



**Minutes of the
Colonial Beach Town Council Meeting
held on
Monday, January 9, 2014 at 7:00 p.m.**

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

Present

Mayor, Mike Ham
Vice Mayor, Tommy Edwards
Member, Pete Bone
Member, Linda Brubaker
Member, Jim Chiarello
Member, Wanda Goforth
Member, Gary Seeber

Also Present

Town Manager, Val Foulds
Town Attorney, Andrea Erard
Town Clerk, Kathleen Flanagan
Police Chief, William Seay
Director Planning and Zoning, Gary Mitchell

Call to Order

Mayor Ham called the meeting to order at 7:03 p.m.

Pledge of Allegiance

Mayor Ham led a recitation the Pledge of Allegiance.

Roll Call of Members

All members were present, except Wanda Goforth, who arrived late, and Gary Seeber, who was ill, but arrived late.

Additions to the Agenda

There were no additions to the Agenda.

Approval of the Agenda

A motion was made by Mr. Edwards to approve the agenda and seconded by Mr. Chiarello. Mayor Ham called for a voice vote. All in favor, signify by saying “aye.” The “ayes” were unanimous, the motion passed.

Approval of the Minutes

Mr. Chiarello made a motion to approve of the minutes for the September 20, 2013 Work Session; the September 30, 2013 Special Meeting; and the October 10, 2013 Regular Meeting. Mr. Edwards seconded the motion.

Ms. Brubaker noted there were significant changes to be made as requested by Ms. Goforth. Ms. Flanagan noted she had been advised of changes, but had not yet received nor made those changes.

Mayor Ham postponed approval of the minutes until Ms. Goforth arrives.

Council Announcements

Mr. Edwards spoke to the early Sunday morning fire at the elementary school and how well the first responders performed “protecting exposures.” Mr. Edwards asked if you see a firefighter, shake their hands and give them a great big “Atta Boy.”

(Applause.)

Ms. Brubaker chastised Town Council by saying “We’re going to continue to underfund our first responders; we’re going to continue to not inspect our fire hydrants regularly.”

Mayor Ham added his thanks to all the first responders.

Mr. Chiarello thanked the School Board for efficiently handling the securing of the building.

Moment of Silence

Mayor Ham asked for a Moment of Silence for Chandale Dillon, an outstanding 18-year old graduate of Colonial Beach High School and resident of our town, who died yesterday as a result of an automobile accident.

There was a moment of silence.

Presentations

Certificate of Appreciation for Helen Moffett

Mayor Ham presented a Certificate of Appreciation to Helen Moffett in honor of her loyal service for 17 years on the Colonial Beach Tourism Council.

(Applause)

Town Manager's Report

Ms. Foulds spoke to the boat ramp grant, pointing out that it is a 25% match, but the town can use in-kind funding; the use of the land will remain for 25 years; the facility needs to be maintained; and use of the facility is to be at no charge, among other requirements.

Then Ms. Foulds spoke to the Robin Grove water facility project. The town is in the process of selecting an engineer.

Ms. Foulds noted the town has received funding from the tourism grant for a landing page.

Mr. Chiarello thanked Ms. Foulds for her hard work on the grants.

Police Chief Report

Chief Seay noted he is in the process of completing the 2013 summary report.

Ms. Brubaker asked if the department has completed its re-accreditation work. Chief Seay said it's a work in progress with a target date of March 10.

School Board/Superintendent

Ms. Vicki Roberson, School Board Member, noted the board had made a decision to relocate the elementary school classes to Oak Grove Baptist Church.

Ms. Brubaker asked if there was a contract with the church.

Ms. Roberson answered she was "assuming," due to the length of time.

Ms. Brubaker asked if the School Board can enter into an agreement. Ms. Roberson answered she is sure their attorney is looking into it and everything has been done on the "up and up."

CB Volunteer Fire Department

Chief Robey provided Council with statistics from December. There were a total of 67 calls, For the 2013 year there was a total of 870 calls.

Chief Robey further noted investigators are continuing their investigation of the elementary school fire. All supplies have been removed from the trailers and mod pods.

Chief Robey thanked all mutual aid companies. There were some issues with water and that discussion is for a later date – we just didn't have the pressure we needed for a building like that that was fully involved.

