



**Minutes of the
Colonial Beach Town Council
Special Meeting to hold a
Work Session held on
Thursday, February 25, 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, Wayne DiRosario
Member, Tommy Edwards
Member, Burkett Lyburn
Member, Mike Looney

Absent

Council Member Goforth was absent.

Also Present

Town Manager, Val Foulds
Town Attorney, Andrea Erard
CFO, Joan Grant
Police Chief, Danny Plott
Zoning Manager, Tori Haynes
Town Clerk, Kathleen Flanagan

Call to Order

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

Roll Call of Members

Mayor Ham noted that all Council members were present or expected to be present with the exception of Ms. Goforth.

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Presentations

Robin Schick, Planning Commission Chair

Ms. Schick noted the Commission changed its bylaws by incorporating two committees: Public Outreach and a CIP committee and has incorporated goals.

Ms. Schick requested a joint session with Council to discuss goal setting.

Ms. Schick then gave a presentation on the suggested Capital Improvement Plan.

Mayor Ham reminded Council to submit any questions to Ms. Schick before the Public Hearing.

Town Manager Update

Ms. Foulds noted

1.) The budget process has begun. Ms. Foulds further noted that all capital improvement projects initiated by Council are moving along on schedule. All capital improvement projects are being coordinated with the downtown revitalization schedule.

2.) The Downtown Revitalization Grant is about 50 percent complete and should be complete by March 2017. Plans for Phase II, the smaller pedestrian plaza, will be submitted to VDOT in mid-March..

3.) An ad for a public hearing for an upcoming budget resolution will be published for consideration by Council at the March 10th regular meeting. There will also be a second budget amendment presented for the \$8 million school loan.

4.) A public meeting with the Department of Historic Resources will occur on March 2, 2016 at 6:00 p.m. Ms. Foulds then introduced Tori Haynes who spoke to the survey project.

Ms. Haynes noted preliminary survey information will be prepared with the goal of establishing an historic district. This project is paid for with state funding.

5.) Staff, the Mayor and the Public Works liaison will meet with Municipal and Financial Services Group to discuss all facets of the water and sewer system, including rate setting.

January Department Reports

Mr. Blunt asked Ms. Grant if a report would be provided re: delinquent personal property tax bills. Ms. Grant noted her next report will have details on collected, abated and/or outstanding personal property taxes.

Old Business

Plans for the old high school property

Ms. Erard noted she would like to know how Council would like to configure the old high school property in anticipation of the sale of the property.

Mr. Looney asked if the ROW on Garfield Street has been abandoned or vacated. Ms. Erard answered “we will do that and the alleyway also.”

Ms. Erard would like to know how much area does Council wish to keep around Town Hall. Ms. Foulds answered she understood that part of the property does not need to be reconfigured.

Mayor Ham noted answers are needed to determine: (1) what kind of zoning; (2) the school has indicated they are willing to donate a small adjoining piece of property near the community garden, which would make a square property from Douglas all the way down to just before Washington; or, (3) the town could retain two or three feet beyond the sidewalk, giving the property more frontage on Douglas; or, (4) because the bottom half is in a flood zone, it would be best to keep it all together.

Mayor Ham proposed drawing up two parcels -- a proposed area to be sold and a proposed area for Town Hall.

Mayor Ham recognized Ms. Schick who reported the Planning Commission has made a recommendation to rezone the property to improve its marketability.

Mr. Blunt urged members to be mindful of piecing together municipal functions and to keep in mind the future need for a municipal center which would include emergency operations.

Mr. Looney suggested that discussion would be good to have at a joint meeting with the Planning Commission regarding mutual goals.

Mr. Looney asked if resolutions regarding the two parcels will be forthcoming, to include accepting the property from the school and vacating the alleyway will be heard at the next meeting.

Ms. Erard replied that she would draw up a resolution accepting the two parcels from the school.

Piers

Ms. Erard noted she and the Town Manager would like to restructure the town's approach to piers to better enforce compliance, to reduce bureaucracy, to maintain compliance and to maintain investment.

