



TOWN COUNCIL

Regular Meeting

October 15, 2015

Cape Charles Civic Center

6:00 PM

1. Call to Order
 - A. Roll Call
 - B. Establish quorum
2. Invocation and Pledge of Allegiance
3. Recognition of Visitors / Presentations
 - A. Cape Charles Business Association – Lessons of the 2015 Tourist Season
 - B. Friends of the Cape Charles Memorial Library Proclamation – National Friends of Library Week
4. Public Comments (3 minutes per speaker)
5. Consent Agenda
 - A. Approval of Agenda Format
 - B. Approval of Minutes
6. Department Reports
 - *A. Treasurer's Report
 - B. Planning Commission and Boards
 - C. Other Department Reports
7. Old Business
 - *A. Acquisition of Mason Avenue Property
8. New Business
 - *A. USDA RD Loan Resolution
 - *B. Davis Disposal Contract Extension
 - *C. Appointment to Library Board
 - *D. Harbor Breakwater Contract Award
 - *E. Resolution of Appreciation to Law Enforcement Officers
 - *F. Property Addition Enterprise Zone
9. Mayor & Council Comments (5 minutes per speaker)
10. Announcements
 - October 27, 2015 – Mayor's Office Hours, 6:00 PM – 7:00 PM
 - November 5, 2015 – Town Council Work Session, 6:00 PM
 - November 10, 2015 – Mayor's Office Hours, 2:00 PM – 3:00 PM
 - November 11, 2015 – Town Offices Closed for Veterans' Day
 - November 12, 2015 – Town Council Work Session, 6:00 PM
 - November 19, 2015 – Town Council Regular Meeting, 6:00 PM
11. Adjournment



**DRAFT
TOWN COUNCIL
Regular Meeting
Civic Center
September 17, 2015
6:00 p.m.**

At approximately 6:00 p.m. Mayor George Proto, having established a quorum, called to order the Regular Meeting of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Brown, Godwin, and Wendell, and Councilwoman Natali. Councilman Bennett was not in attendance. Also in attendance were Assistant Town Manager Bob Panek and Town Clerk Libby Hume. The Department Heads were in attendance as well as nine members of the public.

A moment of silence was observed and was followed by the recitation of the Pledge of Allegiance.

RECOGNITION OF VISITORS / PRESENTATIONS

Mayor Proto read a commendation awarded to Mr. Earnest and Ms. Kathleen Coalter in recognition for their generosity and kindness in donating flags to be provided to citizens with motorized wheelchairs and bicycles to increase visibility and safety. Mayor Proto added that he would personally deliver the Certificate of Commendation to the Coalters.

PUBLIC COMMENTS:

Cela Burge, 117 Mason Avenue

Ms. Burge addressed the Council regarding a number of items as follows: i) She expressed her appreciation to Earnest and Kathleen Coalter for their contribution of safety flags to be distributed to citizens with wheel chairs and bicycles. She added that the Coalters were relatively new citizens to the town who must have seen a need. She travelled in and out of town every day and saw the citizens in their wheel chairs and she appreciated what the Coalters did and wanted to go on record with her comments; ii) The town and staff did a great job with the activities throughout the summer. She stated that it was a pleasure to live in the town and that she was proud to have lived here for the last 18 years. She added that she had seen a lot of change over the years; iii) She commented on the cleanliness of the town adding that she was pleasantly surprised with the variety of things going on. She was very thankful for the Public Works crew and all the town staff and what they did. The beach looked great as well as the rest of the town and she wanted to go on record thanking the staff for that; and iv) She often went to the town's website and was very pleased in the amount of information that was provided to the citizens. It was difficult for her to get to the meetings at 6:00 p.m. She came this evening primarily because of the Coalters. She had the opportunity to look at other information that was routinely provided either on the website or as part of the details of the agendas and minutes. She thought staff was doing a good job on the website and she appreciated it for those citizens who could not attend the meetings.

There were no other public comments to be heard nor any written comments submitted prior to the meeting.

CONSENT AGENDA – APPROVAL OF AGENDA FORMAT:

Motion made by Vice Mayor Bannon, seconded by Councilman Godwin, to approve the agenda format as presented. The motion was approved by unanimous vote.

CONSENT AGENDA – APPROVAL OF MINUTES:

The Town Council reviewed the minutes of the August 20, 2015 Regular Meeting, the August 20, 2015 Executive Session, and the September 3, 2015 Work Session.

Motion made by Councilman Godwin, seconded by Councilwoman Natali, to approve the minutes from the August 20, 2015 Regular Meeting, the August 20, 2015 Executive Session, and the September 3, 2015 Work Session as presented. The motion was approved by unanimous vote.

DEPARTMENT REPORTS:

A. Treasurer's Report:

Treasurer Deborah Pocock was not in attendance. Recreation/Community Events Coordinator Jen Lewis reviewed the Treasurer's report dated August 31, 2015 which showed the Total Cash on Hand of \$1,206,629, the Total Cash Held in Reserve was \$1,464,790 and the Total Cash – All Accounts was \$2,671,419. Jen Lewis went on to review the Debt Service, Revenue vs. Expenditures, and the Three Year Revenue Comparison.

Assistant Town Manager Bob Panek reviewed the Capital Improvement Project Tracking Report regarding the Central Park Playground Equipment Phase 1, the Cape Charles Multi-Use Trail Phase 2, the Harbor Breakwater, and the Pine Street Parking/Waste Management Design. Bob Panek informed the Council that, earlier today, notification was received from the United States Department of Agriculture Rural Development (USDA RD) representative that no grants were approved for this fiscal year. The town had applied for grants to help fund a new police vehicle, a new vehicle for the code official, a tractor for public works, and a new financial software system. 100% loan financing was available for all items. More details would be provided for Council review at the October meeting.

Motion made by Vice Mayor Bannon, seconded by Councilman Brown, to accept the Treasurer's Report as submitted. The motion was approved by unanimous vote.

B. Planning Commission and Boards:

Town Planner Larry DiRe reported that the dredge project started today beginning with pipe installation. The project was scheduled for completion by December. There was some discussion regarding the pipe obstructing the golf cart and pedestrian access to the harbor.

C. Other Departments:

Code Enforcement:

Code Official Jeb Brady reported the following: i) He was reviewing the submitted plan for the Strawberry Street Station. A VDOT site plan approval letter was still needed; and ii) A number of dilapidated structures in town were being sold and the new owners were planning to renovate the buildings. Two applications were reviewed by the Historic District Review Board for properties under code enforcement. The estimated construction costs for each building was approximately \$250K.

Town Harbor:

Acting Harbor Master Barbara Michaux stated that she did not have anything to add to her written report.

Councilman Wendell asked about the process and timeframe for hiring a new harbor master. Mayor Proto responded that the process was currently on hold and that a work session would be scheduled in October to discuss the harbor.

Cape Charles Memorial Library:

Librarian Ann Rutledge stated that summer was over and added that she did not have anything to add to her written report. There were no questions or comments from Council.

Police Department:

Police Chief Jim Pruitt reported the following: i) He taught an active shooter class at the Cape Charles Christian School for the teachers and administrative staff; and ii) Sergeant Chelsea Pfeiffer would be attending the Virginia FBI Academy in Richmond from October 5 through October 9. Chief Pruitt asked how the USDA RD grant issue would affect the new police vehicle

which had been ordered. Bob Panek stated that Deborah Pocock was obtaining more information and would talk to him about it next week.

Public Utilities/Public Works Departments:

Public Utilities/Public Works Director Dave Fauber was not in attendance.

Bob Panek reviewed the production numbers for water and wastewater noting that for the first time in many months, the numbers for water production exceeded the numbers for wastewater and added that the manhole rehabilitation project was about 75% complete but appeared to be helping with stormwater infiltration.

Vice Mayor Bannon asked if any applications had been received for the public works maintenance worker position. Town Clerk Libby Hume informed Council that two applications had been received to date.

Recreation Department:

Recreation/Community Events Coordinator Jen Lewis stated that she was on vacation last week and was working to finalize a number of events/activities.

Vice Mayor Bannon complimented Jen Lewis on her 2015 Fall Programs flyer. Jen Lewis informed Council that Assistant Town Clerk Amanda Hurley created the recreation flyers for her.

OLD BUSINESS

There was no Old Business to review.

NEW BUSINESS:

A. *Constitution Week Proclamation:*

Mayor Proto stated that Constitution Week was an American observance to commemorate the adoption of the United States Constitution and the observance ran annually from September 17 to September 23. The purpose of the observation week was to emphasize citizens' responsibilities for protecting and defending the Constitution, preserving it for posterity; inform the people that the Constitution was the basis for America's great heritage and the foundation for our way of life; and encourage the study of the historical events which led to the adoption of the Constitution on September 17, 1787. The Town adopted a proclamation each year acknowledging Constitution Week and this year marked the 228th anniversary of the actual signing of the Constitution.

Mayor Proto read Proclamation 20150917 Designating September 17-23, 2015 as Constitution Week in the Town of Cape Charles, Virginia.

Motion made by Vice Mayor Bannon, seconded by Councilwoman Natali, to adopt Proclamation 20150917 Designating September 17-23, 2015 as Constitution Week in the Town of Cape Charles. The motion was approved by unanimous vote.

B. *Cape Charles Community Trail Phase 3 Grant:*

Bob Panek stated that Phase 2 of the Cape Charles Community Trail project should exhaust nearly all the awarded grant funding. Applications for the FY 2017 Transportation Alternatives Program (TAP) grants were due to VDOT by November 1, 2015. Phase 3 was planned for South Peach Street and any deferred portion of Phase 2 and would connect the Central Park segment to Mason Avenue, one block east of the planned Strawberry Street Station pedestrian plaza. The current cost estimate was \$1,021K - \$817.2K from TAP and \$204.3K Town match. The estimate would be reduced if favorable bids were received for the restructured Phase 2 procurement. A grant application had been prepared for Phase 3 and a resolution was required to accompany the application to demonstrate the governing body's support for the project.

There was some discussion regarding the loss of parking in the median of Peach Street between Mason and Randolph Avenues. It was explained that the vehicles were currently parking illegally in the median but parking would still be available along the curbs after Phase 3 was completed. Councilman Wendell asked for the numbers of parking spots which would be lost with this next phase. Mayor Proto asked Larry DiRe to determine the number of cars currently parking in the median and the estimated number of legal parking spaces after Phase 3 was completed.

