming available. A full report was delivered to the Mayor and Town Manager. Significant opportunities exist for Colonial Beach to secure infrastructure and revitalization dollars in the coming months.
 - Mr. Fitzpatrick attended the GoVirginia workshop on May 25th pertaining to funding availability and the roadmap for site-readiness for business expansion. The report is available from Mr. Fitzpatrick upon request.
 - Mr. Fitzpatrick and Mr. Joe Kelly submitted a report to the CB Community Foundation pertaining to the recommendations for commercial and town wide WIFI. Mr. Fitzpatrick and Mr. Eric Nelson would be happy to present the findings and recommendations to the Council as appropriate. The recommendations were based on multiple interviews with commercial providers and Town Managers from several municipalities throughout Virginia that have implemented similar programs.

- The EDC has strongly recommended that the Council approve a full-time Economic Development Director position for the Town as soon as possible to focus on obtaining the state and federal funding available. We believe that this position will more than pay for itself in the first year.

Allison

Mr. Allison attended the Parks and Rec meeting last evening and, in the discussion, they noted they were going to work on standardizing the language for the park signs throughout the town. They are also going to be working with the NGOs on the putt putt that was donated to the town by a local business. Part of that is to designate a place for the putt putt to be located. The beginning of Croquet Sundays is coming up soon at Eleanor Park. Bylaws were approved and will be presented to council, and they have a Soccer pop up event happening tonight and tomorrow night on Town Hill.

Cabrey

Mr. Cabrey reported the planning commission met on the 27th of May. They formalized the formation of the resilience committee. They are looking for participants from council and citizens to be part of this subcommittee.

Mr. Cabrey noted one of the developers from the Nice Middleton Bridge gave an update on the bridge and the planned timeline of when it will be open for traffic. The estimated time for it to open is Winter 2023, it will consist of 4 lanes.

Mr. Cabrey stated if you are in the region of the bridge work, please slow down your boat and do not go over 6 knots. They have been having issues with boaters creating wakes and it makes it unsafe for the workers.

Mr. Cabrey further stated UVA has done an extensive study and review of our stormwater and risk mitigation ordinances and he has asked planning commission to start prioritizing what they want to address.

Mayor Schick

Mayor Schick noted she returned the plaque that is supposed to sit on Town Hill Stage. It will go back up once the fasteners are repaired. The water bill will have another newsletter with updates from town council members along with a message from the Westmoreland Rehab Center.

Mayor Schick further noted she was in attendance of the meet and greet for new residents and it was very well attended. She also attended a planning commission meeting and presented to promote rain gardens. The COMREL meeting was hosted at High Tides and an update about the bridge was given.

Mayor Schick thanked everyone who attended the Memorial Day Service it was beautifully done. She reminded everyone that the coming Saturday, June 5th is “Save the Bay” day, and we are meeting at Dockside at 8:30 AM. Festival weekend is on and looks forward to seeing everyone that weekend.

Mayor Schick reminded everyone she is available every Friday at Town Hall by appointment and Beach Ambassador volunteers are needed. Next meeting there will be a Town Manager update on priority items.

Presentations

Bill Taylor, Refuse Truck Driver, 5 years of Service Recognition

Mayor Schick commemorated Mr. Bill Taylor for his 5 years of service, unfortunately he was unable to attend.

Neighborhood Watch, Chief Hough

Chief Hough presented the Neighborhood Watch program.

Westmoreland County Budget Overview, Norm Risavi

Mr. Risavi presented the county budget addressing the parcel values, how tax dollars are spent, and revenue and expenditures for the last 15 years. He also touched on the services received through the Children's Services, EMS monies in the rescue recovery fund and population in comparison to King George County.

Mr. Risavi noted on the Capital projects being completed in the county that include a new high school and recreation complex. They will also be replacing the public water system well mandated by the Commonwealth of Virginia and adding a plant drip system at their wastewater treatment plant.

Mr. Risavi stated through this last year construction of homes has increased and there have been 160 new connections for service during the 2020-2021 fiscal year. In addition, permits went up from 199 to 261 in the last year.

Citizen Input

(Audio Issues due to sound system interference so citizen input has been summarized to the best of my ability)

Walter Kern, The Meadows provided the Town Council with a history lesson. In 1960, the Elementary School, Firehouse and Baptist church were all being built.

