



TOWN COUNCIL

Regular Meeting

February 18, 2016

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. Eastern Shore of Virginia Tourism Commission – Kerry Allison
 - B. Proclamation for Paul Skolnick
 - C. Proclamation for Michael Sullivan
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. None
8. New Business
 - *A. Sidewalk Installation Contract Award
 - *B. 2016/2017 Virginia Commission for the Arts Local Government Challenge Grant
 - *C. Reappointment of Member to Joint IDA of Northampton County and Its Incorporated Towns
 - *D. Virginia Port Authority Aid to Local Ports Grant Request
 - *E. VDOT Route 642 Right-of-Entry Agreement
9. Mayor & Council Comments (5 minutes per speaker)
10. Announcements
 - February 20, 2016 – February Freeze
 - February 22, 2016 – Comprehensive Plan Public Input Meeting, 6:00 PM
 - February 23, 2016 – Mayor's Office Hours, 6:00 PM – 7:00 PM
 - March 3, 2016 – Town Council Budget Work Session, 3:00 PM
 - March 8, 2016 – Mayor's Office Hours, 2:00 PM – 3:00 PM
 - March 10, 2016 – Town Council Budget Work Session, 6:00 PM
 - March 17, 2016 – Town Council Regular Meeting, 6:00 PM
 - March 22, 2016 – Mayor's Office Hours, 6:00 PM – 7:00 PM
 - March 31, 2016 – Town Council Budget Work Session, 3:00 PM
11. Adjournment



TOWN COUNCIL

Executive Session

Town Hall

January 14, 2016

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, Brown, Godwin and Wendell, and Councilwoman Natali. Town Manager Brent Manuel was also in attendance.

Mayor Proto announced that the Town Manager Performance Plan agenda item was being removed.

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, 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: Board Interviews

Motion made by Councilman Brown, seconded by Councilwoman Natali, 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; Godwin, yes; Natali, yes; Wendell, yes.

Motion made by Councilman Bennett, seconded by Vice Mayor Bannon, to appoint Mr. Kevin Hoffman to the Board of Zoning Appeals. The motion was unanimously approved.

Motion made by Councilman Bennett, seconded by Councilman Brown, to appoint Mr. Edward Eichman and Mr. Joseph Coccaro to the Building Code Board of Appeals. The motion was unanimously approved.

Motion made by Councilwoman Natali, seconded by Councilman Bennett, to appoint Mr. Edward Eichman to the Harbor Area Review Board. The motion was unanimously approved.

Motion made by Councilman Brown, seconded by Councilwoman Natali, to appoint Mr. Roger Moyer and Ms. Nancy Vest to the Library Board. The motion was unanimously approved.

Motion made by Councilwoman Joan Natali, seconded by Councilman Brown to appoint Ms. Brooke Binard to the Wetlands and Coastal Dune Board. The motion was unanimously approved.

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

Mayor Proto

Town Clerk

DRAFT



DRAFT
TOWN COUNCIL
Regular Meeting
Civic Center
January 21, 2016
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 Bennett, Brown and Wendell, and Councilwoman Natali. Councilman Godwin arrived at 6:18 p.m. Also in attendance were Town Manager Brent Manuel, Assistant Town Manager Bob Panek, Treasurer Deborah Pocock, Planner Larry DiRe and Town Clerk Libby Hume. The Department Heads were in attendance as well as eight members of the public.

Mayor Proto called for a moment of silence followed by the recitation of the Pledge of Allegiance.

RECOGNITION OF VISITORS / PRESENTATIONS

A. *Presentation of Certificates of Appreciation*

Mayor Proto presented a certificate of appreciation to the Friends of the Cape Charles Memorial Library in recognition for their outstanding fundraising efforts and their work to continually provide diverse programming, events and activities for the Cape Charles Memorial Library. Accepting the certificate were Emily Cullen, president, Frank Cullen and Randy Childs. The Council thanked the Friends for all they did for the Library and town.

B. *Bay Creek Update – Linda Buskey*

Ms. Linda Buskey provided an update regarding Bay Creek's sales and marketing effort and economic impact on the town and county. (Please see attached.)

Vice Mayor Bannon asked Ms. Buskey the impact of the upcoming hospital move to Bay Creek's sales efforts. Ms. Buskey responded that in time there would be an impact on economic development in lower Northampton County as most potential buyers ask about health care because of their ages at 45, 50 and 60+ years. This issue was a real concern.

Mayor Proto stated that he was happy with everything going on at Bay Creek. We all had to work together and help each other.

Ms. Buskey concluded her presentation by adding that Bay Creek's job from a construction standpoint was made easier with the support received from Code Official Jeb Brady. He and Planner Larry DiRe have worked with all their builders, with her and the architectural committee through the entire process.

PUBLIC COMMENTS:

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

CONSENT AGENDA – APPROVAL OF AGENDA FORMAT:

Motion made by Councilman Bennett, seconded by Vice Mayor Bannon, 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 December 17, 2015 Regular Meeting, the January 7, 2016 Public Hearing, and the January 7, 2016 Work Session.

Motion made by Councilwoman Natali, seconded by Councilman Brown, to approve the minutes from the December 17, 2015 Regular Meeting, the January 7, 2016 Public Hearing, and the January 7, 2016 Work Session as presented. The motion was approved by unanimous vote.

DEPARTMENT REPORTS:

A. *Treasurer's Report:*

Treasurer Deborah Pocock reviewed the Treasurer's report dated December 31, 2015 which showed the Total Cash on Hand of \$2,175,589, the Total Cash Held in Reserve was \$1,465,633 and the Total Cash - All Accounts was \$3,641,221. Deborah Pocock went on to review the Debt Service, Revenue vs. Expenditures, the FY 2016 Capital Improvement Project Tracking Report, the YTD 2016 Real Estate, Personal Property, Machinery and Tools Tax & 2016 License Tax Collections, the YTD Prior Year Real Estate Tax, Personal Property Tax, Interest and Penalty Collections and the Three Year Revenue Comparison.

Motion made by Councilwoman Natali, seconded by Councilman Bennett, 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 his written report stated that there were two applications pending for the January 19th Historic District Review Board Meeting, but one application was withdrawn prior to the meeting.

There was much discussion regarding reverse-angle parking and the possibility of it being implemented along Bay Avenue. Mayor Proto stated that a work session was needed to discuss the subject and to make a decision regarding implementation on Bay Avenue.

C. *Other Departments:*

Code Enforcement:

Code Official Jeb Brady stated that he did not have anything to add to his written report.

Mayor Proto asked that the new permit assistant attend the February Council meeting to be introduced.

Town Harbor:

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

Councilman Bennett asked about the number of staff and slip holders and reasons for them leaving to go to the Oyster Farm as shown in the monthly report. Barbara Michaux responded that they had a relationship with former Harbor Master Smitty Dize and followed him to the Oyster Farm. There was much discussion regarding this issue. One seasonal employee left at the end of the season and went to work at the Oyster Farm. Individuals on the boat slip waiting list were contacted regarding the availability of slips.

Councilman Wendell asked about the status of hiring a new harbor master. Brent Manuel stated that paperwork had been finalized earlier in the day. The new harbor master, Charlie Farlow, would begin work on February 1, 2016 and a press release was being prepared.

Cape Charles Memorial Library:

Librarian Ann Rutledge reported that Library staff and some representatives from the Friends of the Cape Charles Memorial Library met with representatives from the Eastern Shore Community College regarding several classes to be held in the town beginning in March. The classes would help people obtain and keep jobs.

Councilwoman Natali asked about the status of cleaning the Library's HVAC system. Ann Rutledge stated that she did not know since it was a Public Works project. Brent Manuel responded that the HVAC cleaning was part of the building maintenance program along with the completion of work on the second floor.

Police Department:

Police Chief Jim Pruitt stated that he did not have anything to add to his written report.

Mayor Proto read a letter submitted by Chief Pruitt. (Please see attached.)

Public Utilities/Public Works Departments:

Brent Manuel stated that Public Utilities/Public Works Director Dave Fauber was out sick and went on to explain that the last test for phosphorus levels for wastewater discharge was under the limit, but the average would take time to come down within acceptable levels. There was much discussion regarding this issue, the mixers that had failed, the number of backup mixers currently available to ensure something like this did not happen again in the future, and the possible fine for being over the acceptable limit.

Recreation Department:

Recreation/Community Events Coordinator Jen Lewis stated that she did not have anything to add to her written report.

Vice Mayor Bannon stated that the Dropping of the Crab Pot was a great event. Jen Lewis added that the weather was great this year and helped in the number of people who came out for the event.

OLD BUSINESS

A. *Cape Charles Community Trail, Phase 2 Update*

Bob Panek stated that the Commonwealth Transportation Board had approved the reallocation of \$248K to the Community Trail, Phase 2 project and VDOT approval had been received to award the contract. The Town Manager issued the Notice of Award to Kevcor and the pre-construction meeting was scheduled for February 3, 2016. Hopefully the construction work could start soon afterwards.