Motion made by Councilman Brown, seconded by Councilwoman Natali, to adopt Resolution 20150917 Virginia Transportation Alternatives Program Project Endorsement Resolution. The motion was approved by unanimous vote. Roll call vote: Bannon, yes; Brown, yes; Godwin, yes; Natali, yes; Wendell, yes.

C. *Proposed Modifications to Town Code:*

Bob Panek stated that several proposed revisions addressing outdated, unnecessary and overly restrictive provisions of the Town Code law were reviewed at the September 3, 2015 Work Session. There was general consensus on the majority of the revisions with Council directing additional research related to the personal property/license tax implications for unlicensed motor vehicles and mopeds, as well as the Americans with Disabilities Act (ADA) requirements for power mobility devised on the beach and boardwalk.

In regards to § 42-43 relating to a license tax on unlicensed motor vehicles, staff confirmed with the treasurer that the town utilized the county's personal property tax records which only included vehicles licensed with the Division of Motor Vehicles. Staff recommended deletion of § 42-43.

In regards to §§ 14-9 and 14-12 relating to motorized vehicles on the beach and boardwalk, staff confirmed that the ADA required that power-driven mobility devices be allowed, unless a particular type of device could not be accommodated because of legitimate safety requirements. These sections of the Town Code were revised to allow these devices, with the exception of golf carts, on the boardwalk. A motorized vehicle the size of a golf cart would be unsafe with pedestrians, bicycles, baby strollers, roller blades, wheel chairs, etc. sharing a pathway constrained to a 10' width.

Motion made by Vice Mayor Bannon, seconded by Councilman Brown, to adopt Ordinance 20150917 Revising Various Sections of the Town Code. The motion was approved by unanimous vote. Roll call vote: Bannon, yes; Brown, yes; Godwin, yes; Natali, yes; Wendell, yes.

D. *Confirmation of Terms and Authorization for Closing on Sale of Tax Parcels 83A3-19 and 83A3-20 to South Port Investors, LLC, Previously Approved by Town Council by Ordinance 20110414:*

Bob Panek stated that South Port Investors, LLC (SPI) currently leased five parcels (Lots 12, 14, 17, 19, and 20) from the town under two separate leases. The leases contained acquisition rights for all parcels except lot 14 and were approved by the Town Council by Ordinance on April 14, 2011. SPI notified the town of their interest in exercising their right to purchase lots 19 and 20 and of their intention to purchase lots 12 and 17 within five months of closing on the first two lots. SPI provided appraisals of the four lots. Town staff requested an independent review of the appraisals which valued lot 20 at \$155K higher than the appraisal provided by SPI. SPI accepted the higher valuation of the property, subject to a title review, negotiation of utility easements for the Town, and a rapid closing. The property valuations are as follows: Lot 12 = \$261K; Lot 17 = \$172K; Lot 19 = \$382K; and Lot 20 = \$245K.

Bob Panek stated that although Councilman Bennett was out of town and unable to attend this evening, he had submitted comments via email in support of the sale of the parcels to South Port Investors, LLC.

Motion made by Vice Mayor Bannon, seconded by Councilwoman Natali, to adopt Resolution #20150917 Confirming Terms and Authorization for Closing on Sale of Tax Parcels 83A3-19 and 83A3-20 to South Port Investors, LLC, Previously Approved by Town Council Ordinance 20110414. The motion was approved by majority vote. Roll call vote: Bannon, yes; Brown, yes; Godwin, yes; Natali, yes; Wendell, abstained.

MAYOR AND COUNCIL COMMENTS

Councilman Brown noted that former Councilman Mike Sullivan and former Treasurer Paul Skolnick had both been placed under hospice care.

Vice Mayor Bannon, Councilwoman Natali and Councilmen Godwin and Wendell did not have any additional comments.

Mayor Proto stated that it was a great summer season which was winding down. He hoped to keep it going.

ANNOUNCEMENTS

- September 22, 2015 – Mayor’s Office Hours, 6:00 PM – 7:00 PM.
- September 26, 2015 – Historic Sears Kit Homes Tour
- October 1, 2015 – Town Council Work Session, 6:00 PM.
- October 8, 2015 – Town Council Work Session, 6:00 PM (tentative).
- October 9-11, 2015 – Birding & Wildlife Festival
- October 12, 2015 – Town Offices closed for Columbus Day.
- October 13, 2015 – Mayor’s Office Hours, 2:00 PM – 3:00 PM.
- October 15, 2015 – Town Council Regular Meeting, 6:00 PM.

Motion made by Councilman Wendell, seconded by Councilman Brown, to adjourn the Town Council Regular Meeting. The motion was approved by unanimous vote.

Mayor Proto

Town Clerk



DRAFT
TOWN COUNCIL
Executive Session
Town Hall
October 1, 2015
6:00 p.m.

At approximately 6:00 p.m. Mayor George Proto, having established a quorum, called to order the Executive Session of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett and Brown and Councilwoman Natali. Councilmen Godwin and Wendell were not in attendance. Also in attendance was Town Manager Brent Manuel.

Motion made by Councilman Bennett, seconded by Councilman Brown, and unanimously approved to go into Closed Session in accordance with Section 2.2-3711-A of the Code of Virginia of 1950, as amended for the purpose of:

Paragraph 1: Discussion or consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

Specifically: Library Board Interview

Motion made by Councilwoman Natali, seconded by Councilman Brown, to return to Open Session. The motion was unanimously approved.

Motion to certify to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; Natali, yes.

Motion made by Councilwoman Natali, seconded by Councilman Bennett, to adjourn the Town Council Executive Session. The motion was unanimously approved.

Mayor Proto

Town Clerk



DRAFT
TOWN COUNCIL

Work Session
Cape Charles Civic Center
October 1, 2015

Immediately Following Executive Session

At 6:28 p.m., Mayor George Proto, having established a quorum, called to order the Town Council Work Session. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Brown and Wendell and Councilwoman Natali. Councilman Godwin was not in attendance. Also in attendance were Town Manager Brent Manuel, Assistant Town Manager Bob Panek, Town Planner Larry DiRe, Town Treasurer Deborah Pocock, Police Chief Jim Pruitt and Assistant Town Clerk Amanda Hurley. There were no members of the public in attendance.

Mayor Proto stated that the order of business for the evening would be to review the following:
A. Town Harbor Discussion; B. Subdivision Ordinance; C. USDA Rural Development Loan.

A. *Town Harbor Discussion*

Town Manager Brent Manuel gave a brief update regarding the revenues and expenditures of the harbor and distributed the financial performance spreadsheet which included FY2011-FY2014. Assistant Town Manager Bob Panek discussed the investments made and reviewed the net with and without debt service. The net for FY2011, without depreciation, was (\$16,496), FY2012 was (\$17,637), FY2013 was (\$183,109) and FY2014 was (\$198,884). Harbor improvements started in FY2013 which increased the debt service substantially. FY2014 expenses included \$37K write off for bad debts.

Councilwoman Natali questioned whether the income from the Shanty was included in harbor revenues. Bob Panek stated that only the base lease of \$6K per year was included. Councilwoman Natali also questioned if the Shanty was charged for the maintenance of the parking lot. Bob Panek stated that most of the parking was for harbor slips and not much parking was required for the Shanty. The lease provision provided the required parking for the Shanty. Councilwoman Natali asked if the boats that came specifically for the Shanty were paying dockage fees. Bob Panek stated that the lease provided transients who patronized the Shanty the opportunity to provide a receipt from the Shanty to receive free docking. Councilwoman Natali asked if there was a quantifiable number for the amount of income the town could have received for this. Bob Panek stated there was not a number due to lax management which was being tightened up. There was much discussion regarding transient boater slips and fuel sales.

Brent Manuel stated that there were three options: i) the town could continue to own and operate the harbor; ii) the town could hold ownership with an outside vendor who would provide managerial services to the harbor; or iii) sell the harbor to a management company.

Councilman Wendell expressed his opposition to selling and losing control of the harbor and recommended interviewing and hiring a harbor master. Councilman Wendell suggested staff research what other localities similar to Cape Charles hired management companies.

Councilman Bennett stated that it was worth looking into a management company for the expertise they could provide with credentials and experience. Brent Manuel commented that a management company had marketing capabilities that would improve the harbor and increase business.

Vice Mayor Bannon was opposed to selling the harbor, but was in agreement with Councilman Bennett to explore other options.

Councilwoman Natali was opposed to selling the harbor and stated that she would resist hiring a management company until the town had put in place a harbor master with methods and procedures for running the harbor and managing the finances appropriately and that there were checks and balances in place.

Councilman Brown was opposed to selling the harbor or hiring a management company and went on to state that the finances needed to come through the Treasurer's office.

The consensus of the Town Council was to place an ad for Harbor Master as soon as possible.

B. *Subdivision Ordinance*

Town Planner Larry DiRe gave an overview stating that the final approval process in the zoning ordinance included a text discrepancy in Section 3.1 allowing the zoning administrator to approve, but in Section 6.8 allowing the governing body to approve. Larry DiRe stated that most subdivision approvals in other localities were done administratively unless they were on a large scale.

The Town Council recommended staff reword the ordinance and bring the proposal back to Town Council after review by the Planning Commission.

C. *USDA Rural Development Loan*

Treasurer Deborah Pocock stated that the town had applied for a 35% Grant/65% Loan for Capital Projects for FY 2016, but grant funding was denied. However, applications would be reconsidered after October 1st. There were several funding options available including the following: i) Wait until USDA Rural Development (USDA RD) announced awards in March. This was risky because there was a chance funding wouldn't be available for the area again; ii) appropriate funds for one or more of the projects in the current budget year, either from the general fund balance or from proceeds of the sale of the harbor property. Town Council may appropriate up to \$80,226 without a public hearing. The software company had agreed to reduce the initial down payment to accommodate the town's limitations; iii) appropriate the funds for one of the projects that Council deemed most urgent and wait for USDA RD funding levels to be announced before committing to the other two projects. Staff had prioritized projects in the following order: 1. Police Vehicle – 5 year replacement cycle was necessary to keep a reliable fleet; 2. Enterprise Management System – beneficial to start early as it could take 3-4 months to implement; 3. Public Works Tractor – desirable to obtain prior to next beach season, but not immediately needed; and iv) postpone one or more of the projects until FY 2017.

There was some discussion regarding the point of sale system at the harbor. Councilman Bennett stated that it was imperative that the Harbor install a financial system that integrated with the rest of the town.

There was much discussion regarding the police vehicle. Chief Jim Pruitt commented that he had had several issues with the Dodge Chargers with repairs and recall work.

The consensus of the Town Council was to commit to the police vehicle and enterprise management system and defer the tractor.