Westmoreland County Board of Supervisors

Mr. Larry Roberson was "amazed how well all worked together that morning on the fire, all the different companies that were here."

Mr. Edwards asked about fundraisers.

Ms. Roberson responded saying the overwhelming response of our locality and other localities has been overwhelming.

Approval of the Minutes Con't

Ms. Goforth arrived. Ms. Goforth made a motion to postpone approval of the minutes. Mr. Edwards seconded the motion. Mayor Ham called for a voice vote "All in favor, signify by saying aye." The ayes have it, approval of the minutes is postponed.

Presentations Con't **School Board/Superintendent**

Mr. Tim Trivett arrived.

Mr. Trivett noted the School Board issued an emergency procurement order for a company to represent the School Division with the insurance company.

Mr. Trivett noted the outer buildings have been released, but the division will not use those buildings at this time.

Parents of students have been overwhelmingly supportive of the move to Oak Grove Baptist.

The Board has received an abundance of donations and the primary building will be used for storage.

Mr. Trivett commended the police chief and police officers; the fire chief and volunteers fire fighters; and the teachers and volunteers.

Safety of our children is the number one priority.

Mr. Trivett then spoke to the chemicals left in the building. There were two little bottles of ether and the older it gets the more lethal it becomes. Mr. Trivett said he does not believe any firefighters were in any danger. The bottles were in a secured area. As soon as he found out about the chemicals, he informed the fire chief. All chemicals are now gone.

Mr. Trivett's concern now is to educate the children and not cause any further disruption for them. "If we make a mistake and we forget to get a permit or we forget to do something that we're supposed to do, I hope you'll kindly let us know in a gentle way, instead of making a big deal out of it." "It's easy, if you're not familiar with all those laws to do something you shouldn't do." "We are not perfect, we don't know all the laws. If you know something we're doing, please tell us, and we'll make it happen immediately. I'm just asking that you forgive us if we do something that we shouldn't do because we may not know."

Mr. Trivett noted "It's all about teamwork or – as far as overtime, I'm hoping our insurance company is going to reimburse that. If I pick up the phone call any one of you here or call Public

Works or the Police Department, the response is going to be instantaneous since this incident occurred.”

Mr. Edwards said he had been remiss – when Chief Seay got the call, he called Westmoreland County for support. I can attest that I was stopped by a Westmoreland Officer and told I could not run over the fire hose.

Mr. Trivett noted there were 19 or 20 fire departments there. “We have outstanding command people. They know what they’re doing.” “I love that building. I hate to see it torn down.”

Ms. Goforth asked “What is the call that went out before the roof dropped?”

Mr. Trivett answered “You blow your air horn, you sound the sirens, you get people out. I could hear the chief saying he needed to evacuate the building.”

Ms. Goforth noted “You saved many lives when you made that call because that roof collapsed soon after that call, but the people had evacuated. We need to do something to recognize you. I personally want to commend you for that.”

Mr. Seeber arrived.

Mr. Seeber noted the pipes around the school building are old and are probably less than an inch. Your hoses are four-inch lines.

Chief Robey noted the Public Works Director turned the pumps up so we would have more water, but the problem is that the lines in that area are smaller and can’t disperse the water that we needed.

Citizen Input

Peter Farhney, 3419 Riverview Drive, read a prepared statement about the Colonial Beach Foundation. During the past year, the Foundation awarded grants totaling approximately \$6,500 to improve the quality of life for the citizens of Colonial Beach.

The Foundation is deeply saddened over the loss of the school building. The Foundation has opened a new fund for the purpose of recovery of those educational materials that were lost in the fire. To donate by mail, use Post Office Box 375.

Polly Parks, Lossing Avenue, thinks the Council needs to better communicate with citizens. Current communication is insufficient. Communication can be achieved by the newspapers; by way of a press release; or posted on the web site.

Nick Clayton, First Street, on behalf of Straight Shooter Promotions, informed Council there will be a fundraiser concert on February 18, 2014 at the High School.

Annual Organizational Items

Resolution #01-14, Adoption of Bylaws and Rules of Procedure

Mr. Bone made a motion to postpone until the February Council meeting in order to add additional changes. Ms. Goforth seconded the motion.

Mayor Ham called for a voice vote on the motion to postpone. All in favor, signify by saying “aye.” The “ayes” were unanimous, the motion passes, Resolution #01-14 is postponed until February.

