



**Minutes of the
Colonial Beach Town Council
Work Session held on
Tuesday, April 23, 2015 at 4:30 p.m.**

Colonial Beach Town Center
22 Washington Avenue
Colonial Beach, VA 22443

Present

Mayor, Mike Ham
Vice Mayor, Eddie Blunt
Member, Wayne DiRosario
Member, Tommy Edwards
Member, Wanda Goforth
Member, Burkett Lyburn
Member, Mike Looney

Also Present

Town Manager, Val Foulds
CFO, Joan Grant
Town Clerk, Kathleen Flanagan

Call to Order

Mayor Ham called the Work Session to order at 4:31 p.m.

Roll Call of Members

Mayor Ham noted all members were present.

Closed Session

Mr. Edwards made a motion to move into closed session pursuant to Virginia Code Section 2.2-3711A)(1) for the purpose of the discussion or consideration of the hiring of a new Police Chief. Mr. Lyburn seconded the motion.

Mayor Ham called for a voice vote. Mr. Blunt voted “aye,” Mr. DiRosario voted “aye,” Mr. Edwards voted “aye,” Ms. Goforth voted “aye,” Mr. Lyburn voted “aye,” Mr. Looney voted “aye,” and the Mayor voted “aye.”

At 4:33 p.m. Council moved into closed session.

Reconvene

Mr. Edwards made a motion to reconvene. Mr. Lyburn seconded the motion.

Mayor Ham called for a voice vote. Mr. Blunt voted “aye,” Mr. DiRosario voted “aye,” Mr. Edwards voted “aye,” Ms. Goforth voted “aye,” Mr. Lyburn voted “aye,” Mr. Looney voted “aye,” and the Mayor voted “aye.”

At 5:21 p.m. Council reconvened and moved into open session.

Certify

Mr. Edwards made a motion to certify that only the items identified prior to going into closed meeting were discussed. Mr. Lyburn seconded the motion.

Mayor Ham called for a roll call. Mr. Blunt certified, Mr. DiRosario certified, Mr. Edwards certified, Ms. Goforth certified, Mr. Lyburn certified, Mr. Looney certified and the Mayor voted certified.

Approval of Employment Agreement and Hiring of New Police Chief

Mr. Lyburn made a motion to approve Resolution #28-15, Authorizes Town Manager to sign employment agreement for Police Chief. Mr. Edwards seconded the motion.

Mayor Ham read Resolution #28-15.

Mayor Ham called for a voice vote. Mr. Blunt voted “aye,” Mr. DiRosario voted “aye,” Mr. Edwards voted “aye,” Ms. Goforth voted “aye,” Mr. Lyburn voted “aye,” Mr. Looney voted “aye,” and the Mayor voted “aye.”

Resolution #28-15 passed unanimously.

Resolution #28-15, Authorizes Town Manager to sign Employment Agreement for Police Chief

WHEREAS the Colonial Beach Town Council has performed a thorough search with the assistance of the Virginia Association for the Chiefs of Police for a new Police Chief; and

WHEREAS a number of qualified candidates were vetted and interviewed; and

WHEREAS the candidate selected by both the Virginia Association for the Chiefs of Police and the Colonial Beach Town Council is a retired State Police Officer; and

WHEREAS because of the many years of education, training and experience possessed by this candidate the Colonial Beach Town Council is confident that he would be able to successfully fulfill the requirements of the position of Chief of Police.

NOW THEREFORE BE IT RESOLVED by the Colonial Beach Town Council at its regular monthly work session on April 23, 2015 that Robert Daniel Plott be hired as the Colonial Beach Chief of Police; and

BE IT FURTHER RESOLVED that the attached Employment Agreement, including the revised position description, is approved, and that the Town Manager is authorized to sign the Agreement on behalf of the Town of Colonial Beach.

Adoption of Agenda

Mr. Lyburn made a motion to adopt the agenda. Mr. Edwards seconded the motion.