Motion made by Councilman Brown, seconded by Councilman Bennett, to adjourn the Town Council Work Session. The motion was approved by unanimous vote.

Mayor Proto

Assistant Town Clerk

**MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
September 30, 2015**

CASH POSITION

Cash on Hand	8/31/2015	9/30/2015	Increase/(Decrease)
Shore Bank Checking Account	\$ 409,530	\$ 361,786	\$ (47,744)
Shore Bank Money Market Account	\$ 400,638	\$ 400,803	\$ 165
LGIP Account 1 - Unrestricted	\$ 97,484	\$ 97,498	\$ 14
LGIP Account 2 - Unrestricted	\$298,977	\$299,022	\$ 44
Total Cash On Hand	\$ 1,206,629	\$ 1,159,108	\$ (47,521)

Restricted and Reserved Cash Balances	8/31/2015	9/30/2015	Increase/(Decrease)
Shore Bank Savings Account - Facility Fees Reserved (Utilities)	\$234,471	\$234,501	30
Shore Bank Checking Account - Police Funds	\$431	\$431	0
LGIP Account 2 - Restricted for USDA Police Vehicle loans	\$10,875	\$10,875	0
PNC Account- 2013 Bond Proceeds - Principal	\$958,993	\$958,993	0
PNC Account- 2013 Bond Proceeds - Interest	\$2,433	\$2,590	156
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,586	\$257,588	1
Total Cash Held in Reserve	\$ 1,464,790	\$ 1,464,977	\$ 187
Total Cash - All Accounts	\$ 2,671,419	\$ 2,624,085	\$ (47,334)

DEBT SERVICE

<u>Next Debt Service Payments:</u>	<u>Due Date</u>	<u>Amount</u>
2010C General Obligation & Revenue Bond	10/20/2015	\$120,586.73
USDA Loan 5 D	11/6/2015	\$3,392.00

REVENUE VS. EXPENDITURES

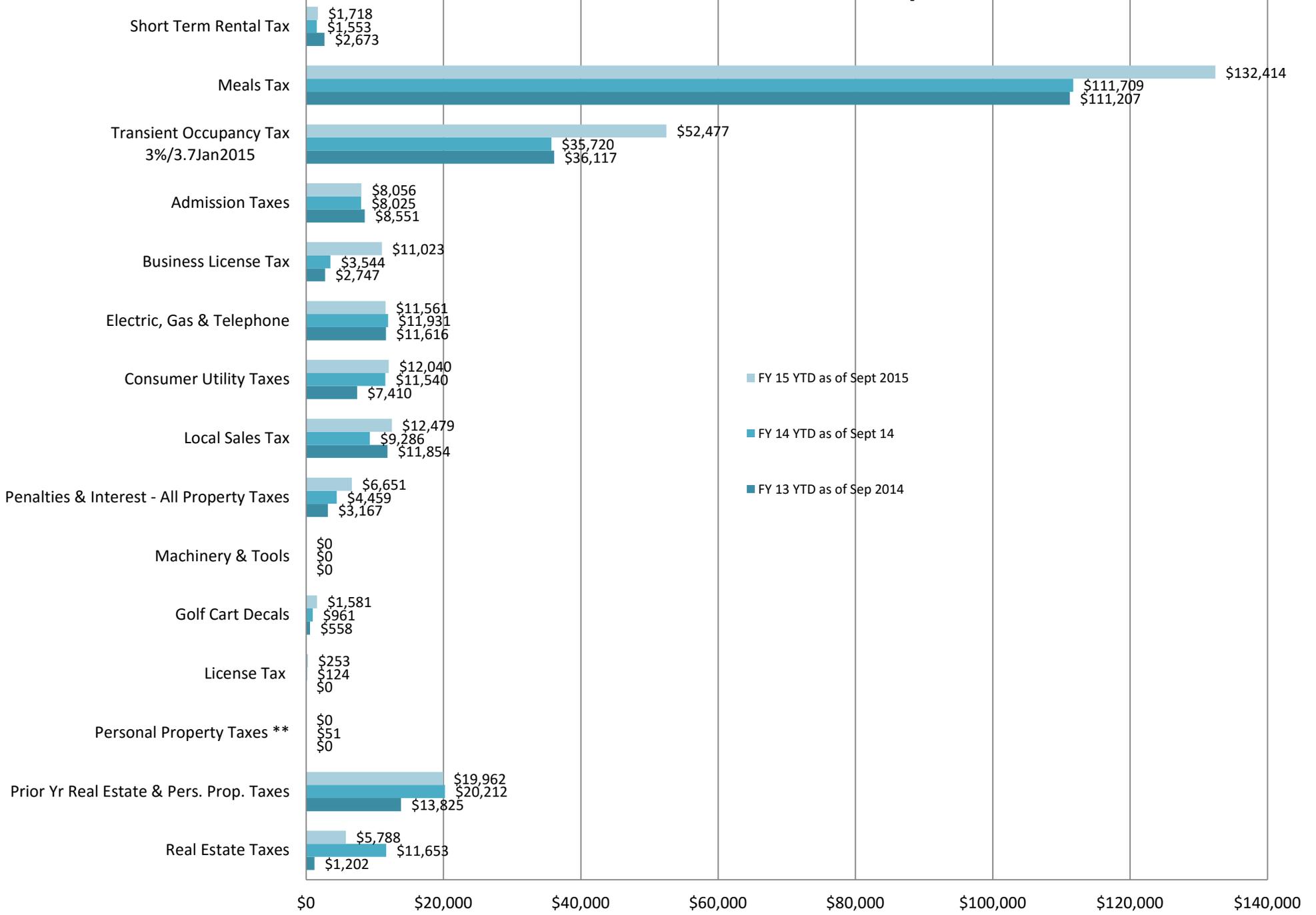
FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY15
GENERAL						
REVENUES	141,530	369,830	388,343	18,514	4,158,455	9.34%
EXPENDED	168,812	519,023	674,624	155,601	4,050,514	16.66%
NET	(27,283)	(149,193)	(286,281)	(137,088)	107,941 surplus to harbor	
PUBLIC UTILITIES						
REVENUES	141,623	455,020	482,650	27,630	1,723,011	28.01%
EXPENDED	152,032	342,413	332,543	(9,871)	1,723,011	19.30%
NET	(10,409)	112,607	150,107	37,500	0	
HARBOR						
REVENUES	42,030	367,078	352,610	(14,469)	1,965,837	17.94%
EXPENDED	43,041	370,312	363,090	(7,222)	2,073,778	17.51%
NET	(1,011)	(3,234)	(10,481)	(7,246)	(107,941)	
SANITATION						
REVENUES	15,542	43,879	47,161	3,282	175,300	26.90%
EXPENDED	14,956	27,543	30,214	2,671	175,300	17.24%
NET	585	16,335	16,946	611	0	

FY 2016 Capital Improvement Project Tracking Report

As of:
9/30/2015

	<u>FY16 Status or Start Date</u>	<u>Percent of Completion</u>	<u>FY16 Budgeted</u>	<u>FY16 QTR 1 Expended</u>	<u>FY16 QTR 2 Expended</u>	<u>FY16 QTR 3 Expended</u>	<u>FY16 QTR 4 Expended</u>	<u>FY16 YTD Expended</u>	<u>(Over)/Under Budget</u>
<u>General Fund</u>									
Enterprise Management System (Finance)	October order date	0%	\$ 55,069	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,069
Replacement Police Vehicle	Ordered	0%	\$ 26,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,000
Police vehicle cameras & software	October delivery date	0%	\$ 10,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,600
Code Enforcement Vehicle	Complete	100%	\$ 25,302	\$ 26,125	\$ -	\$ -	\$ -	\$ 26,125	\$ (823)
Public Works Tractor	postponed until March	0%	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Mason St Parking Improvements		46%	\$ 20,000	\$ 9,216	\$ -	\$ -	\$ -	\$ 9,216	\$ 10,784
Sidewalk Repair Program (VDOT grant 50%)		0%	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Pine St Parking/Waste Mgmt Design		0%	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Strawberry Street Plaza Purchase/Improvements		0%	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
ArtWalk - Wayfinding Signage		0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Central Park Playground Equipment (phase 1)		0%	\$ 30,000	\$ 103	\$ -	\$ -	\$ -	\$ 103	\$ 29,897
Cape Chas Multi-Use Trail Phase 2		0%	\$ 1,570,000	\$ 4,486	\$ -	\$ -	\$ -	\$ 4,486	\$ 1,565,514
Security Cameras for Beach, Park, Civic Center		0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
subtotal			\$ 1,941,971	\$ 39,930	\$ -	\$ -	\$ -	\$ 39,930	\$ 1,846,972
<u>Water Fund</u>									
Automatic Flush (2 & 3 of 5)		62%	\$ 20,000	\$ 12,371	\$ -	\$ -	\$ -	\$ 12,371	\$ 7,629
Valve Exerciser (shared cost)	Complete	100%	\$ 3,500	\$ 3,400	\$ -	\$ -	\$ -	\$ 3,400.00	\$ 100
subtotal			\$ 23,500	\$ 15,771	\$ -	\$ -	\$ -	\$ 15,771	\$ 100
<u>Sewer Fund</u>									
Valve Exerciser (shared cost)	Complete	100%	\$ 3,500	\$ 3,400	\$ -	\$ -	\$ -	\$ 3,400	\$ 100
Plum & Mason Pump Station Engineering		2%	\$ 165,000	\$ 2,695	\$ -	\$ -	\$ -	\$ 2,695	\$ 162,305
Manhole Rehab		42%	\$ 41,792	\$ 17,396	\$ -	\$ -	\$ -	\$ 17,396	\$ 24,396
subtotal			\$ 210,292	\$ 23,491	\$ -	\$ -	\$ -	\$ 23,491	\$ 186,801
<u>Harbor Fund</u>									
Breakwater		2%	\$ 860,000	\$ 20,396	\$ -	\$ -	\$ -	\$ 20,396	\$ 839,604
Truck	Transferred from Code Enf.	100%	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ -
subtotal			\$ 870,000	\$ 30,396	\$ -	\$ -	\$ -	\$ 30,396	\$ 839,604
TOTAL		4%	\$ 2,835,471	\$ 86,098	\$ -	\$ -	\$ -	\$ 109,589	\$ 2,686,675

Three Year Revenue Comparison



Planning Department Report for Town Council

From: Larry DiRe 
To: Town Council
Date: October 7, 2015
Subject: Report for Planning Department
Attachment: None

Permits:

The Town approved one Application for Zoning Clearance this month.