B. *Harbor Breakwater Project Update*

Bob Panek stated that the majority of the work below the water surface was completed and the project could possibly be completed by the end of February or early March.

There was some discussion regarding the last two sections of the breakwater which were previously designed and the possibility of moving the projects forward. Bob Panek stated that there would be about \$190K remaining in the grant funding previously awarded to the town. Staff planned to submit a carryover request to the Virginia Port Authority (VPA) along with a request for additional funding but the next project needed to be determined.

NEW BUSINESS:

A. *Pine Street Waste Management Area / Parking Lot:*

Bob Panek stated that this project was for the first phase on the lot behind the library to clean up the area for dumpsters with a shielded area, align the entrance with the alley behind Mason Avenue and build an entrance for phase 2 which would be for the bulk of the parking area to Randolph Avenue. Section 2.2-4318 of the Code of Virginia allowed negotiation with the low bidder but the public body had to approve this option and language had to be included in the advertisement for bids. Staff was requesting Council approval to permit negotiation with the low bidder if the bid was higher than the amount budgeted.

There was much discussion regarding the cost of the design and estimated construction costs.

Motion made by Vice Mayor Bannon, seconded by Councilman Godwin, to approve the inclusion of the negotiation language in the request for proposals as discussed. The motion was approved by majority vote with Councilman Wendell opposed.

B. Conditional Use Permit Application – 207 Mason Avenue:

Larry DiRe stated that an application for a conditional use permit (CUP) for residential units above the commercial unit at 207 Mason Avenue had been received. This property received a CUP for the same project in 2010, but the CUP had expired due to inactivity.

Motion made by Councilman Brown, seconded by Councilman Wendell, to approve a conditional use permit for residential units above the commercial unit at 207 Mason Avenue. The motion was approved by unanimous vote.

C. Set Public Hearing for Proposed Zoning Ordinance Text and Map Amendments:

Larry DiRe stated that over several months in 2015, the Planning Commission reviewed certain sections of the Zoning Ordinance which required typographical or factual corrections. A joint work session with the Planning Commission and Town Council was held in November and a public hearing must be held prior to adoption of the proposed changes.

Motion made by Councilwoman Natali, seconded by Councilman Brown, to schedule a joint public hearing with the Planning Commission on Tuesday, March 1, 2016. The motion was approved by unanimous vote.

D. Reappointment of Historic District Review Board Member:

Brent Manuel stated that the Historic District Review Board oversaw the Town's historic district. The Board met once a month and consisted of four members, each serving five-year terms, and a representative from the Planning Commission. Board member David Gay's term expired on January 8, 2016 and he had expressed his interest in continuing his service on the Board for another term.

Mayor Proto thanked Mr. Gay for his willingness to continue his service to the Town.

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to reappoint Mr. David Gay to the Historic District Review Board for another five-year term. The motion was approved by unanimous vote.

VICE MAYOR AND COUNCIL COMMENTS

Vice Mayor Bannon commented as follows: i) The sand on the beach had been blowing across the streets into the neighborhood. With another 200K cubic yards expected to be placed on the beachfront from the next phase of dredging, he asked whether there were any plans to help keep the sand on the beach. Brent Manuel stated that he had spoken to Public Works Foreman Pete Leontieff and he had a similar concern. The Public Works Department would be meeting to determine the best course of action; and ii) About 200 people attended last weekend's Epiphany Party. The Cape Charles Volunteer Fire Company raised over \$2,200 with over \$1,000 in cash donations collected in the boot.

Councilwoman Natali stated that due to inclement weather, tomorrow night's Movie @ the Palace was cancelled.

Councilman Bennett commented regarding having a Cape Charles Town representative attend the Northampton County Board of Supervisors' meetings. With the recent change in County leadership, there was a significant difference in opinion from the former Board. At their first meeting, the new Board reversed three years' of work done on the County's zoning ordinance. The Town needed to work with the new Board and try to leverage the Town's position. He suggested that Town

Manager Brent Manuel be the representative to attend the Board's meetings to help improve relations with the Board and County. Brent Manuel stated that he had met with Chris Tucker, the new director of economic development, and hoped to open the line of communication with the County administration.

Councilman Wendell commented as follows: i) He agreed with Councilman Bennett regarding having a Town representative attend the Board of Supervisors' meetings and asked that a short summary be provided to the Council regarding any possible issues that were discussed; ii) He stated that the voters had spoken and he was pleased that the new Board of Supervisors voted to reverse the decision regarding the zoning ordinance. The zoning needed to be based on their comprehensive plan; and iii) He was excited to hear about more sand being placed on the beachfront. Appropriate fencing, structures and plantings needed to be placed in the area to keep the sand on the beach vs. blowing into the streets. The wide beach was a huge economic boost for the Town.

Councilmen Godwin and Brown did not have any additional comments.

Mayor Proto stated that he attended the Citizens for a Better Eastern Shore's meeting regarding industrial chicken houses. The meeting was well attended and the information provided was quite good. He thought it was a wise idea to put this sort of development on hold until it was much better understood and could be regulated. He would like to see economic development in Northampton County but there was a lot of questions raised regarding chicken houses and what would happen to the effluent, air quality, etc. He encouraged everyone to learn more about the issue if an opportunity arose.

Brent Manuel took the opportunity to thank Barbara Michaux for stepping up as interim harbor master when she was needed. She did everything asked of her and he was appreciative of her efforts and very pleased with her performance.

ANNOUNCEMENTS

- January 26, 2016 – Mayor's Office Hours, 6:00 p.m. – 7:00 p.m.
- January 27, 2016 – VML Day at the Capitol
- February 4, 2016 – Town Council Work Session, 6:00 p.m.
- February 9, 2016 – Mayor's Office Hours, 2:00 p.m. – 3:00 p.m.
- February 11, 2016 – Town Council Work Session, 6:00 p.m. (tentative)
- February 15, 2016 – Town Offices closed for Presidents' Day
- February 18, 2016 – Town Council Regular Meeting, 6:00 p.m.
- February 23, 2016 – Mayor's Office Hours, 6:00 p.m. – 7:00 p.m.

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

Mayor Proto

Town Clerk

Bay Creek Presentation by Ms. Linda Buskey January 21, 2016

Good evening Mayor Proto, Town Manager Manuel, Council Members and guests.

Bay Creek appreciates the opportunity to address you this evening and share information we recently heard while attending a national conference in Charleston, SC which focused on the economic impact of destination and retirement communities and also update everyone on Bay Creek.

One of the presenters spoke and referenced statistics from the book *"How Money Walks."* When we returned we took a look at the companion website which provides results based on specific geographical areas. For example, the IRS Tax Migration chart which reflects wealth transfer since 1992 shows Virginia has gained \$479M in wealth with Northampton County seeing \$72M of that transfer. Feeder states include New York, New Jersey, Maryland, District of Columbia and Connecticut among others.

Another speaker from the University of Georgia presented their study from 2013, which documented the economic impact of in-migrating retirees. This study was exhaustive and almost 100 pages. Some highlights that I believe we can take from this related directly to the benefit of retirees to a local community. The study looked at the average number of retirees to Georgia during the years of 2007-2011 and calculated an average 12-month period of 15,805 retirees who relocated into Georgia. Here are some very positive and powerful statistics:

1. Inflow generates \$941M of Gross Regional Product (Sales)
2. \$365M in income
3. 8,574 full and part-time jobs created (1.8 retirees equal 1 new job)
4. The average net worth of a retiree household was \$931,465 in 2011 (or \$503,495 per capita)

Correlation between Tourism and Destination Communities:

Another speaker we heard was David Twiggs, author of the best seller *"Destination Community."* Mr. Twiggs states "economic growth comes from visitation; heads in beds and feet on fairways," "people want to retire or buy second homes in areas they love to visit." Tourism destination systems begin with integrating mindset, cataloging all tourism assets in the area regardless of boundaries.

From Bay Creek's perspective, we see Cape Charles as four distinct districts all working towards a common goal. These districts are the marina district, historic district, harbor district and golf district. We must all work together to create and brand our community for shared success.

"Quality of life and experiences must be core products for a tourism system to be sustainable in a community," Mr. Twiggs stated. The primary needs must be lodging, dining, provisions, ancillary activities, recreational/cultural/arts and retail. Those are the five primary needs that must be met to build an integrated tourism system.

Creating a team to build an integrated tourism system:

"If you have an area with true quality of place that has real potential to be a real destination community. How do you realize the economic development? You must start by putting together a team. It is important to keep the team as small and as prioritized as possible," Mr. Twiggs stated. Only bring on passionate believers in the project.

The elements to consider when building a team included:

Governmental partners, private professional community, planning and policy makers and key business stakeholders.

This body can develop the aforementioned team to build an integrated tourism system for the mutual benefit of all of those in Cape Charles. This body needs to be the market builder.