Mayor Ham called for a voice vote. Mr. Blunt voted “aye,” Mr. DiRosario voted “aye,” Mr. Edwards voted “aye,” Ms. Goforth voted “aye,” Mr. Lyburn voted “aye,” Mr. Looney voted “aye,” and the Mayor voted “aye.”

Council unanimously adopted the agenda.

Presentations (by Council request)

Kevin Newman, School Superintendent

Dr. Newman reported to Council on efforts the School Board has taken to secure a VSPA loan to build a new school. On March 16 the School Board was told that, because they did not have Town Council permission to accept a loan at this time, they would have to re-apply in the fall.

Dr. Newman provided background information on the history of the school system in town.

The School Board is working on transferring school property to the town.

Enrollment was 566 students in June 2014, with 23 in pre-K for a total of 589. Beginning in September 2014, the school lost a lot of students.

As of April 2015 there were 571 students and 24 in pre-K for a total of 595.

For the 2013-2014 school year, the elementary school is in an academic warning status.

The rental costs for the mod pods is \$145,000 per year.

The proposed location of the new elementary school will allow the new school to be set up as either a one story or two story building.

Ms. Coates, Elementary School Principal

Ms. Coates thanked Council saying the staff and students were grateful to be in the new modpods.

There are many challenges in a campus style school, with the most important challenge being safety. There are fourteen different ways people can access students and staff.

There are 354 students in the elementary. During hurricane drills the students have to be evacuated to the high school.

Communication is a challenge with multiple buildings.

Transition time is also a challenge, especially for special education students.

Storage is a problem.

Dr. Newman stated in order to get the process moving for the fall, the Town Council would have to hold a public hearing and vote on the submission of the VPSA application. Approval and funds should be received by the end of September.

If a timeline is adhered to, the new school could be completed by August 2017.

Mr. DiRosario asked for the cost of the new building.

Dr. Newman answered between \$9.2 and \$9.6 million.

Mr. Blunt asked if the school could be used as a civic or rec center.

Dr. Newman answered that “we could work together.”

Town Manager Update

Ms. Foulds noted: (1) a general look at the budget – general fund revenue is set at \$6,834,146; general fund expenses, including funding the school at the dollar amount they’ve requested is \$7,238,779, which shows a short fall of \$404,633; (2) we are confident we can balance the sewer

and water funds; and (3) the school has requested \$2,297,916, which is a \$200,000 increase over last year.

Ms. Foulds reported that an opportunity to lease the “white building” on the boardwalk will be advertised.

Ms. Foulds recommended advertising a Request for Design Services to determine what can be done to address shoreline erosion at Robin Grove Park.

There was council agreement to advertise for bids, both for the lease of the “white building” and an RFP for Design Services.

Ms. Foulds reported that on Tuesday at 6:30 p.m. the first Façade Committee Kickoff Meeting will be held.

Ms. Foulds reported that preparing for the auditors continues.

Ms. Foulds reported that the Town Attorney was working on the transfer of the school property, the pier ordinance review and subdivision review.

Ms. Foulds reported that a resolution has been prepared to award a contract regarding the new well at Robin Grove park (Resolution #29-15), which Mayor Ham will introduce for action under “New Business.”

March Department Reports

Council acknowledged receiving monthly reports.

Town Manager Update (Con’t)

Mr. DiRosario asked Ms. Foulds for more detail on the pier ordinance review.

Ms. Erard answered that it would take a four-hour work session to discuss the pier ordinance.

Mayor Ham noted there will be an unscheduled meeting on the budget coming up and suggested tying the two together.

Mayor Ham reminded Council they are looking at several issues coming up soon, including: either taking \$440,000 out of reserves or imposing an .08-.08-1/2 cent tax increase; two, whether or not to give the school the extra money they are asking for; and, third, the amount necessary to build a new school is about an additional \$250,000 per year, which is a .05-1/2 cent tax increase. That .05-1/2 cent increase would have to be earmarked specifically to build a school.

