



Minutes of the Colonial Beach Town Council
Work Session held on
Wednesday, January 4, 2023 at 6:00 p.m.
Colonial Beach Town Center
22 Washington Avenue

Call to Order

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

Council Members Present

Robin M. Schick, Mayor
Kenneth Allison, Council Member
Thomas Moncure, Council Member
Caryn Self Sullivan, Council Member
Richard Wood, Council Member
David Williams, Council Member
Vicki Roberson, Council Member

Staff Present

India Adams-Jacobs, Town Manager
Stefan Calos, Town Attorney
Heather Oliver, Town Clerk
Gregory Deaver, Chief of Police
Lisa Okes, Director of Finance/Chief Financial Officer
Diane Beyer, Director of Public Works

Amendments to the Agenda

Mayor Schick stated only the minutes for December 15, 2021 were prepared. The minutes for December 1, 2021, November 16, 2022 and December 7 & 21, 2022 were not completed and will need to be deferred.

Ms. Roberson made a motion to amend the agenda by deferring the minutes for December 1, 2021, November 16, 2022 and December 7 & 21, 2022 meetings. Dr. Self Sullivan seconded the motion. Mayor Schick called for a vote. All members voted “aye.” **Motion passed.**

Approval of the Agenda

Dr. Self Sullivan made a motion to approve the agenda as amended. Mr. Allison seconded the motion. Mayor Schick called for a vote. All members present voted “aye.” **Motion passed.**

Approval of Minutes

Dr. Self Sullivan made a motion to approve the December 15, 2021 minutes as presented. Ms. Roberson seconded the motion.

Town Council members stated they had not had time to read the minutes over, as the minutes were just sent the day of the meeting.

Dr. Self Sullivan recalled her motion.

The Town Council deferred the approval of minutes to the January 18, 2023 scheduled Town Council meeting.

Council Member Announcements

Self Sullivan

Dr. Self Sullivan provided a report on the Non-Governmental Organizations and the Economic Development Committee. *(see attached)*

Moncure

Mr. Moncure stated he had no formal report.

Allison

Mr. Allison stated at the Parks and Recreation Advisory Commission meeting it was brought up that the term of two current commissioners were expired or expiring. He added that the Town Council will need to reappoint those commissioners. The commission have set a work session for January 17th at 6:00 PM. During that meeting they are going to decide on a recommendation to the Town Council for the vacant seat.

Mr. Allison further stated the Planning Commission will be meeting on January 26th and will be moving their meeting dates to the second Thursday of the month starting in February.

Mayor Schick directed the Town Clerk to add the reappointments and appointments to commissions to the next agenda.

Roberson

Ms. Roberson thanked everyone for having faith in her and giving her the opportunity to serve the Town for two additional years.

Williams

Mr. Williams wished everyone a Happy New Year. Since the holidays, he was unable to schedule a meeting with the Town Manager and the Director of Public Works. He was thankful for the time that he worked as liaison to Public Works. The leadership and employees of Public Works were great at sharing their time and the help they provided for him to understand the operations of Public Works.

Wood

Mr. Wood stated when he took the oath for the constitution it was a life changing moment. This is an oath that are of the people, by the people, for the people and for all the people. It is humbling and he is awed at being given the opportunity. He promised to give his level best to every man and woman in the town.

Mayor Schick

Mayor Schick wished everyone a Happy New Year and hoped that everyone enjoyed their holidays. She was thankful for the staff and all of their hard work in 2022 and looks forward to the new challenges to come in 2023.

Public Comment

No citizens signed up for public comment nor did any come forward.

New Business

Election of Vice Mayor

Ms. Roberson made a motion to nominate Mr. Allison as Vice Mayor. Dr. Self Sullivan seconded the motion.