Dr. Lisette Montalvo, Irving Ave. stated she was looking over the budget and noticed some of the line items increased. She recommended for Council to look over the numbers because the revenue and expenditures are not matching up and we will need a tax increase and we are a poor community. Do not hire anymore people that we cannot afford.

Dennis Ryan, Representing Downtown Colonial Beach the DCB request for the Town Council's to support the Town Manager for the hire of a Director of Economic Development.

Jim Green, 336 12th Street noted he agreed with the Neighborhood Watch program but would also be in support of surveillance cameras. He also noted his discontent on the absence of fireworks on July 4th, not being updated about Dodson Development and want shovels in the ground. Where are the updates for drainage? and is it possible to get monthly summaries from the police department to keep citizens informed. He also wanted to know why the school board still has not provided what he has requested. Speeding is an issue and plant trees away from sidewalks, so they do not tear up the sidewalk.

Paul Sheehan, Garfield Ave. he thanked the Mayor and Dr. Self Sullivan for keeping their word. The neighborhood watch is in effect, and they did not wait for the police. Yellow sign is up, and the businesses are waiting for the town to catch up. He noted he had pictures of Colonial Beach officers asleep in their cars while on duty.

Mike Fitzpatrick, Wirt Ave stated he disagreed with not hiring a grant writer and argued that now is the time to hire a fulltime grant writer. He also mentioned that he is currently running an economic development committee and works closely with the town staff and town council.

Old Business

2021 Virginia Recreational Trails Program

Mayor Schick opened Public Comment at 7:20 PM.

Dr. Lisette Montalvo supports applying for the grant and thinks it is a good thing.

Mayor Schick closed Public Comment at 7:22 PM.

Mr. Duke noted that Mr. Hewitt with Naked Neck Adventures has volunteered to write the grant for the Town. He has written grants on behalf of localities for VCR grants and has experience. A letter of support will be submitted from Congressman Wittman. The town was lucky that this grant became available, it will help with lighting, drainage issues while upgrading the golf cart path. This will also address the absence of a park on the North Side of the Park.

Dr. Self Sullivan noted the golf cart path is used by big trucks, so she likes the design with the bollards to prevent full size vehicles from using the path.

Mayor Schick called for a roll call vote in support of submitting the application for the Virginia Recreational Trails Program.

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 vote “aye.”

It was a unanimous vote from council members present to supporting the executing the application for the VRTP.

Update, Economic Development Incentives, Amends Chapter 23 &24 of Town Code

Mayor Schick noted amendments and updates to the code are continuing. The Economic Development Committee and Town Attorney have reviewed and made recommendations. It is still in the revision process and there is collaboration between the EDC, Town Staff, and Town Council. This revision is important to show our support to new businesses.

Resolution #17-21, Adoption and Appropriation of Fiscal Year 2022 Budget and Adoption and Appropriation of the Fiscal Year 2022 Budget for the Colonial Beach School Board (Public Hearing Held on May 19th, 2021)

Mayor Schick noted the public hearing was held on May 19th, 2021, and there is not an increase in tax rates and do not expect one to happen.

Mr. Duggan made a motion to adopt Resolution #17-21, 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,” Dr. Self Sullivan voted “aye,” Mr. Allison voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick vote “aye.”

The motion to adopt Resolution #17-21, as written, passed with a unanimous vote of council members present.

RESOLUTION #17-21, ADOPTION AND APPROPRIATION OF FISCAL YEAR 2022 BUDGET AND ADOPTION AND APPROPRIATION OF THE FY 2022 BUDGET FOR THE COLONIAL BEACH SCHOOL BOARD

BE IT RESOLVED that the Town Council, meeting in a Regular Meeting, Wednesday, June 2, 2021, hereby adopts and appropriates the Fiscal Year 2022 budget as follows:

PROPOSED FISCAL YEAR 2022 BUDGET

	FY 2021 Tax Rate	FY 2022 Tax Rate
Real Estate	.80	.80
Personal Property	3.20	3.20
Mobile Home	.58	.58
Farm Machinery	2.60	2.60
Public Utilities	.70	.70
Boat Tax	.01	.01

All rates listed above are per \$100 of assessed value

PROPOSED FISCAL YEAR 2022 BUDGET

	FY 2021	FY 2022
General Fund Town Government	\$6,930,942	\$7,785,796
Transfer to School Operating Fund	\$1,745,765	\$2,155,730
Sewer & WWTP Fund 501	\$2,488,934	\$2,503,933
Water Fund 503	\$1,193,440	\$1,203,882

SECTION 1

The following amounts are approved for the Colonial Beach School Board, subject to the conditions set forth in this Resolution, for the fiscal year beginning July 1, 2021, and ending June 30, 2022, as follows:

Local Government Funding (includes 3% increase for teacher salaries) \$2,155,730

Total School Budget (including local funding) \$8,319,648

Funds appropriated in FY 2022 for Capital Improvements, including construction in progress, will not lapse at the end of the year, but shall remain appropriated for the life of the project(s) until completion or until the Town Council eliminates the appropriation.