The Economic Impact of Bay Creek:

Bay Creek has generated 229 prospect tours during 2015, all of whom have received a welcome bag prepared by a local gourmet shop which includes local gourmet products from the Eastern Shore. These prospects also toured historic Cape Charles, dined in local restaurants and shopped in local galleries and retailers.

During our last and most highly attended event, Pork and Pearls, Bay Creek strived to use local retailers to highlight what makes the Eastern Shore of Virginia unique. Between caterers, rental products vendors and supporting event contractors over \$50,000 was reinvested into the community for this one event.

Homes under construction within the last 18 months total approximately \$20M in cost of construction. These will be mix of primary and second homes. Four of these homes have been fully furnished by a local homes furnishings retailers. The remaining homes have been partially furnished by the same local retailer.

Through Bay Creek's sales and marketing effort:

I would like to now share with you some exciting Bay Creek news.

- As you may already know, Bay Creek has been designated the Ideal Living Magazine's Destination Community for 2016. Currently Bay Creek's developer, Bay Creek South, has made the financial commitment to build four extraordinary homes embodying the eastern shore lifestyle ranging in price from the \$500s to \$2M+. These homes will be featured in Ideal Living Magazine's summer issue which will bring significant editorial focus on Cape Charles. During May, June and July, these homes will be the focus of significant events and event marketing to drive prospect traffic to the town of Cape Charles.
- The most exciting news is that within the last 90 days, Bay Creek has been recognized as a Southern Living Magazine Inspired Community, joining a distinguished list of only 15 communities in the southeast. This national recognition will be a significant focal point of our sales and marketing efforts in coming years. This award coincides with the 50th Anniversary of Southern Living. This milestone will be celebrated through their efforts and create additional benefit to designees in the program. The February issue of this magazine will have a full page ad recognizing all of the Inspired Communities. Also, last week an e-mail blast went out to 102,000 of the Southern Living contacts announcing Bay Creek's designation.

I thank you for the opportunity to speak with you this evening and look forward to our mutual success in the coming years.

Chief Pruitt's Letter Read by Mayor Proto

I have completed another year as your Police Chief and I hope I have represented you and the citizens of this great town proud. First I want to continue to thank you for the opportunity to lead this police department. I cannot express enough how thankful I am to have four extraordinary officers. I try to run this department with the approach of "leading from the front."

This year has passed with sadness and inspiration, sadness from the innocent victims and inspiration from watching this police department give its all to bring closure to the innocent. You all should know that being a police officer is not an easy task. The media and government has forgotten the toll this "life" takes on police officers. I refer to this as "life" instead of "job" because a "job" you go to work and come home and repeat this day after day for years. Police officer is a "life" we go to work and take everything we see and do home with us and the tragedy and innocence that is taken throughout our careers is never forgotten.

I had the privilege to watch this during the year. I saw how this police department worked as one and took the cases personal. I saw your police department work themselves into complete exhaustion as several days turned into one long shift. I listened to them talking with loved ones telling them they didn't know when they would be home as they could barely keep their eyes opened. I watched as arrangements were made to get kids to school, and fix their meals while these officers worked and never once complained. I saw officers step in and help when another was overwhelmed by the thoughts running through their head was too much. Phone calls were made between us when we were not together just to see if each one was "ok." This "life" affects not just us officers but it also affects our families. I honestly didn't think I could respect Jay, Tom, Chelsea and Jake more than I already did, but watching how this year went and how this police department dug in to keep the town safe, I am without words. The dedication is inspirational and I may be the police chief, but I am really just part of this family.

Thank you so much for allowing me to lead such an incredible group.

Chief Jim Pruitt



DRAFT
TOWN COUNCIL

Work Session

Cape Charles Civic Center

February 4, 2016

6:00 p.m.

At approximately 6:00 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, Godwin and Wendell, and Councilwoman Natali. Also in attendance were Town Manager Brent Manuel, Assistant Town Manager Bob Panek, Treasurer Deborah Pocock, Public Works/Utilities Director Dave Fauber, Town Planner Larry DiRe and Town Clerk Libby Hume. There were no members of the public in attendance.

A. *Capital Improvement Plan Review*

The proposed Fiscal Year (FY) 2017 Capital Improvement Plan (CIP) was reviewed as follows:

Public Works:

- Pine Street Parking Lot: \$60K was included for the completion of the parking lot with approximately 34 spaces.
- Mason Avenue Streetscape Improvements: There was much discussion regarding this project and Council was in agreement that this project should be done along with a future phase of the Cape Charles Multi-Use Trail and the Virginia Main Street Program. \$50K was included for a part-time Main Street director and small improvements.
- Multi-Use Trail: Funding was spread over FY 2017 and FY 2018 for the design of Phase 3, South Peach Street – \$60K for FY 2017 and \$54K for FY 2018.
- Art Walk: This project was moved to FY 2018. The wayfinding signage was originally budgeted for FY 2016, but was deferred and would be included under the Main Street program.
- Visitor Center: It was previously suggested that the Cape Charles Museum could be the town's visitor center with its location along Route 184 at the entrance to the town. There was much discussion regarding this project and \$5K was included for small interim steps to make it more conducive for visitors to stop and obtain information. An information kiosk would be installed along with some other items to improve the area.
- Remove & Replace Trees in VDOT Right-of-Way (ROW): There was much discussion regarding this project in regards to the possible liability to the town for not removing dying or dead trees. Power companies routinely cut back the trees around their power lines, many of which were cut back so severely causing them to die and creating a safety hazard. Earlier this year, the town removed a number of trees and replaced them with more appropriate trees in the same locations. The town had been receiving many complaints from citizens regarding the unsafe trees. \$30K was included in the FY 2017 budget as well as in FY 2018 and FY 2019 for the ongoing project. Council requested staff to contact legal counsel to determine the town's liability.
- Sidewalk Infill: \$30K was included to construct sidewalks in the historic district in areas abutting town-owned property which currently lacked sidewalks.
- Beach Pavilions: Staff had requested funding over two years to construct two shade pavilions – one at the south end on the fishing pier and one at the north end. After much discussion, Council agreed to include \$30K for the shade pavilion on the

fishing pier, but noted that it would be marked as low priority and could be pushed back to a later year.

- Bay Avenue Electrical & Street Light Upgrade: This project was proposed over the FY 2017 and FY 2018 budget years with \$30K per year. After some discussion, it was agreed that this project could be included as part of the Phase 4 Multi-Use Trail project for Mason and Bay Avenues. The project funding was moved back to FY 2018.
- Jetty: There was much discussion regarding this project which was proposed to add rock to increase the height of the jetty to help control the amount of sand blowing back into bay. With the amount of sand placed on the beach as a result of the harbor dredge project by the U.S. Army Corps of Engineers, the height of the jetty was a concern. With the amount of wind and wave action, a lot of sand was being pulled back out into the bay and a concern was raised that the channel would have to be dredged again with the town being responsible to fund the dredging the next time. Council requested staff contact the engineering firm to determine the benefit of raising the height of the jetty and the recommended height. \$25K was included in the FY 2017 budget for design and engineering and \$250K was earmarked for the FY 2018 budget for possible construction.

Parks & Recreation:

- Beach Safety: \$26K was included as an earmark until staff could compile information to determine the cost for an entire program including lifeguards and necessary equipment. Council would revisit this issue once an estimated cost for the complete program was determined.
- Basketball Court was removed from the CIP.
- Improve & Landscape Drainage Areas in Central Park: The drainage area at the southeast corner of the park had been done previously and was working fine. \$25K was included to plant appropriate vegetation in the other drainage areas.

Police Department:

- Patrol Vehicle Replacement: The police department vehicles were on a five-year rotation so money was budgeted every year to replace one vehicle. \$27K was included for FY 2017.
- Dashboard Cameras: \$10K was included to purchase two dashboard cameras. The cost per camera was approximately \$5K. Two cameras were purchased in FY 2016 and the town had previously purchased one camera. Each camera was good for approximately five years so once all vehicles were equipped, one camera would be purchased each year.

Administration & Finance:

- Renovate Municipal Building Space Leased to Fire Department for Finance Office: The majority of the visitors to Town Hall came in to pay bills or talk to the Finance office staff. Council discussed the importance of moving the financial suite to the first floor to accommodate the visitors. It would also be nice to restore the historic look of the building on the exterior and possibly incorporate an elevator for second floor access. \$50K was included for a needs assessment to establish our space needs.

Harbor:

- Boat Replacement: The current boat at the harbor was in need of repair and potentially unsafe. Staff used the boat to inspect the progress of the breakwater project and water came into the boat over the transom. Charlie Farlow, the new harbor master, would be looking at the boat to see if anything could be done. \$10K was included to replace the current boat.