Mr. Williams made a motion to nominate Mr. Moncure. Mr. Moncure declined, and the motion did not receive a second. **Motion failed.**

Mr. Williams made a motion to nominate Dr. Self Sullivan. Dr. Self Sullivan declined, and the motion did not receive a second. **Motion failed.**

Mayor Schick called for a roll call vote on Ms. Roberson's motion. Mr. Wood voted "aye," Mr. Williams voted "nay," Ms. Roberson voted "aye," Dr. Self Sullivan voted "aye," Mr. Moncure voted "aye," Mr. Allison "abstained", and Mayor Schick voted "aye." **Motion passed.**

Mr. Allison's nomination as Vice Mayor passed.

Liaison Assignments

Mayor Schick made the following liaison assignments:

Dr. Caryn Self Sullivan – Planning Commission and Board of Zoning Appeals

Mr. Thomas Moncure – Public Safety

Mr. Kenneth Allison – Parks & Recreation and Finance

Ms. Vicki Roberson – School Board

Mr. David Williams – Economic Development

Mr. Richard Wood – Public Works and Non-Governmental Organizations

Resolution #01-23, Establishes Town Council Meeting Schedule

Mayor Schick stated that in the previous year, the Town Council removed the July 6th, 2022 meeting from the schedule due to the July 4th holiday. She proposed removing the July 5th, 2023 meeting from the proposed schedule.

Ms. Roberson asked if there was interest in removing work sessions from the schedule. She stated she thinks they could still reserve those dates on the schedule and if it is not needed then the Town Council could cancel the meeting.

Multiple discussions on the proposition of removing work sessions or leaving the dates as they are presented.

Mr. Wood made a motion to adopt Resolution #01-23, with the amendment of removing the July 5th, 2023 meeting from the schedule. Mr. Moncure seconded the motion. Mayor Schick called for a vote. All members voted "aye." **Motion passed.**

(see attached)

DRAFT, Resolution #02-23, Adoption of 2023 Bylaws and Rules of Procedure

Mayor Schick noted Resolution #02-23 did not require action at this meeting. The redlined version was just received the day before from the Town Attorney. This was only on the agenda for discussion.

Mr. Calos stated he read through the 2022 Bylaws and Rules of Procedure and researched the authority on items in regard to Virginia Code. Amendments to the document were made to be consistent with code. He included footnotes that reference Virginia Code sections that collate with the Bylaws and Rules of Procedures.

Mr. Calos further stated there were areas in the Bylaws and Rules of Procedures that need to be discussed such as inclement weather and remote participation policies. The other big issue is how to handle the liaison assignments. The idea is not to change what has been done but to make sure it is properly authorized.

The Town Council reached consensus to establish the Wednesday following the regular meeting as the date the regular meeting shall be continued to if the Mayor finds and declares that weather or other conditions would be hazardous to attend the meeting found under Section 1-2 in the Bylaws and Rules of Procedure.

Mayor Schick reviewed the proposed amendments to Section 1-4 in regard to the addition of “Situations other than declared states of emergency.”

Mayor Schick suggested establishing 4 meetings as the maximum that a member can participate remotely.

The Town Council reached consensus to establish four meetings as the maximum permitted meetings that a single member can remotely participate in per calendar year.

Mr. Calos noted the amendments under Section 2-1 was taken directly from Virginia Code for the Council-Manager form of government.

Multiple discussions explaining the Council-Manager form of government and liaisons.

Mr. Moncure recommended discussing the matter in depth at the Town Council Retreat the following week.

ACTION ON RESOLUTION #02-23 IS SCHEDULED FOR THE REGULAR MEETING ON JANUARY 18, 2023.

Discussion, Civility Pledge

Dr. Self Sullivan stated she had mentioned this item at the last meeting, and it was added to the agenda for discussion. She suggested that as a body the Town Council should adopt a civility pledge that would set the stage for how the Town Council should interact with the public, staff and with each other. She was open to adding them into the Bylaws.

Mr. Moncure, Mr. Williams and Mr. Wood all agreed that the language in the Bylaws was sufficient, and the pledge did not need to be adopted.

Dr. Self Sullivan stated the civility pledge was created by the Virginia Municipal League.

Mr. Calos stated he can take the pledge from VML and compare it with the last paragraph of the Bylaws and amend that paragraph to reflect the pledge from VML.