Resolution #02-14, Establishment of dates and times of regular Town Council meetings

Mr. Edwards made a motion to adopt the resolution as written. Mr. Chiarello seconded the motion.

Mayor Ham called for a voice vote on the motion. All in favor, signify by saying “aye.” The “ayes” were unanimous, the motion passes.

-----Resolution #02-14-----

Resolution #02-14, Establishment of dates and times of regular Town Council meetings

WHEREAS, Section 15.2-1416 of the Code of Virginia requires that the Town Council establish its regular meeting schedule by resolution at the organizational meeting.

NOW THEREFORE BE IT RESOLVED, that the following dates have been established for the Town Council Meetings:

Thursday	February 13, 2014	7:00 p.m.
Thursday	March 13, 2014	7:00 p.m.
Thursday	April 10, 2014	7:00 p.m.
Thursday	May 8, 2014	7:00 p.m.
Thursday	June 12, 2014	7:00 p.m.
Thursday	July 10, 2014	7:00 p.m.
Thursday	August 14, 2014	7:00 p.m.
Thursday	September 11, 2014	7:00 p.m.
Thursday	October 9, 2014	7:00 p.m.
Thursday	November 13, 2014	7:00 p.m.
Thursday	December 11, 2014	7:00 p.m.
Thursday	January 8, 2015	7:00 p.m.

BE IT FURTHER RESOLVED, that all meetings shall be held in the Colonial Beach Town Center, 22 Washington Avenue, Colonial Beach, Virginia.

Resolution #03-14, Establishment of dates and times of Town Council Work Sessions

Mayor Ham suggested two changes to the dates – change November 27 to November 20 and change December 25 to December 18. Ms. Brubaker made a motion to adopt the resolution as amended by the Mayor. Mr. Edwards seconded the motion.

Mayor Ham called for a voice vote on the motion. All in favor, signify by saying “aye.” The “ayes” were unanimous, the motion passes as amended.

-----Resolution #03-14-----

Resolution #03-14, Establishment of dates and times of Town Council Work Sessions

BE IT RESOLVED that dates and times for Town Council work sessions are as follows:

:	Thursday	January 23, 2014	4:30 p.m.
	Thursday	February 27, 2014	4:30 p.m.
	Thursday	March 27, 2014	4:30 p.m.
	Thursday	April 24, 2014	4:30 p.m.
	Thursday	May 22, 2014	4:30 p.m.
	Thursday	June 26, 2014	4:30 p.m.
	Thursday	July 24, 2014	4:30 p.m.
	Thursday	August 28, 2014	4:30 p.m.
	Thursday	September 25, 2014	4:30 p.m.
	Thursday	October 23, 2014	4:30 p.m.
	Thursday	November 20, 2014	4:30 p.m.
	Thursday	December 18, 2014	4:30 p.m.

-----End of Resolution-----

Resolution #04-14, Appointment of Vice Mayor

Mayor Ham stated that for quite a bit of time, the Vice Mayor was appointed for two-year periods because every two years there are three council seats up for election. The previous mayor changed that and went to a one-year appointment as Vice Mayor.

Mayor Ham recommended that Council return to a two-year appointment time. “The highest vote getter from among the newly elected council members would be vice mayor for a two-year period.”

Mayor Ham recommended Council appoint Tommy Edwards to serve as Vice Mayor for one more year.

Mr. Bone made a motion to approve the resolution as amended by the Mayor. Mr. Chiarello seconded the motion.

Mayor Ham called for a voice vote on the motion. All in favor, signify by saying “aye.” The “ayes” were unanimous, the motion passes as amended.

New Business

Public Hearing, Resolution #05-14, Adopts and Authorizes Downtown Revitalization Grant Pre-Contract Documents

Mayor Ham asked Ms. Foulds to comment.

Ms. Foulds introduced Jerry Davis, Northern Neck Planning Commission, to speak.

Mr. Davis has been assisting the town in preparation of an application for a community development block grant. Mr. Davis noted the appointed management team has been excellent to work with; the meetings have been well-attended, as has town staff, Val and Gary.

Rural areas, that meet the criteria, compete for the federal funding through the Virginia Department of Housing and Community Development. Typically each year eight to ten projects per year receive funding.