- Offshore Breakwaters: There was much discussion regarding the final two breakwater sections vs. an inshore wave attenuator. A study was done several years ago which stated that breakwaters were the best solution for swells coming into the harbor. A new wave attenuator at a depth of 12' was estimated to cost about \$250K. The fourth section of breakwater was estimated at \$860K. After much discussion regarding the pros and cons of each option, Council agreed to move the fourth breakwater section project at an estimated cost of \$860K to FY 2017.
- Inshore Wave Attenuator, A Dock with Additional Slips: This project was moved to FY 2018.
- New Fueling & Harbor Master's Dock: This project was moved from FY 2020 to FY 2018.
- Harbor Master's Building: This project was moved from Beyond FY 2020 to FY 2018.

Waterworks:

- Utility Truck Body: \$15K was included to cover 50% of a truck body for the dump truck. The remaining 50% would be included in the Wastewater System budget.
- Keck Wells Pipeline: There was much discussion regarding this item. Mayor Proto requested that a separate work session be scheduled to review the problem and available options before a final decision was made regarding the staff request for \$500K to connect the Keck Wells pipeline.

Wastewater System:

- Utility Truck Body: \$15K was included to cover 50% of a truck body for the dump truck.
- Gravity Pump Stations Refurbishment: \$200K was included to complete the gravity pump station refurbishments for the Plum and Pine Street pump stations. \$100K was included in FY 2016 and it was estimated that \$200K would be needed to complete the project.
- Emergency Generator for Mason Avenue Pump Station: \$50K was included to replace the aging unit at the Mason Avenue Pump Station.
- Odor Control: \$40K was included to install a chlorine injection system at three vacuum pump stations and Mason Avenue. Auto flush systems had been installed at Heron Point Drive and Creekside Lane and were working to control the odor in those areas. Dave Fauber stated that he would like to install two more auto flush systems – one at Marina Village and another one preferably in Bayside Village but had not been able to obtain permission from Bay Creek. The chlorine injections should also help with the odor.
- Septage Receiving Facility: This project was moved to FY 2018.

Dave Fauber stated that he would like to add \$50K to the CIP to start the conversion to automatic read water meters. \$50K would purchase the hardware, software and a few meters. New water meters would be installed over the next few years as needed. The entire system would cost about \$250K. Mayor Proto asked whether this new system would enable auto notifications to be sent to the users to notify them of spikes in their water usage. Dave Fauber responded that an upgrade to this system would send notifications to the utility clerk who could contact the users. He would like to upgrade to a system with that capability but it was a very expensive system. After further discussion, it was agreed to add \$50K in FY 2017 and \$100K each in FY 2018 and FY 2019.

Bob Panek went on to review the funding options for the capital projects and explained the fund balance. The facility fees were part of the fund balance in a designated account. The Existing Town Debt Profile and a graph showing the Bonds Principal Balance were reviewed.

B. *Comprehensive Plan Sections IV.1 and IV.5*

Larry DiRe informed Council that Section IV.5-Capital Improvement Plan had already been discussed and would be updated per the discussion earlier in the evening. Section IV.1-Town Council Priorities needed to be reviewed by Council.

Councilman Bennett suggested that Council review the items in Section IV.1 which were priorities from 2009 and update the items and rank them high, medium or low priority. Each Council member should then email their lists to Larry DiRe for compilation. Mayor Proto stated that any new items should be added, such as beach safety.

Mayor Proto asked Larry DiRe to update the Capital Improvement Plan (Section IV.5) to show the status of the project and email the updated lists to Council.

Councilwoman Natali requested that “Assess the need for improving or building a new library” be added to Section IV.5 under Long Term Improvements.

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

Mayor Proto

Town Clerk

**MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
January 31, 2016**

CASH POSITION

Cash on Hand	12/31/2015	1/31/2016	Increase/(Decrease)
Shore Bank Checking Account	\$ 1,552,722	\$ 507,789	\$ (1,044,933)
Shore Bank Money Market Account	\$ 226,123	\$ 826,487	\$ 600,364
LGIP Account 1 - Unrestricted	\$ 97,551	\$ 97,585	\$ 33
LGIP Account 2 - Unrestricted	\$ 299,192	\$ 299,298	\$ 106
Total Cash On Hand	\$ 2,175,589	\$ 1,731,159	\$ (444,430)

Restricted and Reserved Cash Balances	12/31/2015	1/31/2016	Increase/(Decrease)
Shore Bank Savings Account - Facility Fees Reserved (Utilities)	\$234,530	\$234,530	0
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	\$3,170	\$3,520	350
Shore Bank Checking Account - E-Summons Revenue Reserved	\$50	\$50	0
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,584	\$257,584	0
Total Cash Held in Reserve	\$ 1,465,633	\$ 1,465,983	\$ 350
Total Cash - All Accounts	\$ 3,641,221	\$ 3,197,141	\$ (444,080)

DEBT SERVICE

<u>Next Debt Service Payments:</u>	<u>Due Date</u>	<u>Amount</u>
PNC Refinance & PNC New Money	3/1/2016	\$72,845.25

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY15
GENERAL						
REVENUES	42,907	1,938,691	1,857,772	(80,920)	4,158,455	44.67%
EXPENDED	202,777	1,194,067	1,387,821	193,754	4,050,514	34.26%
NET	(159,870)	744,624	469,950	(274,674)	107,941 surplus to harbor	
PUBLIC UTILITIES						
REVENUES	121,049	1,008,995	1,064,914	55,919	1,723,011	61.81%
EXPENDED	74,281	824,828	749,783	(75,044)	1,723,011	43.52%
NET	46,768	184,168	315,131	130,963	0	
HARBOR						
REVENUES	27,835	533,976	508,289	(25,687)	1,965,837	25.86%
EXPENDED	328,118	587,589	817,738	230,149	2,073,778	39.43%
NET	(300,283)	(53,613)	(309,449)	(255,836)	(107,941)	
SANITATION						
REVENUES	14,244	104,958	109,440	4,482	175,300	62.43%
EXPENDED	14,140	84,022	86,305	2,283	175,300	49.23%
NET	104	20,937	23,136	2,199	0	

FY 2016 Capital Improvement Project Tracking Report

As of:
1/31/2016

	FY16 Status or Start Date	Percent of Completion	FY16 Budgeted	FY16 QTR 1 Expended	FY16 QTR 2 Expended	FY16 QTR 3 Expended	FY16 QTR 4 Expended	FY16 YTD Expended	(Over)/Under Budget
General Fund									
Enterprise Management System (Finance)	Remainder due in July	35%	\$ 55,069	\$ -	\$ 19,000	\$ -	\$ -	\$ 19,000	\$ 36,069
Replacement Police Vehicle	Complete	100%	\$ 26,000	\$ -	\$ 26,668	\$ -	\$ -	\$ 26,668	\$ (668)
Police vehicle cameras & software	Complete	100%	\$ 10,600	\$ -	\$ 9,640	\$ -	\$ -	\$ 9,640	\$ 960
Code Enforcement Vehicle	Complete	100%	\$ 25,302	\$ 26,125	\$ -	\$ -	\$ -	\$ 26,125	\$ (823)
Public Works Tractor	Postponed pending USDA Grant	0%	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Mason St Parking Improvements	Almost complete	72%	\$ 20,000	\$ 9,216	\$ 5,235	\$ -	\$ -	\$ 14,451	\$ 5,549
Sidewalk Repair Program (VDOT grant 50%)	Research phase	1%	\$ 20,000	\$ -	\$ -	\$ 130	\$ -	\$ 130	\$ 19,870
Pine St Parking/Waste Mgmt Design	In progress	9%	\$ 60,000	\$ -	\$ 5,517	\$ -	\$ -	\$ 5,517	\$ 54,483
Strawberry Street Plaza Purchase/Improvements	Pending	0%	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
ArtWalk - Wayfinding Signage	Pending	0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Central Park Playground Equipment (phase 1)	In progress	%	\$ 30,000	\$ 46	\$ 58	\$ 37,268	\$ -	\$ 37,371	\$ (7,371)
Cape Chas Multi-Use Trail Phase 2	In progress	1%	\$ 1,570,000	\$ 4,486	\$ 3,677	\$ -	\$ -	\$ 8,163	\$ 1,561,837
Security Cameras for Beach, Park, Civic Center	Research phase	0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
subtotal			\$ 1,941,971	\$ 39,873	\$ 69,795	\$ 37,398	\$ -	\$ 147,065	\$ 1,758,837
Water Fund									
Automatic Flush (2 & 3 of 5)	1st complete, 2nd pending	65%	\$ 20,000	\$ 12,371	\$ 573	\$ -	\$ -	\$ 12,944	\$ 7,056
Valve Exerciser (shared cost)	Complete	100%	\$ 3,500	\$ 3,400	\$ -	\$ -	\$ -	\$ 3,400.00	\$ 100
subtotal			\$ 23,500	\$ 15,771	\$ 573	\$ -	\$ -	\$ 16,344	\$ 100
Sewer Fund									
Valve Exerciser (shared cost)	Complete	100%	\$ 3,500	\$ 3,400	\$ -	\$ -	\$ -	\$ 3,400	\$ 100
Plum & Mason Pump Station Engineering	In progress	3%	\$ 165,000	\$ 2,695	\$ 1,897	\$ -	\$ -	\$ 4,592	\$ 160,408
Manhole Rehab	Near completion	82%	\$ 41,792	\$ 17,396	\$ 16,896	\$ -	\$ -	\$ 34,292	\$ 7,500
subtotal			\$ 210,292	\$ 23,491	\$ 18,793	\$ -	\$ -	\$ 42,284	\$ 168,008
Harbor Fund									
Breakwater	Preconstruction mtg. Nov 24	21%	\$ 860,000	\$ 20,396	\$ 9,416	\$ 147,089	\$ -	\$ 176,902	\$ 683,098
Truck	Transferred from Code Enf.	100%	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ -
subtotal			\$ 870,000	\$ 30,396	\$ 9,416	\$ 147,089	\$ -	\$ 186,902	\$ 683,098
TOTAL		14%	\$ 2,835,471	\$ 86,040	\$ 79,784	\$ 184,487	\$ -	\$ 392,595	\$ 2,442,035