Mayor Schick and Mr. Allison agreed with Mr. Moncure's statement of the last paragraph of the Bylaws being sufficient.

Dr. Self Sullivan noted she wanted to compare the language of both documents.

The majority of the Town Council agreed that the language in the last paragraph was sufficient and reflected the purpose of the Civility Pledge.

Adjacent Owner Acknowledgment Form for Marina Improvements Permit Review

Mr. LaRiviere stated the town received an adjacent owner acknowledgement form from Colonial Beach Properties relevant to 400 and 119 Monroe Bay Avenue. The intent of the project is to construct a floating pier with 7 slips and replace a single boat lift with two boat lift slips on an existing 17 slip pier and replace a bulkhead. As the neighboring property owner, Colonial Beach is required to have the town sign the form acknowledging we have no issue with the project.

Mr. LaRiviere further stated staff recommends the Town Council authorize the Town Manager to sign the form.

Dr. Self Sullivan made a motion authorizing the Town Manager to sign the Adjacent Property Owner Acknowledgement Form. Mr. Wood seconded the motion. Mayor Schick called for a vote. All members voted "aye." **Motion passed.**

Closed Meeting

Ms. Roberson made a motion to move into closed meeting pursuant to VA code § 2.2-3711 (A)(8), for consultation with legal counsel regarding the following matter requiring the provision of legal advice: claim filed by town employee. Mr. Allison seconded the motion.

Mayor Schick called for a roll call vote. Mr. Wood voted "aye," Mr. Williams voted "aye," Ms. Roberson voted "aye," Dr. Self Sullivan voted "aye," Mr. Moncure voted "aye," Mr. Allison voted "aye," and Mayor Schick voted "aye." **Motion passed.**

At 7:40 p.m., the Town Council reconvened into closed meeting.

Reconvene Open Meeting

Dr. Self Sullivan made a motion to reconvene in open session. Mr. Roberson seconded the motion.

Mayor Schick called for a roll call vote. Mr. Wood voted “aye,” Mr. Williams voted “aye,” Ms. Roberson voted “aye,” Dr. Self Sullivan voted “aye,” Mr. Moncure voted “aye,” Mr. Allison voted “aye,” and Mayor Schick voted “aye.”

At 8:20 p.m. Mayor Schick reconvened the meeting.

Certification

Dr. Self Sullivan made a motion that the Town Council certify that only those matters as were identified in the motion to go into closed meeting were heard, discussed, or considered. Ms. Roberson seconded the motion.

Dr. Self Sullivan, Mr. Moncure, Mr. Allison, Mr. Wood, Mr. Williams, Ms. Roberson and Mayor Schick all so certified.

All council members present certified that only those matters as were identified were heard, discussed or considered during the closed meeting.

Adjournment/Recess

Dr. Self Sullivan made a motion to adjourn the meeting. Ms. Roberson seconded the motion.

Mayor Schick called for a roll call vote. Mr. Wood voted “aye,” Mr. Williams voted “aye,” Ms. Roberson voted “aye,” Dr. Self Sullivan voted “aye,” Mr. Moncure voted “aye,” Mr. Allison voted “aye,” and Mayor Schick voted “aye.”

At 8:21 p.m., Mayor Schick adjourned the meeting.

Heather Oliver, Town Clerk

ATTACHMENTS

1. Non-Governmental Organization Liaison Report
2. Resolution #01-23, Establishes Town Council Meeting Schedule

ATTACHMENT

1



Alliance of CB Community Organizations – Contact Susan Mack cballiance2021@gmail.com

- Reminder: Quarterly Meeting on January 17th at 12:00 PM. The Alliance works together for the benefit of all. If you are not involved and want to be, please contact Susan to be connected to your liaison.

Neighbor2Neighbor – Contact Bill & Becky Taylor neighbor2neighbor@mail.com

- Town residents dedicated to the well-being of neighbors, especially those who live alone. We are off to a great start. Please reach out to Becky & Bill at email address above for more information.