Planning Commission:

1. The Planning Commission met in a regular monthly meeting on Tuesday October 6th. The Commissioners approved final draft language for text amendments to certain sections of the zoning ordinance and correction to the zoning map; approved final draft language of the Accessory Dwelling Unit ordinance; approved final draft language of the Tourism Zone ordinance; and voted to send all of those draft ordinance amendments to Town Council for review. These items will be on the Town Council work session agenda for the November 5th meeting.
2. An application for a conditional use permit to build residential units above the commercial unit at 207 Mason Avenue was reviewed, and the Planning Commission set a date for their required public hearing as the regular monthly meeting in November.
3. There was one public comment from a town resident speaking on behalf of a dog beach at the north end of the Cape Charles Beach.

Historic District Review Board:

1. The Historic District Review Board met on Tuesday September 15th and considered five applications for Certificate of Appropriateness. All five applications were approved. Two of the September applications were for major renovations of single-family dwellings that have been under code enforcement; one application was for new construction of a single-family home.

Board of Zoning Appeals:

1. The BZA had no business and did not meet.

Town Council Follow-up:

At the September 17th regular Town Council meeting staff was asked about the number of parking spaces that may be lost or gained by a change in the present parking pattern on Peach Street between Mason and Randolph Avenues. Since the current median parking is not marked, there is an inefficient use of space. Depending on vehicle type and driver ability staff approximates twenty to twenty-two vehicles currently can park on that block. Drawings in the planning department office show sixteen parallel parking stalls along both sides of that block. The east side apron of the old gas station property is still shown as an apron and so no parking stalls are shown there. Were that to change to curb, several additional spaces may be gained.

Code Enforcement

Month of September FY16

Building Permits Issued/Permit Fees Collected:

Permits this month: 23	
Permits this year: 62	Total permits last year: 364
Total construction this month: \$218,039	
Total construction this year: \$2,123,038	Total construction last fiscal year: \$6,699,479
Permit fees this month: \$2,494.74	
Total permit fees this fiscal year: \$29,237.53	Total permit fees last fiscal year: \$186,198.10
Bay Creek Water/Sewer Tap fees: \$0	
The Colony/Sewer Water Tap fees: \$0	
Marina Village/Marina Village East Sewer/Water Tap fees: \$0	
Bayside Village Sewer/Water Tap fees: \$0	
Old-Town Water/Sewer Tap fees: \$0	
Total Tap fees this year: \$12,350	Total Tap fees last fiscal year: \$111,150
Fire Dept. levy this month: \$222.75	
Total Fire Dept. levies this year: \$1,361.28	Total Fire Dept. levies last fiscal year: \$5,612.52
State levy this month: \$44.55	
Total state levies this year: \$278.97	Total state levies last fiscal year: \$1,122.65
Miscellaneous Revenue: \$0	

Existing Structures Code Enforcement Cases:

Total Cases: 27	
New this month: 0	
Closed this month: 0	
Rental Inspections: 0	
Rental C.O's Issued: 0	
Rental Inspection fees collected: \$0	
Grass cutting enforcement: 4	
Grass cutting: 4	
Enforcement fees charged this month: \$0	
Enforcement fees charged this year: \$950	Fees charged last fiscal year: \$10,050
Enforcement fees collected: \$0	
Enforcement fees collected this year: \$0	Fees collected last fiscal year: \$1,129.36

Annual Fire Inspections (updated) (Completed)

Total Cases: 92
Inspections conducted: 0
Closed this month: 0
Closed altogether: 92
Cases unresolved: 0

Annual Fire Reports (updated) (Completed)

Total Cases: 59
Received this month: 0
Closed: 59
Unresolved: 0

Month of September FY16

Other items of note:

1. Completed **60** inspections
2. Conducted 0 zoning clearances
3. Completed 3 courtesy residential inspections
4. Conducted 2 courtesy commercial inspection
5. Conducted 28 E & S control inspections
6. Conducted 0 commercial plan reviews for Erosion and Sedimentation Control.
7. Completed 0 residential plan reviews
8. Issued 0 Public Utilities Shallow Well permits
9. Attended a regional Building Official's meeting. All the region officials get together to discuss ongoing issues throughout the region.
10. Received plans for Strawberry Street station commercial/residential project.
11. Received 3 new house plans as part of the ideal living spec home project.
12. Staff has made an offer for permit technician/administrative assistant and is awaiting the signed offer letter.
13. Staff has been attending Emergency Management briefings at the county regarding Hurricane Joaquin.
14. Staff has been cleaning up office in preparation for new employee.

10/02/15

Permit/Construction Fee Report

Map Number	Permit#	Type	Date	Address	Work description	Permit Fee	Value
083A3-0204-01	PM150062	Mechanical	09/28/2015	208 Harbor Avenue	New air to air heat pump	\$80.64	\$6,900
	PG150013	Gas	09/14/2015	307 Harbor Avenue	New gas piping for range	\$56.00	\$400
	PB150075	Building	09/23/2015	204 Madison Avenue	Some interior demo	\$70.00	\$5,000
	PB150077	Building	09/23/2015	209 Madison Avenue	New on site water line	\$56.00	\$800
083A3-0500-00	PB150071	Building	09/02/2015	433 Mason Avenue	Tear off/reroof	\$95.76	\$9,600
	PB150074	Building	09/11/2015	5 Moon Court	Tear off/reroof flat roof	\$196.00	\$20,000
	PEL 15000	Elevator	09/08/2015	600 Pine Street	Residential Elevator	\$174.94	\$16,240
	PP150036	Plumbing	09/17/2015	416 Plum Street	New plumbing for alteration	\$72.80	\$5,500
	PM150064	Mechanical	09/23/2015	416 Plum Street	New Mechanical for renovation	\$98.00	\$10,000
083A1-0100-05	PM150059	Mechanical	09/22/2015	614 Plum Street	1 New Air to Air Heat Pump	\$88.38	\$8,282
	PB150072	Building	09/02/2015	307 Randolph Avenue	Finish Interior Alteration	\$420.00	\$60,000
083A3-0100-60	PB150082	Building	09/28/2015	328 Randolph Avenue	15x26 accessory building	\$58.80	\$3,000
083A3-0100-49	PM150058	Mechanical	09/10/2015	339 Randolph Avenue	New Mechanical for remodel	\$170.80	\$15,500
083A3-0100-46	PE150038	Electrical	09/11/2015	523 Randolph Avenue	Electrical per application	\$59.03	\$3,042
83A3-0100-434	PM150061	Mechanical	09/28/2015	629 Randolph Avenue	New air to air heat pump	\$80.64	\$6,900
	PM150060	Mechanical	09/22/2015	303 Strawberry Street	1 New Air to Air Heat Pump	\$74.88	\$5,870
	PB150076	Building	09/15/2015	309 Strawberry Street	Rear Deck	\$57.97	\$2,850
083A3-0203-00	PM150063	Mechanical	09/28/2015	10 Tazewell Avenue	1 New Air to Air Heat Pump	\$159.62	\$13,505
	PB150081	Building	09/28/2015	325 Troon Court	Opening up a load bearing wall	\$61.60	\$3,500
	PM150057	Mechanical	09/04/2015	412 Walbridge Bend	New mechanical for S/F Res	\$194.88	\$19,800
	PG150014	Gas	09/14/2015	412 Walbridge Bend	New Gas piping with 3 outlets	\$56.00	\$900
	PT150006	UST/ AST	09/28/2015	412 Walbridge Bend	250 Gallon UST	\$56.00	\$250
	PG150015	Gas	09/28/2015	412 Walbridge Bend	New Gas Line	\$56.00	\$200
Total Permits: 23						\$2,494.74	\$218,039

PerDateIssued Range from 09/01/2015 to
09/30/2015

Town Harbor Town Council Report September 2015

Maintenance/Repairs:

1. Harbor Master boat being cleaned up and deck restored, bottom painted.
2. Repairing and replacing board walk behind the Shanty.
3. Cleaning up area behind office and shed.
4. Looking into putting solar lighting by bathhouse gain way. There is no lighting for patrons to walk to their boats at that area. It can be a hazardous situation especially when the gain way rises up with the tide and gets wet and slippery.

Other Items of Interest:

1. We have had 8 yacht clubs visit the harbor this month.
2. Facebook page has now has 21 followers.
3. No action on Active Captain.
4. Making signs up regarding: **Outside A-dock** public boat parking.
There will no longer be an hourly charge for this.
5. Have received partial payment from two delinquent boaters.
6. Posting for seasonal position because staff leaving to work at Oyster Farm.
7. Multiple Annuals and Seasonal boaters have left to go to the Oyster Farm.

Capital Projects and Harbor improvements:

1. Offshore Breakwaters – Bob Panek
2. Dredging – Project has started with no issues. Working well with their staff.
3. Watermen’s Memorial – Nothing new to report
4. Virginia Port Authority – Nothing to report.
5. Virginia Department of Health –Bob Panek

Business YTD:

Rentals				
	FY 2014/2015		FY 2015/2016	
Monthly	1.38	\$144.90	43.94	\$2,026.94
Weekly	3	\$90.00	18	\$2,812.36
Nightly	2	\$10.00	1,213	\$52,888.47
Hourly	0	\$0.00	145	\$740.00

Fuel (Gallons)				
	FY 2014/2015		FY 2015/2016	
Diesel	32,946.482	\$113,195.03	32,157.576	\$73,499.63
Transport	0	\$0	0	\$0.00
Regular	14,097.069	\$48,738.33	11,669.72	\$29,414.93
Plus (Non Ethanol)	10,496.08	\$45,115.53	11,761.34	\$42,516.42
Inter Dept. Accts				

Wharf Fees (Lbs)				
	FY 2014/2015		FY 2015/2016	
Conchs	43	\$21.50	0	\$0
Crabs	10,487	\$3,715.63	8,043	\$4,008.50
Fish	60,346	\$213.70	52,098	\$208.40
Horse Shoe Crabs	182.9	\$27.44	295.1	\$118.04
Oysters	0	\$0.00	0	\$0.00

Credit card fees this month: \$939.73
Credit card fees YTD: \$8,290.67
Finance charges YTD: \$269.38
Finance charges collected YTD: \$49.56

Waiting List:

Length	Annual	Seasonal	Total
20'	1	3	4
24'	1	0	1
30'	8	1	9
36'	4	1	5
45'	9	1	10
50'	1	0	1
60'	1	0	1
Totals	25	6	31