MUNICIPAL CORPORATION OF CAPE CHARLES
January 31, 2016

YTD 2015 Real Estate Tax Collections

Total Land Value	\$	204,870,500	
Total Improvement Value	\$	<u>205,290,456</u>	

Total Real Estate Value \$ **416,979,956**

1/31/2016

Total Budgeted	\$	1,079,374	
Total Bills Mailed	\$	1,117,105	
Total Adjustments	\$	-	
Total Collected YTD	\$	<u>1,010,007</u>	94%
Amount Due	\$	107,098	

**YTD 2015 Personal Property Tax, Machinery and Tools Tax,
& 2015 License Tax Collections**

Total Personal Property Value \$ **14,603,900**

1/31/2016

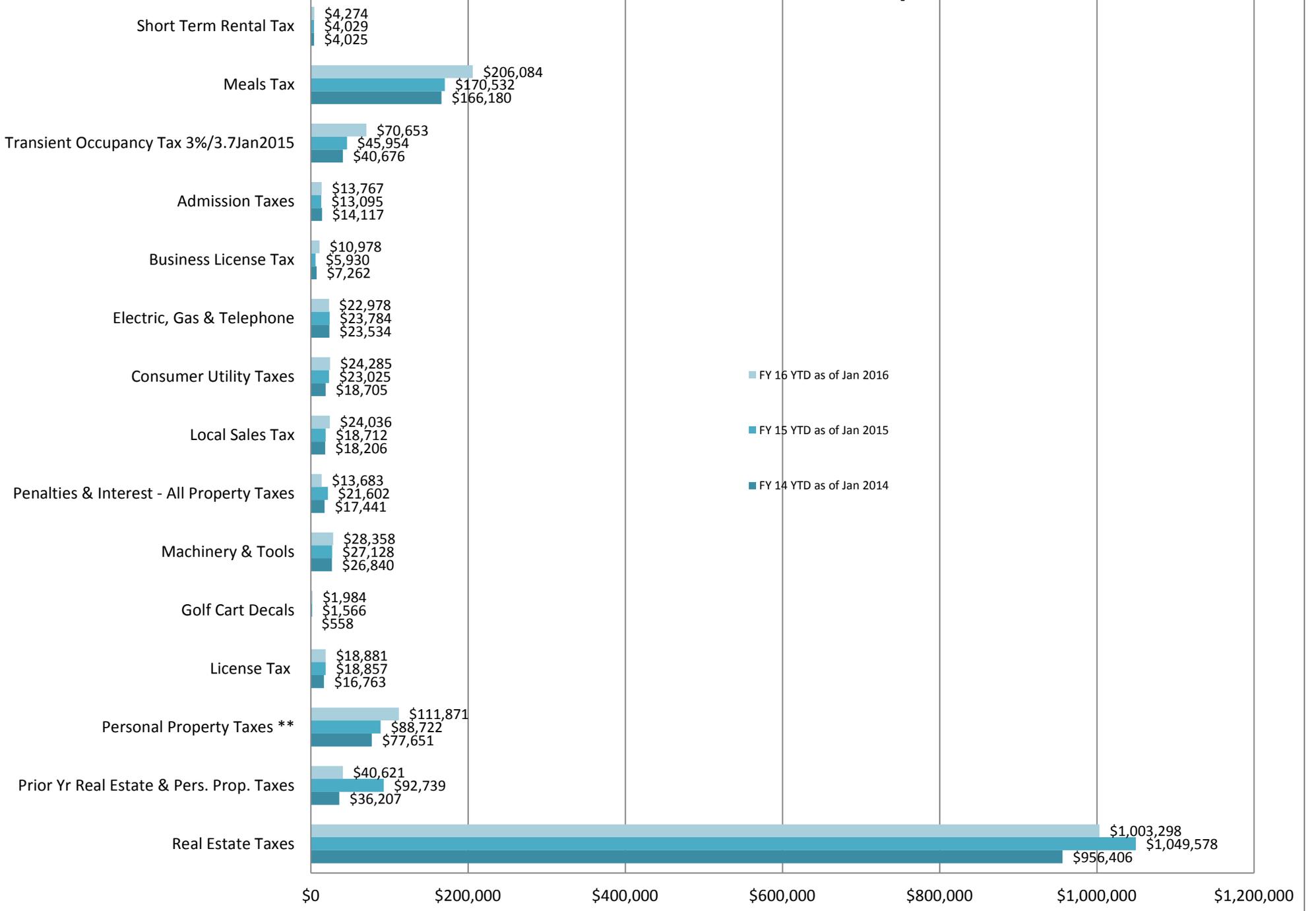
Total Budgeted FY15	\$	135,500	
Total Bills Mailed	\$	211,816	
Total Adjustments	\$	(4,277)	
Total Collected YTD	\$	<u>160,382</u>	118%
Amount Due	\$	47,157	

**FY 2016 YTD Prior Year Real Estate Tax, Personal Property Tax,
Interest and Penalty Collections**

1/31/2016

Total Budgeted FY 2015	\$	41,798	
Total Collected	\$	<u>56,890</u>	136%
Amount Anticipated/Over	\$	(15,092)	

Three Year Revenue Comparison



Planning Department Report for Town Council

From: Larry DiRe 
To: Town Council
Date: February 5, 2016
Subject: Report for Planning Department
Attachment: None

Permits:

Two Applications for Zoning Clearance were approved this month.

Planning Commission:

1. The Planning Commission met in a regular monthly meeting on Tuesday February 2nd. The Commissioners considered the following three agenda items: discussed Commission and staff work plan items for 2016; set Monday February 22, 2016 as the date for a public input meeting on the revisions to the draft Comprehensive Plan document; reviewed proposed text amendment to *Article III Section 3.15.A* and approved including "accommodate public gatherings" in that section.

Historic District Review Board:

1. The Historic District Review Board received one application for consideration at their January 19th regular monthly meeting. That application was for a modification to a Certificate of Appropriateness approved in September 2015 allowing for the expansion of an addition to a contributing structure. The modification request was approved. The Board continued their review of the Historic District Guidelines document.

Harbor Area Review Board:

1. The Harbor Area Review Board had no business and did not meet.

Board of Zoning Appeals:

1. The Board of Zoning Appeals had no business and did not meet.

Wetlands and Coastal Dunes Board:

1. The Wetlands and Coastal Dunes Board had no business and did not meet

Code Enforcement

Month of January FY16

Building Permits Issued/Permit Fees Collected:

Permits this month: 28	
Permits this year: 178	Total permits last year: 364
Total construction this month: \$207,755	
Total construction this year: \$8,407,588	Total construction last fiscal year: \$6,699,479
Permit fees this month: \$2,713.67	
Total permit fees this fiscal year: \$158,745.27	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: \$86,450	Total Tap fees last fiscal year: \$111,150
Fire Dept. levy this month: \$242.30	
Total Fire Dept. levies this year: \$5,835.50	Total Fire Dept. levies last fiscal year: \$5,612.52
State levy this month: \$48.47	
Total state levies this year: \$1,120.96	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: 0	
Grass cutting: 0	
Enforcement fees charged this month: \$0	
Enforcement fees charged this year: \$1,400	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 January FY16

Other items of note:

1. Completed **87** inspections
2. Conducted 0 zoning clearances
3. Completed 6 courtesy residential inspections
4. Conducted 3 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. Completed 0 commercial plan review
9. Issued 0 Public Utilities Shallow Well permits
10. Staff has been making weekly inspections on the construction of a new off shore breakwater.
11. Staff met with Bay Creek Realty on January 7 to discuss fixing some discrepancies between town guidelines and their architectural guidelines.
12. The wide format scanner from our cloud based document company has arrived and will be used for 3 months to scan any and all large plans.
13. Strawberry Street Station project is underway. The footings were poured this week and foundation work is already being laid out.
14. Staff is continuing the process of scanning older documents to the cloud and destroying the paper copies to make room in the office for upcoming projects.
15. Finished a FOIA request regarding connection and facility fees.
16. Office has been busy issuing permits this week. Currently we have 8 single family projects under construction, 2 multi-story commercial projects, and a multitude of alterations and renovations.
17. Staff has received plans for a new single family home in Plantation Point. Review of these plans will begin next week.