Guadalupe Free Clinic – Contact bcollins@guadalupefreeclinic.org

- Open Wed & Sat 9-2. Volunteers Needed: medical personnel, financial screeners, interpreters.

Colonial Beach Rescue Squad – Contact Fr. Nick cbvrsresident@colonialbeachrescue.com

- Started New Building Fund Drive, follow progress online <https://www.facebook.com/cbrescue>
- Always recruiting new volunteers! Registration for Applications to the EMT Class in Caroline County is open until January 20th. Apply for class <https://ccfr2023emt.eventbrite.com/> - Contact CBVRS President to learn more about volunteering.

Colonial Beach Volunteer Fire Department – Contact Jason Gonzales (540) 903-0373

- Follow our FB Page for events and updates <https://www.facebook.com/profile.php?id=100064917993006>

Coming to the Table CBVA – Contact CTTT.CBVA@gmail.com

- Working with the NAACP, 1st Baptist Church, Little Zion Baptist Church, St. Mary's Episcopal Church, and CB Baptist Church on our 2nd Annual Martin Luther King, Jr. Day of Service Celebration to be held at Colonial Beach Baptist Church on Monday, January 16th at 1:00 PM. Details coming soon...subscribe to our Newsletter and/or follow us online for more information <https://www.facebook.com/ctttcbva/>

WWER – Contact Ted Tait Info@wwer.org

- New show airs this month "Your Care Partners" - advice on caregiving <https://www.wwer.org/shows/your-care-partners/> - All Talk Shows are aired on Thursdays at 8PM and Saturdays at 9 AM. Shows are archived at
- Actively looking for new studio space, details at <https://www.wwer.org/newhome/>. Property owners with potential space or land that they are willing to donate or rent at a discount are invited to contact Ted Tait.
- All Town Departments and Council Members are invited to reach out to us with topics they want publicized.
- This month's Town Matters featuring School Superintendent Dr. Clint Mitchell will be aired Jan 12 at 8PM & Jan 14 at 9AM.

James Monroe Birthplace

- Buildings are closed for the season, grounds open year-round.

The Village – Contact John Beckner jeb.beckner@gmail.com (540) 809-1689

- Continue to host game days and lunch dates monthly

Colonial Beach Community Foundation – Contact info@cbcommunityfoundation.org

- The December Meet Up at the Plaza Bed & Breakfast was well attended. Fr. Nick Szobota, representing the CB Volunteer Rescue Squad spoke about plans for the new building on Colonial Avenue. January 19th Meet Up will be at Los Hermanos with former Mayor Eddie Blunt speaking
- Board Officers for 2023 were elected: President Michele Inderrieden, VP Tom Tilt (Admin), VP Cathy Bokman (Membership/Engagement), Treasurer Marcia Feldman, Secretary Linda Brubaker.

BAMM – Beach Arts Music and Mentoring

- Continues to support Colonial Beach School teachers and students through student activities and donations.
- Participating on CB Schools Strategic Planning Committee.

Colonial Beach Civic Groups – Contact Patti Hansley pathansley@aol.com

- American Legion Post 148 - <https://www.facebook.com/legion148>
- VFW Post 10574 – <https://www.facebook.com/VFWPost10574>
- Moose Lodge 1267 – <https://www.facebook.com/Colonial-Beach-Moose-Lodge-1267-369822113706402>
- Eagles 4315 - <https://www.facebook.com/cbeagles4315>

Colonial Beach Greenspace – Contact cbgreenspace@gmail.com

- Ongoing projects include Walter Kern Memorial along bike/golf cart path, CB Community Garden, River Walk on Irving Avenue, Osprey Festival.
- Adopt A Park using this form on the Town Website https://bit.ly/CBVA_AdoptPark

Colonial Beach Humane Society & Colonial Beach Rivah Dogs – Contact Pat Fitzgerald or Caryn Self Sullivan (540) 287-8207

- With the support of volunteers and donors, the CBHS Spayed/Neutered 100 feral cats & kittens in 2022 and CBRD purchased 4 new pet waste stations in 2022

Colonial Beach Historical Society, Museum, and Visitors Center – Contact mitzisaffos@yahoo.com

- Museum closed for season. Next Memories of Colonial Beach Meetup will be on January 21st at 1:00 PM at Hunan Diner, weather permitting with the theme “Winter Storms.”