Clubs reserved for the season: 12

Cape Charles Memorial Library
Monthly Report
September 2015

1. Below is the monthly attendance for **programs** held at the Library in September 2015:

Children's Programs (weekly)

Preschool Story time	28
Toddler Storytime	23
Chess Club	22

Adult programs

Author Series-Pat Parsons & David Poyer	36
TOTAL	109

2. Now that summer is over staff member Sharon Silvey has returned to 25 hours per week.
3. The new water fountain has been installed in the Library and is now working.
4. The **Library Board** meeting for September was canceled due to lack of a quorum. We have lost two members and are waiting for reappointments.
5. Library staff met this month with Jen Lewis and Amanda Hurley to discuss some collaborative programs such as Kids & Comics and Trunk or Treat.
6. The Christian School has begun their weekly visits to the Library. They are broken up into 4 groups.
7. The library meeting room was used for **Literacy Tutoring** twice this month and once by the Medical Reserve Corps.
8. The Eastern Shore Public Library Trustee meeting was held on Monday, September 14 and staff attended.
9. On September 14, at 7:00 the **Friends of the Cape Charles Memorial Library** held another **Author Series** program at the Civic Center featuring special guest authors Pat Parsons and David Baldacci. Pat Parsons is the author of *Portrait of a Town: Cape Charles, 1940-1960* and David Poyer is the author of over 40 titles. We had 36 to attend a great program and wonderful refreshments were also served!
10. September was **Library Card Sign Up Month** and we put up posters publicizing this event. The last week in September is always **Banned Book Week** and we have a banned book display in the library.
11. On Wednesday, September 30, 2015 from 5:30 – 6:30 p.m. The Friends of the Library presented a program entitled *Medicare Choices* to help people make decisions and changes to their Medicare plan. This was held at the Civic Center. On Wednesday, October 7, 2015 from 5:30 – 6:30 The Friends of the Library will present *Choosing Your Medicare Part D (Prescription Plan)*.
12. On October 19 at 7:00 the **Friends** will present another Author Series, featuring Dr. Frances Williams, Director of Eastern Shore Hospice and Palliative Care and Melfa native, Bob Arthur, who focuses on the Chesapeake Bay. Both will be reading from their works.
13. In celebration of **National Friends Week, October 18- 24** the Friends will be offering three information sessions. They will be **How to use Your Smart Phone** on October 20, at 2:00 at the Library, *Medicare Guidance* on October 21, at 4:00 at the Civic Center, and *Computer Basics* on October 22 at 2:00 at the Civic Center.
14. For additional information about library programs and library related information check out our **Facebook** page. As of today we have 496 likes on Facebook.

CAPE CHARLES MEMORIAL LIBRARY 2015

	January	February	March	April	May	June	July	August	September	October	November	December	YTD
INCOME:													
Copier/Prt	\$57.80	\$48.00	\$63.60	\$67.50	\$56.15	\$78.60	\$87.10	\$81.50	\$69.70	\$0.00	\$0.00	\$0.00	\$609.95
Faxes	\$31.00	\$42.00	\$60.00	\$42.00	\$46.50	\$108.00	\$53.50	\$72.50	\$34.50	\$0.00	\$0.00	\$0.00	\$490.00
TOTAL	\$88.80	\$90.00	\$123.60	\$109.50	\$102.65	\$186.60	\$140.60	\$154.00	\$104.20	\$0.00	\$0.00	\$0.00	\$1,099.95
Deposit													
BOOK CIRC-ADLT													
Fiction	484	422	482	501	500	603	660	567	509	0	0	0	4728
Non-fiction	135	117	103	139	154	153	144	162	79	0	0	0	1186
DVDs	145	169	117	100	88	223	238	233	194	0	0	0	1507
TOTAL 2015	764	708	702	740	742	979	1042	962	782	0	0	0	7421
Books Circ. 2014	697	700	709	713	728	828	1068	954	821	829	691	838	9576
BOOKS CIRC-JUV													
Fiction	357	327	446	427	415	1058	971	546	338	0	0	0	4885
Non-Fiction	85	70	115	120	96	121	146	80	98	0	0	0	931
DVDs	46	46	39	63	78	179	162	147	71	0	0	0	831
TOTAL 2015	488	443	600	610	589	1358	1279	773	507	0	0	0	6647
Books Circ 2014	443	518	538	474	426	867	1286	1117	791	748	546	502	8256
TOTAL 2015	1252	1151	1302	1350	1331	2337	2321	1735	1289	0	0	0	14068
Total Circ. 2014	1140	1218	1247	1187	1154	1695	2354	2071	1612	1577	1237	1340	17832
ATTENDANCE 2015	901	707	1047	1372	1124	1754	2449	1765	1079	0	0	0	12198
Attendance 2014	819	912	1019	951	1062	1323	2005	2234	1154	1355	951	1012	14797
PROGRAMS 2015	9	6	50	13	14	19	28	18	9	0	0	0	166
Programs 2014	9	13	17	16	20	15	26	20	9	15	10	12	182
PROG. ATTEND 2015	82	48	159	115	169	211	650	372	109	0	0	0	1915
Prog. Attend 2014	83	156	143	195	189	152	525	500	66	168	91	131	2399
Computer Classes	0	0	0	0	0	0	0	0	0	0	0	0	0
Class Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0
INTERNET USE 2015	222	160	196	229	184	279	377	365	308	0	0	0	2320
Internet use 2014	237	217	214	283	280	256	293	411	239	273	286	190	3179
LIBRARY CARDS 2015	11	5	16	25	10	32	22	16	21	0	0	0	158
Library cards 2014	19	14	9	9	13	14	27	25	25	13	11	12	191
Volunteer Hours 2015	32.80	73.50	180.80	164.00	147.00	165.25	36.50	38.50	120.50	0.00	0.00	0.00	958.85

CAPE CHARLES POLICE DEPARTMENT

MONTHLY STATISTICS

September 2015

The following information is the monthly statistics regarding law enforcement activities for the Cape Charles Police Department.

- Calls for service in Cape Charles: 79
- Calls for service outside of Cape Charles: 18
- Felony arrests: 0
- Misdemeanor Arrests: 1
- D.U.I. Arrests: 0
- Traffic Summons: 4 (see page 2.)
- Traffic Warnings: 17(written& verbal):
- Parking tickets: 1
- Building Checks: 21
- Assisted Northampton County Sheriff's Office: 14
- Assisted Virginia State Police: 4
- Assisted Federal Agencies: 1
- Assisted Fire& Rescue: 13
- Foot Patrol Hours: 79.5
- Bay creek patrol hours: 55.5

The following took place in September:

- Presented an "active shooter" class to the staff of Cape Charles Christian School.
- Meant with the first graders of CCCS and showed them police and fire equipment on September 22nd.

Traffic Summons:

1. Driving while suspended
2. Fail to wear safety equipment (helmet)
3. Speeding 42/25 zone
4. Speeding 44/25 zone

Arrests:

1. Hit & run (accident)

Public Utilities

Monthly Report September 2015



Production Summary

- Miss Utility Tickets: 17
- Emergency Call Outs After Hours and Weekends:
 - Number of times called out: 2
 - Total Man Hours: 6
- Fire Calls: Man Hours:
- Sludge: Tons 50
- *Water: Total Production : 4,937,203Gallons
 - High: 209,700 gallons on August 15
 - Low: 121,200 gallons on August 17

Average	Raw Water	Finished Water
Hardness	467.2	112
Iron	8.78	.019
Manganese	.564	.010

All Data in PPM

- *Waste Water: Average Flow 146,500 gpd
 - Maximum 168,700 gpd
 - Total for Month 4,541,500 Gallons
 - Nutrients:
 - Phosphorus Average 2.8 Limit .3 mg/l annual average
 - Nitrogen Average 7.1 Limit 4 mg/l annual average
- (*Numbers are from previous month)

Personnel

- Water
 - Scottie Neville Operator Class 3 Water, Operator in Charge
 - Ron Bailey Operator Class 3 Water
 - Patrick Christman Operator Class 3 Water,
 - Freddie Meditz Trainee
 - Gerald Elliott Maintenance
- Waste Water
 - Patrick Christman Operator Class 2 WW, Operator in Charge
 - Freddie Meditz Operator Class 3 WW
 - Dan Dabinett Operator Class 3 WW, Maintenance
 - Billy Powell Maintenance Supervisor

Public Utilities

Completed Projects

- Auto Flush installed on Creekside Lane

In Progress

- Working with GHD on preparing for upgrades to the Plum Street and Pine Street Pump Stations.
- Pipe line from Keck Wells. 90% Engineering submitted to VDH.

Upcoming Projects

- Replace missing and broken meter boxes in Bay Creek.
- Collecting info for Auto Read Meters for budgeting sessions.

Capital Projects

- Water:
 - Engineering for Keck Wells \$60k
 - Under Task Order No.2, 90% drawings and specifications have been completed and presented to the Town for review. Approved by the Town, they have been submitted to the Department of Health, Office of Drinking Water for review.
 - Up to 3 months or so for permitting agency review
 - 1 month to produce 100% documents once permitting comments are received
 - 1 month final review
 - 2 months bid period
 - 5 months construction
 - Preliminary Engineering for the installation of the chlorination equipment. Under Task Order No.4 a PER was prepared and submitted to the VDH-ODW for review. A response is being prepared for comments received from the ODW. We received some helpful comments from the ODW this month. An estimated \$30k will need to be budgeted for next year to install.
- Waste Water
 - Pump Station Improvements
 - GHD has prepared a PER under Task Order No. 5 for improvements to the Pine Street and Plum Street Pump Stations. We had a kick off meeting in January. The intent is to upgrade the controls and equipment at both stations and to increase capacity at the Plum Street Station.