- *The Town shall reserve the right to review the financial records of agencies who request funding from the Town as a condition of requesting funding and who do not obtain independent annual audits. Said agencies shall provide a financial statement to the Town annually; and,*
- *The Town shall reserve the right to review the financial records of agencies who request funding from the Town as a condition of requesting funding and who do obtain independent annual audits. Said agencies shall provide a financial statement to the Town annually; and,*
- *The Town shall reserve the right to review the Charter, Mission Statement or other defining document of agencies who request funding from the Town as a condition of requesting funding.*

New Business

Resolution #21-21, Amends and Appropriates FY 20-21 Budget, School Fund (ADM Adjustment Requirement)

Ms. Adams Jacobs noted there was an increase in the ADM requirements in Fiscal Year 20-21. Dr. Turner is present for further explanation and Ms. Okes is available for follow ups.

Dr. Turner stated this resolution is to make an adjustment to our local funding that was established this past year. The local match was changed through the year due to the increase in the ADM.

Ms. Okes noted this will move money to the school budget from our excess revenue to match the difference due to the increase in the ADM.

Dr. Self Sullivan made a motion to approve Resolution #21-21, as written. 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. Allison voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick vote “aye.”

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

RESOLUTION # 21-21, 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 Virginia Department of Education updated the Colonial Beach School’s FY2020-2021 ADM (Average Daily Membership), changing the Town’s Required Local Match (RLM) from \$1,745,765 to \$1,926,173, a difference of \$180,408

WHEREAS, the Colonial Beach School Board is requesting additional funding of \$180,408 to meet the Required Local Match for FY2020-2021.

NOW THEREFORE BE IT RESOLVED that the Town Council at its work session meeting held on Wednesday, June 2, 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	\$8,013,713	\$8,194,121	+\$180,408

BE IT FURTHER RESOLVED, that the following expense line items will be adjusted to fund the School:

100-012100-5836	FY 21 Contingency	(82,641.16)
100-099999-9009	Transfer to Capital Improvements Fund	(97,766.84)
100-099999-9003	School Fund Transfers	180,408

Chesapeake Bay Regional Tax Board/Local Cigarette Board Discussion

Ms. Adams-Jacobs reported on a new legislative action that encouraged local cigarette stamping and tax collection be accomplished through a regional cigarette tax board. There has been an agreement from local government from to region to form the Chesapeake Bay Region Cigarette Tax Board. The town received \$82,291 in cigarette tax revenue in FY 20. If the town chooses to join the CBRCTB it was cost 5% of the Town cigarette tax revenue as a fee and raise the tax rate to .40 cents per pack from 0.30 cents per pack.

Ms. Adams-Jacobs recommends moving forward with joining the Chesapeake Bay Region Cigarette Tax Board.

All members of council voted yes to joining the Chesapeake Bay Region Cigarette Tax Board and All members of council voted yes to raising the cigarette tax from 0.30 cents to 0.40 cents per pack.

Closed Meeting

Dr. Self Sullivan made a motion to go into closed session pursuant to Virginia Code § 2.2-3711(A)(7) consultation with legal counsel pertaining to pending litigation, where such consultation in open meeting would adversely the litigating posture of the public body in the pending cases. *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. Allison 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 vote “aye.”

Town Council moved into closed meeting at 8:00 PM.

Reconvened

Mr. Cabrey made a motion to reconvene in open meeting. 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. Allison voted “aye,” Mr. Cabrey voted “aye,” and Mayor Schick vote “aye.”

Town Council reconvened in open meeting at 9:33 PM.

Certify

Dr. Self Sullivan made a motion to certify that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the Council and no action was taken in closed meeting. Mayor Schick seconded the motion.

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

Adjournment/Recess

Mr. Cabrey made a motion to adjourn the meeting. Mr. Allison 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 9:34 p.m. Mayor Schick adjourned the meeting.

Heather Oliver, Town Clerk