Colonial Beach Artists Guild – Contact Kathie Moran morankath@msn.com

- 2nd Friday Art Walks resume in March!

Downtown Colonial Beach – Contact info@downtowncolonialbeach.org

- 1st DORA Sip N’ Stroll was December 9th from 6:00-9:00 PM in conjunction with Art Walk. The Sip N’ Stroll Committee will meet in January to plan the 2023 Sip N’ Stroll season.
- **Mobilizing Main Street** application was approved, putting CB on the Virginia Main Street Map at <https://virginiamainstreet.com/communities/> and providing a path to full Main Street America membership with access to grants for preservation, re-vitalization, and beautification.
- NEW DCB Website to be unveiled next week. Seeking Social Media Coordinator as we continue planning promotions and fundraisers for 2023.

Colonial Beach Chamber of Commerce & EDC – Contact (804) 224-8145 or info@colonialbeach.org

- The 2023 Business Directory and Visitors Guide is well underway. If you have not submitted your 2023 membership form, please do so ASAP.
- 2023 Signature Events Calendar finalized and a poster for distribution is being printed. Members should get their event information to Maryann ASAP for inclusion in Guide.
- Hired part time office staff; Chamber is now OPEN Tuesday - Friday from 10am-3pm.
- Supported Ribbon Cuttings on new businesses in December, supported DORA Sip N’ Stroll, Washington Square Food Court
- Approved EDC request for \$2500 for matching fund for the Community Heart & Soul Seed Grant and requested Letter of Support and Resolution from TC for the Community H&S Seed Grant Application to be submitted in January.
- Planning to submit VTC Grant Applications for 2023 Multi-Day Chamber Events (\$30K)
- EDC to finalize 2023 goals in February – Contact Mike Fitzpatrick

Economic Development – Contact Kelly Evko (Town kevko@colonialbeachva.gov)

- Kelly Evko participated in Town Leadership Retreat to discuss priorities for 2023.
- Kelly Evko attended the Virginia Tech Industrial Development Authority (VIDA) Institute Conference.

ATTACHMENT

2

RESOLUTION #01-23

Establishes Town Council Meeting Schedule for February 2023 through January 2024

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

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

WORK SESSIONS

Wednesday, February 1, 2023 at 6:00 p.m.

Wednesday, March 1, 2023 at 6:00 p.m.

Wednesday, April 5, 2023 at 6:00 p.m.

Wednesday, May 3, 2023 at 6:00 p.m.

Wednesday, June 7, 2023 at 6:00 p.m.

~~Wednesday, July 5, 2023 at 6:00 p.m.~~

Wednesday, August 2, 2023 at 6:00 p.m.

Wednesday, September 6, 2023 at 6:00 p.m.

Wednesday, October 4, 2023 at 6:00 p.m.

Wednesday, November 1, 2023 at 6:00 p.m.

Wednesday, December 6, 2023 at 6:00 p.m.

Wednesday, January 3, 2024 at 6:00 p.m.

REGULAR MEETINGS

Wednesday, February 15, 2023 at 6:00 p.m.

Wednesday, March 15, 2023 at 6:00 p.m.

Wednesday, April, 19, 2023 at 6:00 p.m.

Wednesday, May 17, 2023 at 6:00 p.m.

Wednesday, June 21, 2023 at 6:00 p.m.

Wednesday, July 19, 2023 at 6:00 p.m.

Wednesday, August 16, 2023 at 6:00 p.m.

Wednesday, September 20, 2023 at 6:00 p.m.

Wednesday, October 18, 2023 at 6:00 p.m.

Wednesday, November 15, 2023 at 6:00 p.m.

Wednesday, December 20, 2023 at 6:00 p.m.

Wednesday, January 17, 2024 at 6:00 p.m.

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