Ms. Erard suggested holding a special meeting on Tuesday, May 5 at 9:00 a.m. to discuss the pier ordinance.

There was council agreement to schedule the meeting for Tuesday, May 5 at 9:00 a.m.

Mayor Ham suggested holding a special meeting on Thursday, May 7 at 10:00 a.m. to discuss the FY 2015-2016 budget.

There was council agreement to schedule the meeting for Thursday, May 7 at 10:00 a.m.

Discussion of No Wake Zone in Monroe Bay (citizen suggestion 3/26/15)

Ms. Goforth suggested holding a public hearing.

Ms. Foulds reported that two years ago this issue was vetted after a citizen request. Virginia Department of Game and Inland Fisheries had made a determination that there was not enough safety incidents to change Monroe Bay to a No Wake Zone. The suggestion was made to increase patrols on busy weekends. Ms. Foulds suggested re-visiting the letter and requesting additional patrols.

Mayor Ham suggested holding a public hearing at the June 13, 2015 meeting, understanding the bay is split between the town and Westmoreland County.

Discussion on posting an RFP to repair the breakwater at Robin Grove (citizen suggestion 3/26/15)

This was a citizen request – this issue has already been covered under the Town Manager’s report recommending an RFP for design services.

Robin Grove well, Resolution #29-15

Mayor Ham noted Resolution #29-15 awards a contract to Toano Well and Pump Services.

Mr. Lyburn made a motion to approve the resolution. Mr. Edwards seconded the motion.

Mayor Ham called for a voice vote. Mr. Blunt voted “aye,” Mr. DiRosario voted “aye,” Mr. Edwards voted “aye,” Ms. Goforth voted “opposed,” Mr. Lyburn voted “aye,” Mr. Looney voted “aye,” and the Mayor voted “aye.”

Resolution #29-15 passed with a vote of 6-1.

Resolution #29-15, Awards a contract to Toano Well and Pump Services

WHEREAS the Colonial Beach Town Council is committed to investing in the infrastructure of the Town for the benefit of the citizens; and

WHEREAS a new well is needed at Robin Grove to improve water pressure and enhance fire protection and water service reliability; and

WHEREAS the Colonial Beach Town Council has obtained financing for a new well for the Town of Colonial Beach as part of the 2014 General Obligation Bond; and

WHEREAS in accordance with the Virginia Procurement Act, Dewberry & Davis properly issued and advertised an Invitation to Bid for a well installation at the Robin Grove facility; and

WHEREAS Dewberry & Davis received those bids on April 8, 2015;

WHEREAS Dewberry & Davis, after reviewing the bids, recommends awarding the bid to Toano Well and Pump Service, Inc. for \$224,186.

NOW THEREFORE BE IT RESOLVED by the Colonial Beach Town Council at its regular monthly work session on April 23, 2015, that a contract be awarded to Toano Well and Pump Services, Inc. in the amount of \$224,186 with the funds deriving from line item 503044000-8101, and that the Town Manager be authorized to sign the contract on behalf of the Town of Colonial Beach.

Parking Policy

Ms. Goforth asked the Town Manager what the parking policy is. According to Ms. Goforth the kiosks have a sign that says “Daily Rate Only.”

Ms. Foulds answered that all the new signage will be in place by May 1st. There is an hourly rate of \$1.00 per hour.

Closed Session

There was no closed session.

Adjournment/Recess

Mr. DiRosario made a motion to adjourn. Mr. Lyburn seconded the motion.

Mayor Ham called for a voice vote on the motion to adjourn. Mr. Blunt, Mr. Edwards, Ms. Goforth, Mr. DiRosario, Mr. Lyburn, Mr. Looney and Mayor Ham all voted “aye.”

At 6:59 p.m. the meeting was adjourned.

Kathleen Flanagan, Town Clerk

Mike Ham, Mayor