Last year, 20 to 30 applications were submitted and less than ten were funded.

Mr. Davis stated that “We want to submit an application that, when the town is funded, you’re going to say to the State of Virginia that you’re ready to go.” One of the evaluation criteria is a category called readiness and capacity.

The first step was receipt of the planning grant and completion of the final community improvement project.

The application will be submitted in March. Tonight is the first public hearing.

Your project has to meet one or two criteria. 1) the project has to show benefit to low to moderate income persons, or, (2) the project is preventing or eliminating slums and blight (physical or economic blight).

The application we have put together meets both criteria.

The next public hearing will be on the application itself.

At the March meeting Council will authorize submittal of the application.

Mayor Ham opened the Public Hearing at 8:22 p.m.

Mayor Ham closed the Public Hearing at 8:22 p.m.

Mr. Bone asked Mr. Davis if the Housing and Redevelopment Authority will be involved in the project.

Mr. Davis answered “They will.”

Mr. Davis further noted the town had requested another planning grant to perform a town-wide housing assessment. We assisted you with that and have requested funding to move forward on a town-wide assessment identifying housing units that may be below minimum housing standards. This is accomplished through a windshield survey and consultation with town citizens, stakeholders and staff. We have produced a map of substandard housing units. There is a concentration of units in the area the town’s refers to as ‘Central District, Central Area.’

The town has asked to be awarded a planning grant to: do housing inspections; to document how many houses may be substandard; and a preliminary review of infrastructure.

The town, then, could put together another application to ask for funds to do housing rehabilitation and/or public improvements.

Polly Parks, citizen, asked if this housing is rehabilitated, would that be done with eminent domain?

Mayor Ham noted that is not part of this grant, but a whole separate grant down the road.

Mr. Bone made a motion to approve Resolution #05-14. Mr. Chiarello seconded the motion.

Mayor Ham called for a voice vote on the motion. All in favor, signify by saying “aye.” The “ayes” were unanimous, the motion passes as amended.

-----Resolution #05-14-----

Resolution # 05-14, Adopts and Authorizes Downtown Revitalization Grant Pre-Contract Documents

WHEREAS, The Colonial Beach Town Council wants to assure the Department of Housing and Community Development of the Town’s readiness to proceed, if grant funding is awarded under the 2014 Community Development Block Grant program; and

WHEREAS, the Town has taken, and will continue to take, the necessary steps to insure the Town’s readiness.

NOW, THEREFORE BE IT RESOLVED that in a regular meeting on January 9, 2014 the Colonial Beach Town Council adopts the design of the Revolving Loan Fund Program, The Façade Improvement Program, The Section 504 Grievance Procedure and The Non-Discriminatory Policy (attached) and further authorizes the Town Manager to publish the appropriate notices, complete all self-evaluations and execute all certifications, as represented below, and as required by the Department of Housing and Community Development.

General Assurances and Certification

Citizen Participation Assurances and Certification

Drug-Free Workplace Assurances and Certification

Applicant Disclosure Report

Local (Section 3) Business and Employment Plan

Local (Section 3) Notice

Section 504 Advertising

Section 504 Self-Evaluation Narrative

Self-Evaluation Site Accessibility & Checklist

Minority and Female Business Notice

Residential Anti-Displacement & Relocation Plan Certification

Fair-Housing Certification

-----End of Resolution-----

Public Hearing, Resolution #06-14, Amends the 2009-2029 Comprehensive Plan

Mayor Ham noted this adds the Design Guidelines that has been favorably recommended by the Planning Commission.

Mr. Mitchell noted this document includes (1) basic design guidelines; (2) guidelines for the resort area; and (3) guidelines for the Point.

Putting the Guidelines in the Comp Plan creates policy and helps support the application for a grant.

Mayor Ham opened the Public Hearing at 8:31 p.m.

Public Comment on Resolution #06-14

Polly Parks, 216 Spotswood Lane, would recommend an engineering review of the roads on the Point.

Ms. Parks would like her question to become a part of the record. “Does someone building a new facility have to follow these guidelines? If they do, this needs to be amended so that any engineering issues we have are on going, such as sidewalks, water system, roads, and sewer.”

Glenda Chiarello, 1008 Monroe Bay Avenue, emphasized the importance of having these guidelines so the revitalization grant can move forward. Last year there was a volunteer committee; there is nothing contrary here. It protects each area to help insure the area continues its own personality.