02/03/16

Permit/Construction Fee Report

Map Number	Permit#	Type	Date	Address	Work description	Permit Fee	Value
	PG160002	Gas	01/20/2016	502 Brass Ring Avenue	New Gas for S/F Res	\$56.00	\$1,500
	PE160003	Electrical	01/21/2016	502 Brass Ring Avenue	New Electrical for S/F Res	\$86.80	\$8,000
	PP160006	Plumbing	01/26/2016	502 Brass Ring Avenue	Plumbing for new single family residence.	\$92.40	\$9,000
	PT160001	UST/ AST	01/27/2016	502 Brass Ring Avenue	500 Gallon UST	\$56.00	\$250
	PG160005	Gas	01/27/2016	502 Brass Ring Avenue	Gas line from tank to house	\$56.00	\$200
	PM160004	Mechanical	01/29/2016	502 Brass Ring Avenue	New Mechanical for a single family home.	\$93.52	\$9,200
	PM160001	Mechanical	01/14/2016	313 Captain Orris Bro	New Mechanical for residential home.	\$181.09	\$17,339
	PP160003	Plumbing	01/26/2016	313 Captain Orris Bro	Plumbing installation for entire single family	\$171.25	\$15,580
	PG160003	Gas	01/26/2016	313 Captain Orris Bro	Install new Propane service	\$70.56	\$5,100
	PG160007	Gas	01/29/2016	313 Captain Orris Bro	Installing a fireplace	\$56.00	\$1,175
	PE160004	Electrical	01/29/2016	313 Captain Orris Bro	New Electrical for S/F Res	\$172.21	\$15,750
	PP160007	Plumbing	01/27/2016	608 Carousel Place	Installation of plumbing for new residence.	\$168.00	\$15,000
	PT160002	UST/ AST	01/27/2016	630 Carousel Place	500 Gallon underground tank	\$56.00	\$250
	PG160006	Gas	01/27/2016	630 Carousel Place	Run line from tank to house.	\$56.00	\$200
	PB160004	Building	01/26/2016	1 Fig Street	Roof repair	\$103.04	\$4,200
	PE160001	Electrical	01/12/2016	4 Heron Court	New electrical for a single family home	\$97.44	\$9,900
	PG160001	Gas	01/14/2016	4 Heron Court	Five Gas outlets and two tankless hot wat	\$79.81	\$6,750
	PP160002	Plumbing	01/27/2016	4 Heron Court	New plumbing for a single family home	\$196.00	\$20,000
	PP160004	Plumbing	01/21/2016	613 Jefferson Avenue	New Tankless Water Heater	\$56.00	\$2,500
	PG160004	Gas	01/28/2016	613 Jefferson Avenue	Installion of new gas line for a hot water h	\$56.00	\$300
	PP160005	Plumbing	01/21/2016	615 Jefferson Avenue	New Tankless Water Heater	\$56.00	\$2,500
	PP160001	Plumbing	01/20/2016	204 Madison Avenue	New plumbing for rehab	\$120.40	\$14,000
	PM160003	Mechanical	01/25/2016	204 Madison Avenue	Install 2 Air to Air Heat Pumps and handlers	\$96.88	\$9,800
083A3-0100-40	PB160003	Building	01/13/2016	220 Monroe Avenue	Tear off/reroof valley area due to rot	\$56.00	\$1,500
083A3-0100-23	PM160002	Mechanical	01/28/2016	643 Monroe Avenue	Replace Air to Air Heat Pump	\$82.11	\$7,161
083A3-0100-63	PB160002	Building	01/12/2016	218 Randolph Avenue	Tear Off/ Reroof	\$56.00	\$2,000
	PE160002	Electrical	01/05/2016	219 Tazewell Avenue	Electrical Permit per application	\$62.16	\$3,600
	PB160001	Building	01/05/2016	412 Walbridge Bend	14x20 accessory building	\$224.00	\$25,000

02/03/16

Permit/Construction Fee Report

Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
Total Permits:						\$2,713.67	\$207,755

Per Date Issued Range from 01/01/2016 to 01/31/2016

Cape Charles Memorial Library
Monthly Report
January 2016

1. Below is the monthly attendance for **programs** held at the Library in January 2016.

***Children's Programs (weekly)**

Preschool Story time	48
Toddler Storytime	25
Chess Club	28

Adult programs provided by the Friends

Friends Afternoon Tea	59
IPhone	4
Windows	6
Total	170

1 During the month of January the **Friends of the Library** again presented three classes: **iPhone Help, Intro to Windows, and Android Smartphone Help.**

2. Staff attended the **Eastern Shore Public Library Trustee** meeting on Monday, January 4 and the **Friends of the Library Meeting** at 5:00. The **Library Board** did not meet this month.

3. Staff and Emily Cullen, president of the **Friends of the Library**, met with representatives from the Eastern Shore Community College to discuss the upcoming classes on Employability and Customer Service Certification. The Employability class will begin on March 22. Applications are available at the library and online.

5. Staff is working on the new budget.

6. Staff finished cleaning out our back closet for better organization and to provide more storage room. The renovation of the upstairs meeting room is still pending.

6. The **Friends of the Library** held an **Afternoon Tea** at the Civic Center on January 11. They had 54 people attend. The topic was "**Dreaming with Intention**" The next two teas in February and March are sold out! The final tea will be on April 11 "**Spring into Fashion**" where you can learn how to accessorize your wardrobe.

7. This week Chesapeake Bay Communications planned to reimage our computers and install the 4 new computers but they ran into a licensing problem.

8. The Library continued to collect canned goods for the **Cape Charles Food Pantry** through January 14. For each can of food patrons will receive \$1.00 off on fines.

9. Staff is beginning to plan for the summer reading program by contracting performers and networking with local businesses.

10. Due to income tax time the computer lab has been busy.

	CAPE CHARLES MEMORIAL LIBRARY 2016												
	January	February	March	April	May	June	July	August	September	October	November	December	YTD
INCOME:													
Copier/Prt	\$96.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96.15
Faxes	\$48.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48.50
TOTAL	\$144.65	\$0.00	\$144.65										
Deposit													
BOOK CIRC-ADLT													
Fiction	503	0	0	0	0	0	0	0	0	0	0	0	503
Non-fiction	184	0	0	0	0	0	0	0	0	0	0	0	184
DVDs	196	0	0	0	0	0	0	0	0	0	0	0	196
TOTAL 2016	883	0	883										
Books Circ. 2015	764	708	702	740	742	979	1042	962	782	711	666	792	9590
BOOKS CIRC-JUV													
Fiction	327	0	0	0	0	0	0	0	0	0	0	0	327
Non-Fiction	3	0	0	0	0	0	0	0	0	0	0	0	3
DVDs	60	0	0	0	0	0	0	0	0	0	0	0	60
TOTAL 2016	390	0	390										
Books Circ 2015	488	443	600	610	589	1358	1279	773	507	707	373	523	8250
TOTAL 2016	1273	0	1273										
Total Circ. 2015	1252	1151	1302	1350	1331	2337	2321	1735	1289	1418	1039	1315	17840
ATTENDANCE 2016	879	0	879										
Attendance 2015	901	707	1047	1372	1124	1754	2449	1765	1079	1171	886	931	15186
PROGRAMS 2016	13	0	13										
Programs 2015	9	6	50	13	14	19	28	18	9	18	10	18	212
PROG. ATTEND 2016	163	0	163										
Prog. Attend 2015	82	48	159	115	169	211	650	372	109	172	200	334	2621
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 2016	196	0	196										
Internet use 2015	222	160	196	229	184	279	377	365	308	284	211	155	2970
LIBRARY CARDS 2016	9	0	9										
Library cards 2015	11	5	16	25	10	32	22	16	21	23	10	7	198
Volunteer Hours 2016	22.50	0.00	22.5										
Volunteer hours 2015	32.8	73.5	180.8	164	147	165.25	36.5	38.5	120.5	262.25	128.75	258.00	1607.85

CAPE CHARLES POLICE DEPARTMENT

MONTHLY STATISTICS

January 2016

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

- Calls for service in Cape Charles: 41
- Calls for service outside of Cape Charles: 15
- Felony arrests: 0
- Misdemeanor Arrests: 2
- D.U.I. Arrests: 0
- Traffic Summons: 14
- Traffic Warnings: 11 (written& verbal)
- Parking tickets: 0
- Building Checks: 20
- Assisted Northampton County Sheriff's Office: 9
- Assisted Virginia State Police: 2
- Assisted Federal Agencies: 0
- Assisted Fire& Rescue: 13
- Foot Patrol Hours: 48.5
- Bay creek patrol hours: 50.5

The following took place in January:

- Jake & Chelsea attended a 2day class in Richmond on sexual predators.