Ms. Erard asked Council to consider allowing citizens to purchase the land where the piers are located. For those individuals who have a lease and are in good standing, give them the option of finishing out the lease or purchasing the property now. For those not in good standing, send them notice that the town is interested in terminating the lease.

The town could work with property owners and, by grouping the owners together, achieve a reduced rate on survey work.

Mr. Looney asked if the town would continue to own property in between piers. Ms. Erard answered affirmatively.

Mr. Blunt suggested selling either two feet or four feet on either side of the pier.

Mayor Ham agreed with having a minimum of four feet on either side, and, if the town would be left with too small of a parcel in between two piers, divide it and sell the small section.

Mr. Blunt, Mr. Lyburn and Mr. Edwards agreed with the Mayor.

New Business

Resolution #12-16, Amends FY 15-16 Budget, General Fund

Mayor Ham noted this resolution adds to the budget the amounts earmarked for capital projects plus the \$890,000 to the School Board in "carry over" funds. The total amount is over 1% of the current budget and requires a public hearing which will be held on March 10th.

Discussion of Westmoreland County's Imposition of a Business License Fee

Ms. Erard noted this will not impact the town's ability to collect our own license fee.

Ms. Erard then noted a comprehensive update of the town's ordinance should be reviewed and asked Council's direction.

Mr. DiRosario, Mr. Lyburn, Mr. Blunt, and Mayor Ham all agreed to direct Ms. Erard to review and update the town's ordinance.

Discussion of recent citizen concerns

- Renovations at the Lions Club building. Ms. Foulds asked Dr. Fahrney if he had requested the town to manage the procurement process for the heat pump. Dr. Fahrney

noted he has three bids he will provide to Ms. Foulds. Ms. Foulds noted she would take a look at the lease agreement to determine who should pay for the heat pump.

- Repair bike path at 12th Street (using golf cart registration funds). Ms. Foulds reported that staff is actively working on the budget as well as other priority projects and requested Council direction.

Mr. Blunt noted the trail is unusable.

Mr. Kern spoke up and said he was talking about 12th Street to 7th Street.

Mr. Bone spoke up and said the path from 12th to the Meadows is a road and should not be identified as a path. Mr. Kern added that when Route 205 is closed, the route from 12th Street to the Meadows is the only way in and out of town.

Mayor Ham asked the Town Manager to look into this and determine the cost to make it passable from 12th Street to 7th Street.

Mr. Blunt, Mr. Edwards and Mr. Lyburn agreed.

Mr. Looney then asked if the town manager has looked into whether or not a stop sign could be installed at the entrance to public works. Ms. Foulds noted that area is a driveway and not a road. A memo has been sent to each employee urging caution when exiting that driveway.

General Council Discussion

Chief Plott reported he was in Tappahannock and was grateful there were no fatalities from the storms.

Mr. Blunt asked if the new elementary school will be able to be used as a temporary shelter.

Ms. Foulds answered that the school cannot provide a “shelter.” There could be a “hospitality-type area.”

Mayor Ham reported that the school area of the new building can be locked separate from the gym, the kitchen area and the stage area. However it would be over their budget to install a generator at this time.

Mr. Looney agrees with Ms. Foulds’ answer.

Mr. Blunt asked if a transfer switch could be installed in the new elementary building.

Ms. Marion Miller spoke from the audience and advised Council to transmit to the School Board that request for discussion.

Mayor Ham, Mr. Edwards and Mr. Looney agreed with Mr. Blunt.

Mr. Looney then asked if the old chairs have been donated for public benefit. Dr. Fahrney answered he would appreciate the chairs.

Mr. Lyburn asked Ms. Schick if any action has been taken on the idea to create a tee shirt for the original mural. Ms. Schick answered no.

Adjournment/Recess

Mr. Lyburn made a motion to adjourn. Mr. Edwards 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. DiRosario, Mr. Edwards, Mr. Lyburn, Mr. Looney, and Mayor Ham voted “aye.” The motion to adjourn passed unanimously by Council members present.

At 6:01 p.m. the meeting was adjourned.

Kathleen Flanagan, Town Clerk

Mike Ham, Mayor