PUBLIC WORKS

September 2015

Dump Fees 0

- Recycled 5 truckloads of bags & leaves
- Recycled 8 truckloads of non-chip able brush

Staff Report

- Mike Mullner's last day was Friday 4th

Completed Projects

- Monthly meter reads & training of new areas in progress
- Central Park fountain running for the rest of season / reset surrounding fence post & chain along with new signage
- Weeded Bay Ave, Mason Ave, Strawberry & Pine flower boxes and mulched
- Trimmed crepe myrtle tree on route 184
- Washed, Compounded & Waxed P.W. trucks
- Rode out Town & reported 6 street lights in need of repair to ANEC (Friday 9-11-15) & 1 customer complaint in alley
- LOF & Rotate Police F250 truck 4x4 & Utilities 4x4 F250 side steps installed
- Installed 2 new front tires on Police Explore & 2 new old spare tires on Jake's Charger up front
- 16 candelabra bulbs replaced @ library
- Bay Ave Neptune plaque and proper 6" x 6" fence post with rope installed
- Additional Mason Ave parking signs installed
- 6 dead safety issue tree's removed in Town
- Installed shelves @ M.B. for additional storage
- Playground small tire swing replaced & tightened all bolts
- Replaced (2) Central Park damaged soap dispensers to 1 piece stainless steel units
- Drinking fountain repaired in Central Park near Plum street
- John Deere Gator UTV front axle boots replaced
- Vehicle maintenance checked all P.W. fleet and topped of fluids
- Relocated portable stage for Marina (Bash @ The Bay)
- Harbor/Shanty/Railroad/Golf cart path – scraped shell road surface (4 times each)
- Mowed 10 Town properties 4 times & weed wacked 2 times
- New parking lot custom 6" x 6" post and rope fence installed off Mason Ave

Events

- Bash @ the Bay (Friday 4th thru Saturday 6th)
- Private event's in Central Park (Saturday 5th) & (Saturday 12th)
- Labor Day (Monday 7th)
- Patriots Day (Friday 11th)

In Progress

- Fig Street Town Sign replacing U.G. electric & new dark sky compliant light fixture
- Relocating Bay Ave Kiosk & installing new inner panels
- Removing rope & buoy for winter storage
- Installation of security window & door @ utility area
- Tropical storm prepping now Joaquin (9-29)
- Mason Ave new parking lot tree & brush trimming
- Vehicle wash and wax
- Vehicle/equipment maintenance (chain saw, safety gear- Hurricane season)
- Alley maintenance
- Safety & on the job training ongoing

Upcoming Projects

- Alley tree & bush right of way trimming
- Equipment clean, wax or repaint
- Bay Ave re-paint no parking @ all beach sidewalk stairs (awaiting striping plan for Bay Ave)
- Re-paint no parking curbs (yellow) Town wide & handicapped areas (blue) on Mason Ave
- Re-paint Municipal building 1st floor entrance & down stairs offices
- Bay Ave Gazebo trim repair
- Build bike racks for all beach entrances
- Install alley stop signs

Man Hours per Project/Task

Vehicle Maint.	Equipment Maint.	Building Maint.	Public Debris Areas	Street Cleaning	Beach Maint.	Public Maint.	Public facilities cleaning	Admin. training	Property maint. & repair	Events	Meter Reads
84	26	30	94	12	16	30	42	48	51	9	8

Recreation Department

October 2015 Council Report

- New Roots Youth Garden started their Fall session on September 24. There were six children in attendance. Most of the time was spent cleaning up and harvesting. The Fall session will run through October 29. The focus will then turn to fundraising and pies will be ready just in time for Thanksgiving.
- The Recreation Department donated time at the Northampton County Sheriff's annual golf tournament on September 18. The money raised for this tournament is donated to Hospice and the Randy Custis Park.
- The Clam Slam wrap up committee met on September 29. There were many great comments shared on what worked and where improvements can be made. Overall everyone felt it was a great weekend.
- Trunk or Treating will take place on October 31. The library will be promoting graphic novels and comic books during this time.
- Staff has met with the Cape Charles Business Association to plan for the holiday season. The Grand Illumination is coming along and there will be many events to attend during December.
- The Birding and Wildlife Festival will be October 9-11. Headquarters will be at the Cape Charles Fire Department. The guest speaker will be at the Palace Theatre Friday evening.
- There has been quite a lot of talk about the Dropping of the Crab Pot around town. This event will take place. Fireworks are paid for. Street closure paperwork will be submitted this week.
- Book Club will be rescheduled for the month of October. Many members were unable to attend due to prior obligations.

Town of Cape Charles Proclamation 20151015

**Recognizing the Friends of the Cape Charles Memorial Library
during National Friends of Libraries Week October 18-24, 2015**

WHEREAS, Friends of the Cape Charles Memorial Library raise money that enables our library to move from good to great -- providing the resources for additional programming, much needed equipment, support for children's summer reading, and special events throughout the year;

WHEREAS, the work of the Friends highlights on an on-going basis the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present;

WHEREAS, the Friends understand the critical importance of well funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services;

WHEREAS, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

NOW, THEREFORE, BE IT RESOLVED THAT I, George Proto, Mayor of the Town of Cape Charles, proclaim October 18-24, 2015, as Friends of Libraries Week in Cape Charles, Virginia and urge everyone to join the Friends of the Cape Charles Memorial Library and thank them for all they do to make our library and community so much better.

In witness whereof, I have hereunto set
my hand and caused the official seal of the
Town of Cape Charles to be affixed this
15th day of October, 2015.

Mayor George Proto

ATTEST:

Town Clerk

 TOWN OF CAPE CHARLES	AGENDA TITLE: Acquisition of Mason Avenue Parcel		AGENDA DATE: October 15, 2015
	SUBJECT/PROPOSAL/REQUEST: Adopt resolution to execute the acquisition and improvement of a parcel on Mason Avenue.		ITEM NUMBER: 7A
	ATTACHMENTS: Proposed Resolution		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Bob Panek, Asst. Town Manager	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Strawberry Street Station, LLC is building a mixed use development on the former grocery store property, parcel 83A3-0A-00-07, on the south side of Mason Avenue. Strawberry Street Station, LLC offered to sell to the Town a 70' x 105' portion of this parcel, aligned with Strawberry Street, for use as a public right of way. The purchase price is \$50,000. Additionally, Strawberry Street Station, LLC offered to improve the parcel with pavers and landscaping. This would be done to a design mutually acceptable to both parties. The cost to the Town is \$20,000. Council approved the acquisition and improvement of the parcel at their meeting of February 18, 2015, as well as the realignment of FY 2015 funding to acquire the parcel.

DISCUSSION:

Purchase of the parcel was not completed during the last fiscal year due to development project delays. Recognizing the delay, Council included funds for the acquisition and improvement of the parcel in the budget for this fiscal year. The new parcel has recently been subdivided and we are ready to move forward with the acquisition. Due to the delay, the Town Attorney has recommended adoption of a Resolution authorizing the purchase and improvement of the parcel. The Town Attorney will draft the purchase contract and closing documents.

RECOMMENDATION:

Consider and, if acceptable, adopt Resolution 20151015 by roll call vote.

RESOLUTION 20151015
ACQUISITION OF MASON AVENUE PROPERTY

WHEREAS, a Strawberry Street pedestrian way is identified as a feature in the Town of Cape Charles Comprehensive Plan as part of the Community Trail Master Plan; and

WHEREAS, the draft Community Art Walk Master Plan reinforces this objective and also recommends creating space on the south side of Mason Avenue for a farmers' market and similar events; and

WHEREAS, Strawberry Street Station, LLC, has made an unsolicited offer to sell an approximately 70' X 105' parcel on the south side of Mason Avenue, aligned with the Strawberry Street right-of-way on the north side of Mason Avenue, which is suitable for the above mentioned pedestrian way; and

WHEREAS, said parcel has been subdivided from tax parcel 83A3-A-00-07 by Instrument #150001255 as recorded in the land records of Northampton County on September 14, 2015; and

WHEREAS, Strawberry Street Station, LLC, has also offered to improve said parcel with pavers, storm water management provisions and landscaping, on the terms set forth below; and

WHEREAS, acquisition of the property would also improve access to the leased public parking lot to the south; and

WHEREAS, the Town Council believes that acquisition of the property for the above purposes would benefit the public and would have a beneficial effect on economic activity in the business district and contribute to economic development of the Town in general; and

WHEREAS, Strawberry Street Station, LLC, has agreed to sell the property to the Town for the price of \$50,000, subject to adjustments at closing and subject to additional due diligence and legal expenses as may be incurred by the Town in acquiring the property; and

WHEREAS, Strawberry Street Station, LLC, has agreed to make the improvements to the property for the price of \$20,000; and

WHEREAS, the Town Council approved the acquisition of the parcel at its February 18, 2015 meeting; and

WHEREAS, the Town Council has included funds for these purposes in the budget for the current fiscal year; now

THEREFORE BE IT RESOLVED by the Town Council of Cape Charles this 15th day of October, 2015 that the above described parcel be acquired in accordance with the terms of a contract which will be negotiated with Strawberry Street Station, LLC, by Town staff and the Town's outside counsel; and

BE IT FURTHER RESOLVED that the Town Manager and Mayor, either of whom may act, be authorized to negotiate and finalize the terms of the proposed contract and to execute it; and

BE IT FURTHER RESOLVED that the Town Manager and Mayor be authorized to execute such deeds, affidavits, certificates, and other documents as may be required to complete the parcel acquisition; and

BE IT FURTHER RESOLVED that the Town Manager be authorized to negotiate the terms of a separate contract for the above described improvements to the parcel and to execute such contract.

Adopted by the Town Council of Cape Charles on October 15, 2015

By: _____
Mayor

ATTEST:

Town Clerk

 TOWN OF CAPE CHARLES	AGENDA TITLE: USDA RD Loan Resolution		AGENDA DATE: October 15, 2015
	SUBJECT/PROPOSAL/REQUEST: Approval of Loan Resolution for Code Enforcement Vehicle		ITEM NUMBER: 8A
	ATTACHMENTS: Resolution 20151015A		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Deborah Pocock, Treasurer	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Town applied for a 35% Grant/65% Loan for four capital projects for FY 2016. Grant funding was denied; however, loan funding at 100% is available.

Three of the projects – Public Works tractor, Finance Department’s Enterprise Management software, and the Police Department vehicle will be discussed separately. The Code Enforcement vehicle was purchased in August after approval by the town’s USDA RD administrator.

DISCUSSION:

Staff has completed the application for 100% loan for the vehicle. The approved budget includes a loan for \$16,445. The increase to cover the loss of the grant is \$8,855. This is a five-year loan at 3.25% interest. Payments will be made annually and the increase in payment due to the new financing will be approximately \$2,000 per year. The first debt payment will not occur until FY 2017.

Note: The previous code enforcement truck has been transferred to the harbor to enable staff to pick up supplies and make daily bank deposits without having to use staff’s personal vehicles.

RECOMMENDATION:

Staff recommends Council adopt Resolution 20151015A as presented to fund the purchase of the new code enforcement vehicle.