Traffic Summons:

1. Speeding 42/25 zone
2. Expired inspection
3. Speeding 42/25 zone
4. Expired inspection
5. Speeding 42/25 zone
6. No inspection
7. Expired registration
8. Speeding 42/25 zone
9. Fail to register motor vehicle
10. Uninsured vehicle
11. Driving while suspended
12. Reckless driving (out of control)
13. Expired inspection
14. Fail to title vehicle

Arrests:

1. Hit and run
2. Brandishing a firearm

Public Utilities

Monthly Report January 2016



Production Summary

- Miss Utility Tickets: 10
- Emergency Call Outs After Hours and Weekends:
Number of times called out: 1
Total Man Hours: .5
- Fire Calls: Man Hours: 0
- Sludge: Tons 0
- *Water: Total Production : 3,428,816 Gallons
High: 320,200 gallons on December 14 (Flush)
Low: 64,600 gallons on December 9

Average	Raw Water	Finished Water
Hardness	496.8	117.0
Iron	9.28	.022
Manganese	.543	.011

All Data in PPM

- *Waste Water: Average Flow 99,000 gpd
Maximum 138,700 gpd
Total for Month 3,069,000 Gallons
Nutrients:
Phosphorus Average .23 Limit .3 mg/l annual average
YTD .057
Nitrogen Average 1.18 Limit 4 mg/l annual average
YTD 3.32

(*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

- Waste water treatment plant headworks, concrete in fine screen vaults has been patched and sealed. This was included in the manhole repair contract.

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.
- Ready to sign off on extension of Task Order 6 with GHD to continue services at the WWTP. (\$10k)
- Southern corrosion, Chesapeake Bay Communications and Eastern Shore Communications are ready to install permanent communication equipment on the water tower.

Upcoming Projects

- Valve exercising.

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

Public Utilities

- Task Order #5 Pump Station Improvements:

Progress this Reporting Period:

1. Continue development of schematic drawings for proposed facility upgrades.
2. Coordinate with pump manufacturers to obtain preliminary proposals for selected pump types.

Planned Work for Next Period:

1. Confirm pump type selected for facility upgrades.
2. Obtain revised proposals from manufacturers of selected pump type.
3. Begin writing report for proposed pump station upgrades.

PUBLIC WORKS

January 2016

Dump Fees 0

- Recycled 10 truckloads of bags & leaves
- Recycled 8 truckloads of non-chip able brush

Staff Report

- Charlie De Marino –Full time (Tuesday 26th)
- P.W. sick days due to Flu – (11 days) 88 hours

Completed Projects

- Monthly meter reads & training of new areas in progress
- Setup & orchestrating dropping of 2016 crab pot on Mason Ave
- Removed 2016 crab pot from Mason to shop (4th)
- Checked lights on Fishing Pier & reported damaged areas to electrician
- Winterized the Beach & Central Park bathrooms due to freezing weather (Monday 18th)
- Municipal security door installed
- Holiday lights & decorations removed, checked and inventoried for any future replacements need's
- Repaired damaged soccer goals in Central Park from recent Winter storms
- Randolph & Strawberry down tree removed from lot
- Repaired Police vacuum cleaner
- LOF & check all for Harbor Colorado
- Repaired 2 Mason Ave globes from storm
- Ordered & replaced missing Town street signs (4)
- Allie maintenance, filled in pot holes with crush & run
- Street sweeping Town wide, with VDOT joint efforts

Events

- New Year (Friday 1st)
- Lee Jackson (Friday 15th)
- Martin Luther King (Monday 18th)
- Employee Breakfast (Thursday 21st)

In Progress

- All--Vehicle/equipment maintenance
- Beach maintenance
- Alley maintenance
- Safety & on the job training ongoing

Upcoming Projects

- Alley tree & bush right of way trimming
- Equipment clean repaint
- 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
58	34	42	70	37	3	17	44	48	27	28	18

Recreation Department February 2016 Council Report

- Vendor forms have been sent out for the 4th of July and returned forms with payment are being received. Jeb has secured the fireworks. The Eastern Shore Medical Reserve contacted staff and will have a first aid and mist tent available at the event.
- The Eastern Shore Medical Reserve has tentatively scheduled July 12 to visit the beach in Cape Charles to pass out free sunscreen to promote healthy skin. They will answer any questions beach goers may have.
- Vendor forms have been sent out for the Cape Charles Outdoor Market. There will be an article in this month's Gazette to introduce the new event. This will be a free event for the public.
- Plans are underway for a beach party in early summer. This organized event will offer music, games and a good time free of charge. Participants will need to purchase any drinks or food.
- Staff continues to work with Harbor for the Arts to present a summer long event to include concerts in the park, the Experimental Film Festival and movies at the Palace. The hope is to involve all other events held in Town over the summer to promote all the talent in Cape Charles.

Upcoming Events

- Movies at the Palace
 - February 19 ET
 - February 26 Divergent
 - March 4 Insurgent
 - March 12 Despicable Me 2
 - Jurassic World
 - Mockingjay 2
- February 12 – Barefoot in the Park at the Palace Theatre
- February 20 – February Freeze at the Cape Charles Beach

 TOWN OF CAPE CHARLES	AGENDA TITLE: Sidewalk Installation Contract Award		AGENDA DATE: February 18, 2016
	SUBJECT/PROPOSAL/REQUEST: Contract for Sidewalk Installation		ITEM NUMBER: 8A
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): David Fauber	REVIEWED BY: Brent Manual, Town Manager	

BACKGROUND:

The sidewalks in Cape Charles are located inside the VDOT right-of-way. VDOT from time to time has done repairs and improvements to them. They have not recently, and do not intend to in the near future, install any new sidewalks to infill where sidewalks do not exist. The town requires new construction homeowners to install sidewalks in front, and in the case of corner lots, down the side of lots where they do not exist. The town has in the past done some repair and some infill. There remains yet about 5-10% of the sidewalks yet to be installed where none exists.

DISCUSSION:

This year's budget contains \$20k for sidewalk infill. Two areas have been selected for possible improvements. First choice is the lot(s) that the Pine Street Pump Station sits on. Approximately 100' on Monroe Ave and 140' on Pine Street with two handicap curb cuts. The second area is in Central Park running parallel to Strawberry Street. Approximately 240' with two handicap slopes to street grade, one on the alley way to the south and the other at Park Row to the north, but no curb cuts.

An IFB was advertised on January 20th, a pre-bid meeting was held on January 27th and bids were due in on February 10th.

One bid was received. The sole bidder is Browder-Hite, Inc. For the Pine Street Project the bid is \$10,741.00. For Strawberry Street the bid amount is \$8,832.00. There are 3 utility poles located in the proposed path of the Strawberry Street sidewalk. One pole belongs to ANEC, the other two belong to Verizon. ANEC has given us a price of \$5,328.25 to move their pole. I have not yet heard back from Verizon.

RECOMMENDATION:

Authorize the Town Manager to enter into a contractual agreement with the Browder-Hite, Inc.

 TOWN OF CAPE CHARLES	AGENDA TITLE: 2016/2017 Virginia Commission for Arts Local Government Challenge Grant		AGENDA DATE: February 18, 2016
	SUBJECT/PROPOSAL/REQUEST: 2016-2017 Local Government Challenge Grant Application		ITEM NUMBER: 8B
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT(s): Brent Manuel	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Town of Cape Charles has participated in the Virginia Commission for the Arts Local Government Challenge Grant since 1997. The Commission matches local government funds up to \$5K.

In Fiscal Year (FY) 2015/2016, the Town allocated \$5,000 as the local match.

DISCUSSION:

The grant application deadline is April 1, 2016. The grant application is typically drafted by the Arts Enter and signed by Town Staff. The Town must confirm in writing to the Commission the Council’s decision to appropriate the matching funds by July 1, 2016. The local match in the amount of \$5K will be included in the draft FY 2016/2017 budget and the amount will be reviewed by Council at a future budget work session. Submission of the application for \$5K does not bind the Town to that amount. Council may opt to reduce the amount to \$2,500 during the budget discussion.

RECOMMENDATION:

Staff requests approval to submit the Local Government Challenge Grant application by the April 1, 2016 deadline as discussed.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Joint IDA Member Reappointment		AGENDA DATE: February 18, 2016
	SUBJECT/PROPOSAL/REQUEST: Reappoint John Burdiss to the Joint IDA of Northampton County and Its Incorporated Towns		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 Joint Industrial Development Authority of Northampton County and Its Incorporated Towns (Joint IDA) was formed in 1995 to administer development of a network of industrial facilities throughout Northampton County's participating towns. The Board consists of a total of seven (7) members who serve a term of four (4) years.