Mayor Ham closed the Public Hearing at 8:25 p.m.

Ms. Goforth made a motion to approve the resolution as written. Ms. Brubaker seconded the motion.

Mr. Bone asked if Mr. Mitchell could meet with Ms. Parks regarding her question. Ms. Parks gave her phone number and said "Call me and I'll be glad to come down at whatever time is convenient for him."

Mr. Mitchell suggested Tuesday morning at 9:00 a.m. Ms. Parks responded she did not have her calendar so she couldn't say. Ms. Parks would prefer a call.

Mayor Ham called for a voice vote on the motion to approve. All in favor, signify by saying "aye." The "ayes" were unanimous.

-----Resolution #06-14-----

Resolution #06-14, Amends 2009-2029 Comprehensive Plan

WHEREAS, the current 2009-2029 Comprehensive Plan would be enhanced by including as an addendum Design Guidelines, which document provides a policy framework as to certain basic town wide design standards as well as more specific standards for the central area and the point area as identified in the Comprehensive Plan. This addendum is policy and would only apply as property is developed and/or redeveloped; and,

WHEREAS, the Colonial Beach Planning Commission has conducted a public hearing on the proposed amendment, which would in accordance with Virginia Code Section 15.2-2225 and recommended amending the Comprehensive Plan to the Colonial Beach Town Council; and

WHEREAS, the Colonial Beach Town Council held a duly advertised public hearing on January 9, 2014 to hear comments on the proposed changes to the Comprehensive Plan in accordance with Virginia Code Section 15.2-2226.

NOW THEREFORE BE IT RESOLVED, that the Town Council meeting in regular session, Thursday, January 9, 2014 hereby approves this amendment to the 2009-2029 Colonial Beach Comprehensive Plan.

-----End of Resolution-----

Motion to Amend the Agenda

Ms. Goforth made a motion to amend the agenda to include Resolution #10-14 and Resolution #11-14. Mr. Chiarello seconded the motion.

Mayor Ham called for a voice vote on the motion to amend the agenda. All in favor, signify by saying "aye." The "ayes" were unanimous, the agenda was amended.

Public Hearing, Ordinance No. 645, Provides for a bonus for all full time hourly employees

Mayor Ham noted this ordinance would provide for a one-time bonus payment to town hourly wage employees of \$200.

Public Comment on Ordinance No. 645

Polly Parks, Spotswood Lane, read Town Code. Ms. Parks believes it should be clarified if taxes are being paid by the town on the bonuses.

Caren Haug, Meadow Avenue, wants to know if this bonus includes the teachers.

Ms. Erard noted that this is not a raise, it is a one-time bonus.

Ms. Goforth asked Ms. Foulds what is the line item.

Ms. Foulds noted it is coming from the computer processing area and being transferred into the merit/bonus line item.

Ms. Brubaker asked if this was the intention of the original request to have the taxes taken out?

Mr. Chiarello answered he suggested it was after taxes. Mr. Chiarello noted the intention of the resolution was to reward the people who work for this town.

Ms. Parks noted one-time bonuses are considered income by the IRS. If we are paying taxes, those taxes are also considered income.

Ms. Goforth noted this is the reason she has requested the Town Attorney to draft a resolution that sets forth “no surprises.” When we have surprises, we don’t have time to think about it and research it.

Mayor Ham closed the public hearing at 8:48 p.m.

Mr. Seeber made a motion to approve Ordinance No. 645 as written. Mr. Chiarello seconded the motion.

Mr. Seeber made a motion to amend the ordinance by adding “after taxes” after “\$200.00.” Mr. Chiarello seconded the motion.

Mayor Ham called for a roll call vote on the amended ordinance. Mr. Edwards voted “aye,” Ms. Brubaker voted “aye,” Mr. Chiarello voted “aye,” Ms. Goforth voted “nay,” Mr. Bone voted “aye,” Mr. Seeber voted “aye,” and Mayor Ham voted “aye.”

With a vote of 6-1, Ordinance No. 645, as amended, passes.