**RESOLUTION 20151015A
OF GOVERNING BODY OF
THE TOWN OF CAPE CHARLES**

The governing body of the Town of Cape Charles, consisting of seven members, in a duly called meeting held on the 15th day of October, 2015 at which a quorum was present RESOLVED as follows:

BE IT HEREBY RESOLVED that, in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the purchase of a code enforcement vehicle to serve the community, the governing body does hereby adopt and abide by the covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the Town Manager of the Town of Cape Charles be authorized to execute on behalf of the Town Council the above-referenced agreements and to execute such other documents including, but not limited to, debt instruments and security instruments as may be required in obtaining the said financial assistance.

This Resolution, along with a copy of the above-referenced documents, is hereby entered into the permanent minutes of the meetings of this Council.

The Town of Cape Charles

By: _____

Attest: _____

CERTIFICATION

I hereby certify that the above resolution was duly adopted by the Town Council of the Town of Cape Charles in a duly assembled meeting on the 15th day of October, 2015.

Secretary/Clerk

LOAN RESOLUTION
(Public Bodies)

A RESOLUTION OF THE Town Council

OF THE Town of Cape Charles

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

Code Enforcement Vehicle

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the Town of Cape Charles
(Public Body)

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of \$25,300.00

pursuant to the provisions of Virginia Code 15.2; and

WHEREAS, the Association intends to obtain assistance from the Rural Housing Service, Rural Business - Cooperative Service, Rural Utilities Service, or their successor Agencies with the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U. S. C. 1983 (c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$ 10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contract or agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by the Government. No free service or use of the facility will be permitted.

CERTIFICATION TO BE EXECUTED AT LOAN CLOSING

I, the undersigned, as Town Clerk of the Town of Cape Charles

hereby certify that the Town Council of such Association is composed of

6 members, of whom _____, constituting a quorum, were present at a meeting thereof duly called and

held on the 15th day of October, 2015; and that the foregoing resolution was adopted at such meeting

by the vote shown above. I further certify that as of _____, the date of closing of the loan from the Government, said resolution remains in effect and has not been rescinded or amended in any way.

Dated, this _____ day of _____, 2015.

Title Town Clerk

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Waste Collection and Disposal Services Contract Extension		AGENDA DATE: October 15, 2015
	SUBJECT/PROPOSAL/REQUEST: Approve Contract Extension for Waste Collection and Disposal Services		ITEM NUMBER: 8B
	ATTACHMENTS: Waste Collection and Disposal Services Contract Attachment 4-Cost of Services		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Dave Fauber, Director Public Works/Utilities	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

On October 31, 2013, the Town of Cape Charles awarded a contract effective November 1, 2013 to Davis Disposal for all waste collection and disposal services for the Town. The contract was for one year with the option to renew for three additional years.

DISCUSSION:

This is the second of three extensions covering the timeframe from November 1, 2015 through October 31, 2016.

As stated in the original contract, and shown on Attachment 4, the cost for residential service is \$13.85 for year three. Attachment 4 is attached and shows the cost breakdown for commercial accounts.

RECOMMENDATION:

Staff requests Council approval for the second extension of the Waste Collection and Disposal Services contract with Davis Disposal from November 1, 2015 through October 31, 2016.

Town of Cape Charles, Virginia

ATTACHMENT 4

COST OF SERVICES

The term of the contract shall be for one year, beginning on November 1, 2013 and ending October 31, 2014 with the option to renew with up to three extensions at the prices listed below.

Residential Accounts:

1. Contractor will charge the Town \$12.75 per month per container for each residential account for Year 1; \$13.50 per month per container for each residential account for Year 2 and Year 3 and; \$13.85 per month per container for each residential account for Year 4. Contractor shall collect a maximum of 120 gallons at each account. A 96 gallon cart to be provided by the Town may be supplemented with bagged garbage not to exceed two (2) bags. Pick up of residential accounts will be once per week.

*Commercial Accounts:

1. Contractor will charge the Town \$85.00 per month for each 2 cubic yard commercial dumpster Account for pick up once per week; \$140.00 for pick up twice per week; and \$200.00 for pick up three times per week.
2. Contractor will charge the Town \$125.00 per month for each 4 cubic yard commercial dumpster Account for pick up once per week; \$180.00 for pick up twice per week; and \$245.00 for pick up three times per week.
3. Contractor will charge the Town \$175.00 per month for each 6 cubic yard commercial dumpster Account for pick up once per week; \$255.00 for pick up twice per week; and \$335.00 for pick up three times per week.
4. Contractor will charge the Town \$225.00 per month for each 8 cubic yard commercial dumpster Account for pick up once per week; \$340.00 for pick up twice per week; and \$435.00 for pick up three times per week.
5. Contractor will charge the Town \$52.00 per month for four (4), 96 gallon cans for pick up once a week.

*This pricing is not for food service customers.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Appointment of Library Board Member		AGENDA DATE: October 15, 2015
	SUBJECT/PROPOSAL/REQUEST: Appointment of Library Board member		ITEM NUMBER: 8C
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume, Town Clerk	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Library Board meets monthly and consists of seven members each serving four-year terms.

DISCUSSION:

There are currently two vacancies on the Library Board with the resignations of Mss. Linda Schulz and Valerie Travis at the end of their terms which expired August 8, 2015.

On October 1, 2015, the Town Council interviewed Ms. Debra Crockett to fill one of the vacant positions.

RECOMMENDATION:

Staff recommends Council appoint Ms. Debra Crockett to the Library Board for a four-year term expiring on August 8, 2019.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Harbor Breakwater Contract		AGENDA DATE: October 15, 2015
	SUBJECT/PROPOSAL/REQUEST: Award contract for construction of third breakwater and adding height to existing breakwaters.		ITEM NUMBER: 8D
	ATTACHMENTS: None.		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Bob Panek, Asst. Town Manager	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Harbor Redevelopment Plan includes five offshore breakwaters for protection of the harbor from westerly swells and waves. The first two have been built with a combination of Virginia Port Authority (VPA) grant and Town matching funds (bond proceeds) at a cost of about \$1M. The first two were the minimum required to provide protection for the new floating docks. The docking area is still negatively affected by swells generated by sustained winds, particularly from the southwest during the summer months. Other protection measures such as wave attenuators have been considered, but a recent wave study shows that offshore breakwaters provide the best protection.

The third breakwater will be built to the south of the other two to block these swells. It was estimated to cost about \$860K, including construction engineering. Council included the third breakwater in the FY 2016 budget. It will be funded 75% from previous unexpended VPA grants and 25% from bond proceeds and Boating Infrastructure Grant (BIG) funds recently offered by the Department of Health. Additionally, Bayshore Concrete Products offered excess concrete shapes from the closing Chesapeake facility for use in the project to reduce material costs.

A contract change order was executed with Langley & McDonald, Inc. for construction engineering and administration in the amount of \$39.5K, leaving \$820.5K for construction. An Invitation for Bids (IFB) was advertised on September 8, 2015. The IFB was structured with the third breakwater at 5' above mean lower low water (MLLW) as the contract bid price, and three bid alternates to increase the height of all three breakwaters by 2'. The original design height of the breakwaters was 7' above MLLW to better block swells, particularly during a storm surge.

DISCUSSION:

We received 3 bids on October 6, 2015. The low bidder was Coastal Design & Construction, Inc., in the amount of \$430,465 to construct the breakwater at 5' above MLLW. The three alternates, add 2' to each breakwater, were bid at a total of \$389,304. The total amount is \$819,769. This is within the remaining amount budgeted for the project (\$820.5K). The total contracted amount for construction and engineering would be \$859,269, funded as follows: \$644,451 VPA, \$80,000 BIG, \$134,818 bond proceeds.

RECOMMENDATION:

Authorize the Town Manager to award the contract to Coastal Design & Construction, Inc., in the amount of \$819,769.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Resolution of Appreciation to Law Enforcement Officers		AGENDA DATE: October 15, 2015
	SUBJECT/PROPOSAL/REQUEST: Adoption of Resolution of Appreciation to Law Enforcement Officers		ITEM NUMBER: 8E
	ATTACHMENTS: Resolution 20151015B		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Jim Pruitt, Police Chief	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Law enforcement officers are a vital part of a community and provide numerous services to its citizens. Not only are law enforcement officers public servants who protect us on a daily basis, they are also our friends, neighbors and family members.

Increasingly, we read and hear about violence against police officers including an unprovoked, execution style killing of an officer as he pumped gas into his car. According to statistics provided by the National Law Enforcement Memorial Fund, on average, one law enforcement officer is killed in the line of duty somewhere in the United States every 60 hours. The deaths of these individuals causes serious damage to our communities, not only because of the loss of an officer who serves as our protector but because of the loss of the individual as a parent, sibling, friend or mentor.

It is important to support law enforcement officers serving the Town of Cape Charles, Northampton County and the Commonwealth of Virginia.

RECOMMENDATION:

Staff recommends Council review and adoption of Resolution 20151015B by roll call vote in appreciation to our law enforcement officers.

RESOLUTION 20151015B

**RESOLUTION OF APPRECIATION TO
LAW ENFORCEMENT OFFICERS**

WHEREAS, law enforcement officers are a vital part of any community, providing services such as caring for citizens by simply offering a friendly smile and word of encouragement to a small child who may not otherwise hear a positive, supportive comment that day to the extreme of bravely confronting an armed individual whose intent is to harm those around him/her; and

WHEREAS, law enforcement officers are not only public servants who protect us daily, but are our friends, neighbors and family members; and

WHEREAS, on a daily basis, law enforcement officers put their lives on the line in order to protect the citizenry in the communities they serve; and

WHEREAS, in the past, this may have involved anything ranging from what appeared to be a routine traffic stop in which the officer was unintentionally struck by oncoming traffic to being shot while defending the citizenry against an armed suspect whose intent was to harm as many individuals as possible; and

WHEREAS, there have been fifteen (15) line-of-duty deaths of law enforcement officers, including seven (7) gun-related deaths, since August 1, 2015; and

WHEREAS, increasingly we read and hear about violence against police officers for no apparent reason, including an unprovoked, execution style killing of an officer as he pumped gas into his car; and

WHEREAS, according to statistics provided by the National Law Enforcement Memorial Fund, on average, one law enforcement officer is killed in the line of duty somewhere in the United States every sixty (60) hours; and

WHEREAS, since the first known line-of-duty death in 1791, more than twenty thousand (20,000) law enforcement officers have made the ultimate sacrifice; and

WHEREAS, the deaths of these individuals causes serious damage to our communities, not only because of the loss of an officer who serves as our protector but because of the loss of the individual as a grandfather/grandmother, father/mother, brother/sister, friend or mentor; and

WHEREAS, the Cape Charles Town Council believes it important to support law enforcement officers, both those serving locally as well as those serving across the county; and

WHEREAS, the Cape Charles Town Council believes it is unacceptable to target police officers for senseless acts of violence;

NOW, THEREFORE BE IT RESOLVED by the Cape Charles Town Council that the Town of Cape Charles hereby extends our praise and support for all law enforcement officers, in particular those serving the Cape Charles Police Department, the Northampton County Sheriff's Department and the Virginia State Police.