DISCUSSION:

The Cape Charles Town Council recommended Mr. John Burdiss' appointment as the Cape Charles representative to the Joint IDA to complete the unexpired term of Phil Custis, who resigned in 2009. The Northampton County Board of Supervisors followed suit and appointed Mr. Burdiss to the Joint IDA. In 2012, both the Town Council and Board of Supervisors reappointed Mr. Burdiss for another term which will be expiring on March 31, 2016.

Mr. Burdiss has expressed his interest in continuing his service on the Joint IDA for another four-year term.

RECOMMENDATION:

Staff recommends Council appointing John Burdiss to serve another four-year term on the Joint Industrial Development Authority of Northampton County and Its Incorporated Towns, if deemed appropriate.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Virginia Port Authority (VPA) Aid to Local Ports Grant Request		AGENDA DATE: February 18, 2016
	SUBJECT/PROPOSAL/REQUEST: Authorize the Mayor to sign letter to VPA.		ITEM NUMBER: 8D
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Bob Panek, Assistant Town Manager	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Town has made good use of the Virginia Port Authority (VPA) Aid to Local Ports (ALP) program to improve our Harbor as part of the Harbor Redevelopment Plan. ALP grants pay for 75% of capital improvement projects. The VPA requires a letter signed by the Mayor by March 1st to request a new grant or carry-over an existing grant. The VPA Board typically considers these requests in May, with approved funding becoming available July 1.

Last year, the VPA approved a carryover of \$830.2K to fund Phase 3 of the offshore breakwaters (\$645K), and other redevelopment projects (\$185.2K).

DISCUSSION:

The Phase 3 breakwater project is now well underway. This includes building the third breakwater and raising the height of the first two by two feet to better protect the Harbor from southwest swells. We estimate that approximately \$190K of grant funding will remain available after completion of this project.

Council reviewed the Capital Improvement Plan at their work session on February 4, 2016 and suggested that the Town proceed with the Phase 4 breakwater project as well as increasing the height of the existing jetty by two feet utilizing the \$190K of remaining grant funding and requesting a new grant for the additional amount necessary to complete the project.

The previous cost estimate for Phase 4 construction was \$860K including bid package preparation. The estimated cost of design and engineering for jetty rehabilitation is \$40K for a total of \$900K. With the 75/25 grant/match, the VPA share would be \$675K. Subtracting the \$190K estimated carryover request leaves a new grant request of \$485K.

The Town share for these projects would total about \$225K and could be funded from bond proceeds and other revenue sources. Some federal Boating Infrastructure Grant funding may be available to offset a portion of this.

RECOMMENDATION:

Authorize the Mayor to request that VPA approve carryover of \$190K of the existing grant and \$485K of new grant funds, as outlined above.



TOWN OF
CAPE CHARLES

AGENDA TITLE: VDOT Route 642 Right-of-Entry Agreement

AGENDA DATE:
February 18, 2016

SUBJECT/PROPOSAL/REQUEST: Ordinance authorizing the town manager to execute a right-of-entry agreement for the benefit of the Virginia Department of Transportation (VDOT)

ITEM NUMBER:
8E

ATTACHMENTS: Ordinance & Right-of-Entry Agreement

FOR COUNCIL:
Action (X)
Information ()

STAFF CONTACT(s):
Brent Manuel

REVIEWED BY:
N/A

BACKGROUND:

The purpose of the VDOT Route 642 Reconstruction project is to provide safety improvements and enhance access to the Cape Charles Harbor. The roadway will consist of two 12' lanes and 8' width shoulders with 4' being paved, which will accommodate bicycles and pedestrians.

DISCUSSION:

The Town owns a drainage easement over several parcels of property on the project pursuant to Quitclaim Deed of Easement recorded among the land records of Northampton County, Virginia in Deed Book 227, at page 778 (the "Quitclaim Deed"), upon which VDOT must enter in order to complete the project. This Right-of-Entry grants to VDOT and to its employees, agents, contractors or assigns the right to enter upon portions of the land encumbered by the Town's drainage easement for the purpose of completing the Project.

RECOMMENDATION:

Staff requests Council discuss and approve the Ordinance authorizing the town manager to execute the Right-of-Entry Agreement for the benefit of the Virginia Department of Transportation (VDOT).

ORDINANCE 20160218

**APPROVING A RIGHT OF ENTRY FOR THE BENEFIT OF THE
COMMONWEALTH OF VIRGINIA,
DEPARTMENT OF TRANSPORTATION**

BE IT ORDAINED by the Council of the Town of Cape Charles:

Section 1:- That the terms and conditions of a Right of Entry (ROE) for the benefit of the Commonwealth of Virginia, Department of Transportation (“VDOT”), a copy of which is attached hereto as Exhibit A, are hereby approved.

Section 2:- That the Town Manager of the Town of Cape Charles (“Town”) is authorized to execute the ROE on behalf of the Town.

Section 3:- That the Town Manager is further authorized to correct, amend or revise the ROE as he may deem necessary in order to carry out the purposes as stated therein.

Section 4:- That this ordinance shall be in effect from and after the date of its adoption.

Adopted by the Council of the Town of Cape Charles on February 18, 2016.

By: _____
Mayor

ATTEST:

Town Clerk

February 1, 2016

Route: 642
State Project: 0642-065-577, R201
Federal Project: STP-065-5(027)
County: Northampton
UPC: 103391

RIGHT OF WAY - Property of the Town of Cape Charles, Virginia
Drainage Ditch Adjacent to State Route 0642

To: Ms. Lori A. Snider
State Right of Way & Utilities Director

THIS AGREEMENT is made this ____ day of February, 2016, between the Town of Cape Charles, a political subdivision of the Commonwealth of Virginia, (the "Town"), and the Virginia Department of Transportation ("VDOT"),

WITNESSETH:

WHEREAS, VDOT has declared that a public necessity exists to improve State Route 642 from Route 1117 to 0.61 miles west of Route 641 on Route 184 in the County of Northampton, Virginia; and,

WHEREAS, the Town owns a drainage easement over several parcels of property on the Project pursuant to Quitclaim Deed of Easement recorded among the land records of Northampton County, Virginia in Deed Book 227, at page 778 (the "Quitclaim Deed"), upon which VDOT must enter in order to complete the Project.

NOW, THEREFORE, in consideration of the benefits to be derived by the Town from the construction of the Project, the parties agree as follows:

1. Plans for the construction and improvements to Route 642 have been fully explained to the Town, and the Town is fully aware of the effects on its easement interest.
2. The Town hereby grants to VDOT and to its employees, agents, contractors or assigns (hereinafter collectively referred to as VDOT's "Agents") the right to enter upon portions of the land encumbered by the Town's drainage easement (the "Property") for the purpose of completing the Project; the portions of the Property upon which this right to enter is granted are shown outlined in GREEN on Plan Sheets 7, 7B, 7C, 8, and 8B, copies of which are attached hereto and made a part of this Agreement.
3. By executing this Agreement, the Town does not, and will not be required to, during the life of this Agreement, assume any liability or responsibility for loss of, or damage to, the property or equipment of VDOT or its Agents or for any injury to, or death of, any third party, any of VDOT's Agents or any of the Town's employees, contractors, agents or assigns arising out of, or in any way connected with, the construction of the Project, unless such damage, loss, injury or death is caused by the negligent acts or omissions of the Town, its employees, agents, contractors or assigns.
4. By executing this Agreement, the Town does not assume the responsibility for acts or omissions of persons or forces not employed by the Town.
5. VDOT covenants that it will exercise reasonable care in using the Property, and will not damage Town owned land, if any, adjacent to the Property.

6. Upon completing the Project, VDOT will, with the exception of the areas upon which any facilities are constructed or improved, restore the Property as close as reasonably possible to the condition it was in just prior to VDOT's entry upon the Property.
7. Unless the parties hereto agree otherwise, this right of entry shall automatically terminate, without further action by either party, on the earlier of (i) December 31, 2017 or (ii) sixty (60) days after the date the project is completed.
8. VDOT represents that all work conducted by VDOT or VDOT's Agents on the Property will not adversely affect or impair the operation of any business existing on Town owned property outside the boundaries of the Property.
9. This Agreement, and all rights and privileges granted to VDOT, and the exercise thereof, are subject to all terms, conditions, restrictions, and rights in the Quitclaim Deed and in the Deed of Easement from the Town to the United States of America dated July 16, 1987 and recorded among the aforementioned land records in Deed Book 227 at page 794.

WITNESS the following signatures and seals:

APPROVED AS TO FORM:

Town Attorney

VDOT

By: _____SEAL

Name: Wali Zaman

Title: Assistant L & D Engineer / Project manager

TOWN OF CAPE CHARLES

By: _____SEAL

Name: _____

Title: _____