-----Ordinance No. 645-----

ORDINANCE NO. 645 PROVIDES FOR A ONE-TIME BONUS FOR ALL FULL-TIME HOURLY EMPLOYEES OF THE TOWN OF COLONIAL BEACH AND ANY PART TIME-TOWN EMPLOYEE WHO HAS BEEN IN THEIR POSITION FOR TWELVE (12) MONTHS. THE

AMOUNT OF THE BONUS SHALL BE \$200.00. ORDINANCE NO. 645 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA CODE SECTION 15.2-1508.

WHEREAS, the Colonial Beach Town Council values the hard work and contributions of the Town's hourly employees; and

WHEREAS, the Colonial Beach Town Council wishes to reward those who work for the Town by providing a one-time bonus; and

NOW, THEREFORE, BE IT ORDAINED by the Colonial Beach Town Council that all full-time hourly employees of the Town, and any part time town employee who have been in their position for twelve (12) months shall receive \$200.00 after taxes;

BE IT FINALLY ORDAINED THAT THIS ORDINANCE shall be retroactive to December 12, 2013.

-----End of Resolution-----

Resolution #07-14, Budget Transfer

Mr. Edwards made a motion to approve as written. Mr. Chiarello seconded the motion.

Mr. Bone asked about the computer/software line item, if that line item would be able to be sustained.

Ms. Foulds answered yes, a payment for new necessary software came in and has been paid, and the second part of the upgrade can be deferred to the new fiscal year.

Mr. Chiarello asked if the dollar amount include the \$200 plus taxes.

Ms. Foulds answered yes.

Mayor Ham called for a voice vote on the motion. All in favor, signify by saying "aye." The "ayes" were unanimous. Resolution #07-14 passes.

-----Resolution #07-14-----

Resolution #07-14, Budget Transfer

WHEREAS, in accordance with Section 2-81 of the Colonial Beach Town Code, the Town Council of Colonial Beach adopted Resolution #57-13 to provide a holiday bonus to certain Town employees on December 12, 2013: and

WHEREAS, when the current FY2013 budget was approved a holiday bonus was not included; and

WHEREAS, the Town Council seeks to amend the budget so as to include an amount for the holiday bonus authorized by Resolution #57-13, Section 2-81 of the Town Code and Ordinance #645.

NOW, THEREFORE BE IT RESOLVED that the holiday bonus in the amount of \$9,529.08 will be paid for by transferring funds from line item #4-100-012510-6017 into line item #4-100-012100-1514.

-----End of Resolution-----

Resolution #08-14, FY 2014 Budget Timeline

Mayor Ham noted this resolution establishes strict timelines for budget approval.

Mr. Edwards made a motion to approve Resolution #08-14 as written. Ms. Goforth seconded the motion.

Mayor Ham called for a voice vote on the motion. All in favor, signify by saying “aye.” The “ayes” were unanimous. Resolution #08-14 passes.

-----Resolution #08-14-----

Resolution #08-14, FY 2014 Budget Timeline

WHEREAS Virginia Code § 22.1-93 requires that the Town Council approve the budget for the Colonial Beach School Board by May 15, 2014; and

WHEREAS state law also prescribes the deadlines for the setting of tax rate(s) by the Colonial Beach Town Council as well as the adoption of the FY 2014 budget.

NOW THEREFORE BE IT RESOLVED by the Colonial Beach Town Council at its regular monthly meeting on the 9th day of January, 2014 that the FY 2014 budget shall be developed/approved in accordance with the following timelines:

Friday, January 17, 2014 5:00 pm

CFO Revenue Projections Due to Town Manager

January 20, 2014 through January 24, 2014

Town Manager to Meet with Department Heads to Discuss Budget Requests

Week of January 27, 2014

Budget Requests Due to Town Manager

Thursday, January 30, 2014 4:30 pm

Pre-budget Meeting With School Board

Thursday February 27, 2013

Worksession- Budget

March 17, 2014 through March 21, 2014

Town Manager & Mayor to Schedule Meetings with Council Members to Discuss the Budget

Thursday, April 10, 2014 - Town Council Meeting
Town Manager Presentation of Recommended Budget and Request to Advertise For Public Hearing

Thursday, April 24, 2014 6:30 pm
Town Council Budget Public Hearing

Thursday, May 8, 2014
Budget Approval & Appropriation

-----End of Resolution-----

Resolution #09-14, Mid-Year Budget Review

Mayor Ham read the resolution.