BE IT FURTHER RESOLVED that the Town of Cape Charles encourages citizens everywhere to stand up for the safety of those police officers across the country that protect and serve them.

Adopted this 15th day of October, 2015 by the Town Council of the Town of Cape Charles, Virginia.

By: _____
Mayor of the Town of Cape Charles, Virginia

ATTEST:

Clerk of the Town of Cape Charles, Virginia



TOWN OF
CAPE CHARLES

AGENDA TITLE: Property Addition to Enterprise Zone

AGENDA DATE:
October 15, 2015

SUBJECT/PROPOSAL/REQUEST: Addition of 1 Mason Avenue to the Enterprise Zone based on its Harbor District zoning

ITEM NUMBER:
8F

ATTACHMENTS: September 14th Letter from Northampton County and current zone map

FOR COUNCIL:
Action (x)
Information ()

STAFF CONTACT (s):
Larry DiRe, Planner

REVIEWED BY:
Brent Manuel, Town Manager

BACKGROUND:

The Town received the attached Enterprise Zone amendment letter and map from Northampton County. Staff brought this letter to the Planning Commission at their October 6th regular meeting. After some discussion the Planning Commission recommended the inclusion of the property located at 1 Mason Avenue (tax map numbers 83A-2-2-84, 83A-2-2-87, and 83A-2-2-88) be included in the Enterprise Zone since it is a Harbor District zoned parcel.

ITEM SPECIFICS:

As the attached map shows, the current Enterprise Zone includes properties zoned Commercial, Industrial, and Harbor. The property at 1 Mason Avenue is zoned Harbor District and does not appear to be included in the Enterprise Zone.

The Planning Commission discussed this property and based on its zoning classification recommended that it be included in the Enterprise Zone.

RECOMMENDATION:

Staff requests Council approval to include the property at 1 Mason Avenue in the Enterprise Zone as recommended by the Planning Commission.



Board of Supervisors of Northampton County
P.O. Box 66 • Eastville, Virginia 23347

BOARD OF SUPERVISORS
Richard L. Hubbard, Chairman
Oliver H. Bennett, Vice Chairman
Granville F. Hogg, Jr.
Larry LeMond
Laurence J. Trala

Katherine H. Nunez
County Administrator

PHONE: 757-678-0440
FAX: 757-678-0483

RECEIVED SEP 16 2015

MEMORANDUM:

TO: Northampton County Mayors

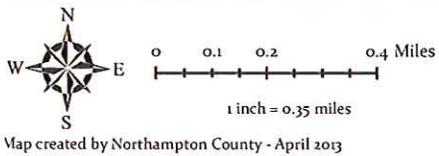
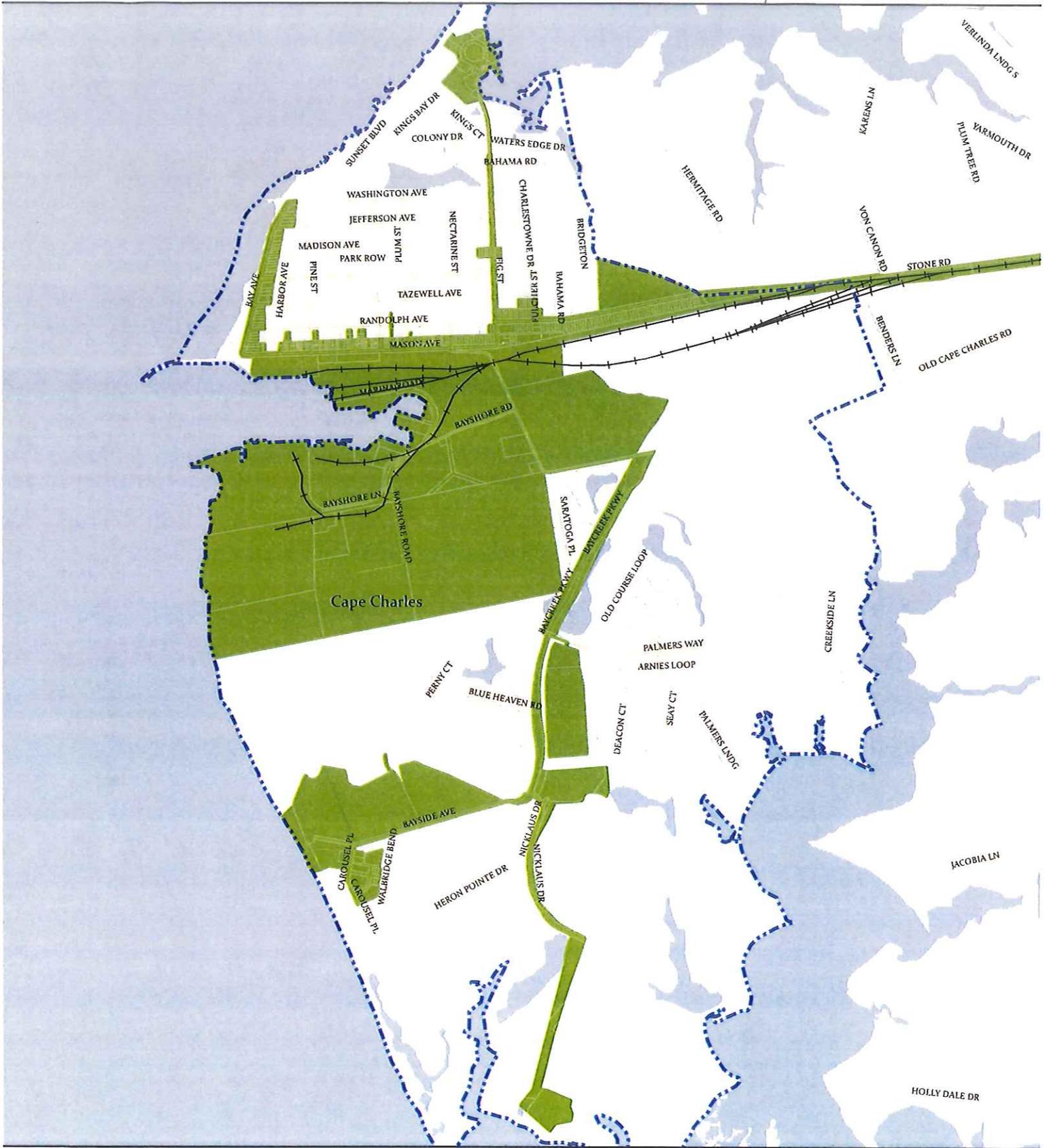
FROM: Katherine H. Nunez, County Administrator

DATE: September 14, 2015

SUBJECT: Amendments to Enterprise Zone

As you may be aware, portions of each of the incorporated towns are included within the County's Enterprise Zone. Virginia Enterprise Zones provide grants for qualifying companies that create new full-time jobs or improve commercial real estate. Northampton County's Enterprise Zone has been approved for a ten-year term commencing January 1, 2015. Two substantial financial incentives are available to encourage business locations and expansions within the Zone: The County is allowed to make additions or deletions from our Enterprise Zone on an annual basis. Our map was last updated in the spring 2014 and we are eligible to amend our map, if needed. To that end, we have an indication that two properties may wish to be included in the Enterprise Zone.

Please review the enclosed Enterprise Zone map and let me know if there are properties within the town limits which you would like to see included within the EZ.



Northampton County Enterprise Zone Cape Charles

- Roads
- Enterprise Zone Adopted 4/12/2013
- Corporate Limits
- Railroad Tracks

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Law Enforcement Mutual Aid Agreement		AGENDA DATE: October 15, 2015
	SUBJECT/PROPOSAL/REQUEST: Law Enforcement Mutual Aid Agreement with the Northampton County Sheriff's Office		ITEM NUMBER: 8G
	ATTACHMENTS: Law Enforcement Mutual Aid Agreement, Resolution 20151015C		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Jim Pruitt, Chief of Police	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

On occasion, the Town of Cape Charles Police Department and the Northampton County Sheriff's Department assist each other on various calls for service. In 2012, the Northampton County Sheriff's Department requested all the incorporated towns in the County with police departments to execute mutual aid agreements.

Prior to the signing of the initial agreement, the Town Manager and former Police Chief Brown met with Thomas Bullock, III, Law Enforcement Specialist with the Virginia Municipal League, to review the agreement. Mr. Bullock stated that the agreement was fine and all points were covered.

On April 24, 2012, a Law Enforcement Mutual Aid Agreement was signed by Town Manager Heather Arcos under Police Chief Charles Brown. A subsequent agreement was required due to former Chief Brown's retirement and appointment of Chief Jim Pruitt and was signed by Interim Town Manager Bob Panek on September 19, 2014.

DISCUSSION:

With the appointment of Town Manager Brent Manuel, Sheriff David Doughty has requested a new agreement be signed and notarized. Commonwealth Attorney Bruce Jones advised that a resolution be adopted as well.

RECOMMENDATION:

Staff recommends Council authorize, by adoption of Resolution 20151015C, the Town Manager to execute the new Law Enforcement Mutual Aid Agreement with Northampton County.

RESOLUTION 20151015C
LAW ENFORCEMENT MUTUAL AID AGREEMENT

WHEREAS, Virginia law authorizes local governments and Sheriffs in counties to enter into reciprocal agreements for mutual aid and for cooperation in the furnishing of law enforcement services; and

WHEREAS, the Town of Cape Charles and the Sheriff of Northampton County have determined that the provision of law enforcement aid across jurisdictional lines will increase their ability to preserve the safety and welfare of the entire area; and

WHEREAS, it is deemed to be mutually beneficial to the Town of Cape Charles and the Northampton County Sheriff's Office to enter into a Law Enforcement Mutual Aid Agreement (attached); now

THEREFORE BE IT RESOLVED by the Town Council of Cape Charles, this 15th day of October, 2015, to enter into a Law Enforcement Mutual Aid Agreement with the Northampton County Sheriff's Office for cooperation in providing law enforcement services across jurisdictional lines to increase the ability to preserve the safety and welfare of the residents of the Town of Cape Charles and Northampton County.

Adopted by the Town Council of Cape Charles on October 15, 2015.

By: _____
Mayor

ATTEST:

Town Clerk