



**Minutes of the
Colonial Beach Town Council
Work Session held on
Thursday, April 28, 2016 at 4:30 p.m.**

Colonial Beach Town Hall
315 Douglas Avenue
Colonial Beach, VA 22443

Present

Mayor, Mike Ham
Vice Mayor, Eddie Blunt
Member, Burkett Lyburn
Member, Mike Looney

Absent

Mr. DiRosario, Ms. Goforth and Mr. Edwards were absent.

Also Present

Town Manager, Val Foulds
CFO, Joan Grant
Police Chief, Danny Plott
Zoning Administrator, Brendan McHugh
Zoning Office Manager, Tori Haynes
Town Clerk, Kathleen Flanagan

Call to Order

Mayor Ham called the meeting to order at 4:34 p.m.

Roll Call of Members

Mayor Ham noted Mr. Blunt and Mr. Looney were present. Mr. Lyburn arrived at 4:37 p.m. Mr. DiRosario, Ms. Goforth and Mr. Edwards were absent.

A quorum of Council Members were present.

Presentations

Quarterly Budget Report

Ms. Grant noted the report cover the period from January 1, 2016 through March 31, 2016. 28% of overall revenue remains to be collected. Real estate revenues are on target. Aggressive collection activities are being undertaken to collect delinquent real estate taxes and personal property taxes. 32.7% remains in the budget for expenses.

Town Manager Update

Ms. Foulds distributed a brief report. On Tuesday, May 3, Ms. Foulds will attend a Health Department briefing on the Zika virus.

Construction of the upgraded boat ramp at Castlewood Park is expected to begin in November of 2016 and should be complete by April 2017.

The site work and prep work is expected to be complete for the mobile restroom, which should be delivered in May. The public restrooms on Boundary are being upgraded for ADA compliance.

The replacement roof on Town Center has been completed.

Water system upgrades project is in the construction bid phase.

The Town is awaiting VDOT's review and approval on the sidewalk project.

The Town is about halfway through the Downtown Revitalization Grant. The project will be audited on May 9 and May 10 by the DHCD.

Ms. Foulds is working on the 2016-2017 General Fund Budget and is looking to make approximately \$68,000 in cuts.

Ms. Foulds clarified that both sides of the boat ramp are operable now, and the upgrades will start in November.

Mayor Ham noted that the revenue projections being used in creation of the new budget are using the current tax rate, but do not reflect the current property values contained in the re-assessment. Westmoreland County is looking to raise their tax rate about .10 cents (.05 of which is to equalize from the assessment).

Mr. Blunt finds it egregious that the county is increasing real estate taxes in such a manner.

Mr. Blunt would like to see the town's personal property tax rate decreased to give a tax break to the residents of the town.

March Department Reports

There were no comments or questions.

Old Business

Resolution #20-16, Adopts the 2016/2017 Capital Improvement Plan

Mayor Ham noted a public hearing was held on April 14 and Council action was deferred until the May 2016 regular meeting.

Mr. Looney suggested a work session devoted to both the Capital Improvement Plan and the 2016-2017 Budget.

Mayor Ham suggested calling a work session before May 12, the next regular meeting.

Mayor Ham further noted that the town has always had a Capital Improvement Plan, but never had the money to put towards improvement projects.

Mayor Ham asked Ms. Flanagan to poll Council members for available dates. Ms. Foulds noted May 9 and 10 were the DHCD audit.

Ms. Foulds further noted mid-month would be better in order to complete several projects and prepare data.

Mayor Ham recommended delaying action on Resolution #20-16 until a special work session in May can be held.

All Council Members present were in agreement with Mayor Ham's recommendation.

New Business

Resolution #26-16, Approval of Lease of 108 Taylor Street

Ms. Foulds noted that one applicant and two inquiries had been received and that there is a deadline for applications on May 4 at noon.

Mayor Ham suggested holding a public hearing on May 12, 2016.

All Council Members present were in agreement.

Resolution #27-16, Appoints Andrea Clement and Jeannette Holman to the Redevelopment and Housing Authority

Mayor Ham suggested including a third person who has applied, Mr. Geoffrey Clopton.

Ms. Misicka, Chairperson, noted currently there are five members; next month two members' terms (Ms. Misicka and Ms. Guido) will expire and they will not seek reappointment.

Ms. Misicka requested Council appoint the three named applicants.

Mayor Ham asked if the Authority received money from the Riverwood renovations/housing bond. Ms. Misicka answered, yes, the Authority received \$25,000.

Ms. Misicka further noted the Authority's by laws, its forms and guidelines to operate the Minor Home Repair Program have all been updated.

Ms. Foulds thanked Ms. Misicka for her dedication. Mayor Ham added his thank you, as well.

All Council Members present were in agreement to include a resolution at the May meeting to include the three applicants named.

Resolution #28-16, Authorizes the Town Manager to Enter Into a Contract with Municipal & Financial Services Group

Mr. Blunt summarized the results of a meeting he attended with the Municipal & Financial Services Group and town staff.

The Group will develop a long range plan for the town's water and waste water systems, to include financial self-sufficiency, bill adjustment policies, billing frequency and rate adjustments, et cetera, and prepare a final report and presentation that sets forth findings, conclusions and recommendations.

The cost is approximately \$29,900.

All Council Members present were in agreement to include Res #28-16 on the May 12 agenda.

Resolution #29-16, Referral to the Planning Commission re: Request for a Conditional Use Permit at 125 Wilder Avenue

Mr. McHugh reported that the applicant has applied for a mixed commercial/residential use for the old "Vernon House," which has been renovated.

Mayor Ham suggested placing this on the May 12, 2016.

All Council Members present were in agreement to include Res#29-16 on the May 12 agenda.

Resolution #30-16, Referral to the Planning Commission re: review of the Housing Section of the Comprehensive Plan

Ms. Foulds reported the town received a grant two years ago. The paper is the result of work performed by Land Studio and coordinated by Ms. Haynes.

All Council Members present were in agreement to include Res #30-16 on the May 12 agenda.

General Council Discussion

Mr. Blunt noted that town staff have been performing building cleaning duties.

Mr. Blunt suggested that a cleaning service be retained to clean town administrative offices.

Mayor Ham suggested a janitorial service be included in the upcoming budget for town administrative offices, including the Police Department.

Mayor Ham reminded members of the COMREL breakfast the Town is hosting on May 3 at 8:00 am at High Tides.

Mayor Ham reported that the bill to approve gaming at the Riverboat never made it out of committee. Either the Governor will call a short, special session or the bill will be re-introduced next January.

Adjournment/Recess

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

Mayor Ham called for a voice vote on the motion to adjourn. All in favor, signify by saying “aye.” Mr. Blunt, Mr. Lyburn, Mr. Looney, and Mayor Ham voted “aye.” The motion to adjourn passed unanimously by Council members present.

At 5:30 p.m. the meeting was adjourned.

Kathleen Flanagan, Town Clerk

Mike Ham, Mayor