Ms. Edwards made a motion to approve Resolution #09-14 as written. Mr. Chiarello seconded the motion.

Mr. Seeber recommended Council ask the CFO to annotate on the report where items are short or over.

Mayor Ham noted that he would like to see the language “regular person-ese” used in the report, which is what the intent of the resolution is.

Mayor Ham called for a voice vote on the motion. All in favor, signify by saying “aye.” The “ayes” were unanimous. Resolution #09-14 passes.

-----Resolution #09-14-----

Resolution #09-14, Mid-Year Budget Review

WHEREAS the Colonial Beach Town Council places a priority on proper fiscal management; and

WHEREAS almost six months have elapsed since the current budget was adopted and funds were appropriated; and

WHEREAS the Colonial Beach Town Council seeks to properly discharge its fiduciary duties and assess the current financial status of the budget of the Town of Colonial Beach.

NOW THEREFORE BE IT RESOLVED by the Colonial Beach Town Council at its regular monthly meeting on the 9th day of January, 2014, that the Chief Financial Officer and/or the Town Manager are requested to provide the following information in writing prior to January 23, 2014:

1. The amount of current revenues and whether the revenues are as forecast when the current budget was originally prepared.
2. The amount of current expenditures and whether the expenditures are as forecast when the current budget was originally prepared.
3. Whether any budget amendments are necessary and the nature of such budget amendments.
4. Whether projected revenues generally equal projected expenditures.
5. A month by month cash flow projection for the remainder of this fiscal year.
- 6.

BE IT FINALLY RESOLVED that in the event there is additional pertinent financial information that the Town Council should be aware of, the Chief Financial Officer and/or the Town Manager are requested to share such information with the Town Council.

-----End of Resolution-----

Resolution #10-14, Matters before Council

Ms. Goforth read the resolution.

Ms. Goforth made a motion to approve Resolution #10-14 as read. Mr. Chiarello seconded the motion.

Mr. Seeber asks is your intention, instead of me saying “provide a bonus at the meeting” I got two weeks before that to send an email to everybody saying I want to provide bonuses.

Ms. Goforth responded it could be 24 hours. There should have been language in here regarding emergencies.

Mr. Seeber agrees with Ms. Goforth that Council should let each other know.

Ms. Erard noted if Ms. Goforth wants to add provisions regarding emergencies, she would be happy to add that language.

Ms. Goforth wants this resolution to accomplish two things: to have communication between all and, no surprises.

Ms. Goforth made a motion to postpone the resolution pending attorney re-write. Mr. Seeber seconded the motion.

Mayor Ham called for a voice vote on the motion to postpone. All in favor, signify by saying “aye.” The “ayes” were unanimous. Resolution #10-14 is postponed.

Resolution #11-14, Provides for a list of all real property owned by the town

Ms. Brubaker read the resolution, which sets a deadline of February 1, 2014. Ms. Brubaker is open to changing the deadline to April 1, 2014.

(Multiple conversations regarding identifying parcels, either tax map ID or lot and block.)

Ms. Brubaker made a motion to postpone Resolution #11-14 as amended. Mr. Chiarello seconded the motion.

Mayor Ham called for a voice vote on the motion to postpone. All in favor, signify by saying “aye.” The “ayes” were unanimous. Resolution #11-14 is postponed.

Other Business

Mr. Chiarello noted he would like to have an ordinance ready for the February council meeting on the lodging taxes in regard to cottages in town.

Mr. Seeber asked if the town could send the cottage owners a letter.

Mr. Seeber asked for a show of hands regarding mailing a letter to cottage owners. Mr. Seeber, Ms. Brubaker, Mr. Edwards, Mr. Chiarello, Ms. Goforth and Mayor Ham all raised their hands.

Ms. Goforth noted the town needs to put out the bid to the property on the boardwalk.

Ms. Foulds said a special thank you to the Public Works Department for their hard work over this winter.

Mr. Edwards noted that tomorrow night is the Art Walk honoring Mrs. Hinson who will be 94 years old beginning at 7:30 p.m.

Closed Meeting

There was no closed meeting.

Adjournment

Ms. Brubaker made a motion to adjourn. Mr. Edwards seconded the motion. The meeting was adjourned at 9:18 p.m.

Kathleen Flanagan, Town Clerk

Mike Ham, Mayor