



DRAFT
TOWN COUNCIL
Regular Meeting
St. Charles Parish Hall
December 13, 2012
6:00 p.m.

At 6:00 p.m. Mayor Dora Sullivan, having established a quorum, called to order the Regular Meeting of the Town Council. In addition to Mayor Sullivan, present were Vice Mayor Bannon, Councilmen Bennett, Godwin, Sullivan and Wendell. Councilwoman Natali arrived at 6:02 p.m. Also in attendance were Town Manager Heather Arcos, Town Planner Tom Bonadeo and Town Clerk Libby Hume as well as the Department Heads and approximately 16 members of the public.

Councilman Godwin gave the invocation followed by the recitation of the Pledge of Allegiance.

RECOGNITION OF VISITORS / PRESENTATIONS

Joan Prescott, Eastern Shore Virginia Festivals Inc. (ESVAF)

Ms. Prescott presented an overview of the Tall Ships at Cape Charles event which was held in June 2012 and the economic impact to the Town of Cape Charles and Northampton County. Ms. Prescott gave a summary of the following: i) list of the various organizations involved in the event; ii) Adopt-A-Ship Educational Program; iii) the numerous activities held in Cape Charles and Eastville; iv) the estimated number of attendees and where the visitors came from; v) comparison of transient boaters and revenue at the Cape Charles Town Harbor and Bay Creek Marina vs. the same period in 2011; vi) comparison of overnight accommodations at the bed & breakfasts, hotels/motels, and campgrounds in Northampton County vs. 2011; vii) comparison of tax revenues for Northampton County, Cape Charles and Exmore vs. 2011; viii) comparison of vehicular traffic on the Chesapeake Bay Bridge-Tunnel vs. the same period in 2011; ix) marketing efforts; x) breakdown of the Tall Ships operating budget; and xi) ESVAF's goals for the future. Ms. Prescott introduced Dave Steward who discussed the various vessels that participated in the event adding that several were interested in visiting Cape Charles again this year.

David Schulte, Eastern Shore of Virginia Tourism Commission (ESVTC)

Mr. Schulte introduced himself as the new director of the ESVTC and gave a summary of his background. Mr. Schulte thanked the Council for their support of the ESVTC over the years and proceeded to summarize the following: i) economic impact of visitor spending in Northampton County in 2011; ii) the number of visitors to the Welcome Center; iii) media relations and media tours; iv) the 2013 Visitors Guide; v) strategic partnerships; and vi) future rocket launches from NASA Wallops. Mr. Schulte concluded by stating that the ESVTC had been in discussion with Watkins Yacht owners over the last several months to bring approximately a dozen boats to Cape Charles in May 2013.

PUBLIC COMMENTS:

Bill Prickett, 210 Tazewell Avenue

Mr. Prickett began by stating that the longer he was here in Cape Charles, the more he appreciated the Town, adding that the volunteer efforts in Cape Charles for the numerous events were impressive and thanked all the volunteers who helped make all the activities possible. Mr. Prickett went on to give a special thank you to the Public Works crew who regularly went above and beyond in everything they did for the Town and concluded by thanking the Mayor and Council for their guidance.

Dave Steward, ESVAF/Tall Ships at Cape Charles and Sail Cape Charles

Mr. Steward spoke in favor of the proposed South Port project adding that the project was very important to Cape Charles and the Eastern Shore and would be an economic boom for Cape Charles. Mr. Steward stated that he currently had to take his boat to Little Creek to have it worked on and once word got out regarding the facility proposed by South Port, people would be bringing their boats to Cape Charles for servicing.

David Kabler, 10352 Church Neck Road and Broker of Blue Heron Realty

Mr. Kabler began expressing his pride in Cape Charles adding that he recently wrote an article for a real estate blog regarding how the Town rolled out the red carpet to thousands of people for the Tall Ships at Cape Charles event. Mr. Kabler thanked the Council for making it happen and hoped that these events could be ongoing for years to come. Mr. Kabler cited the educational benefits to the school children which was the most important economic commodity. Mr. Kabler concluded by stating that the Northampton County Board of Supervisors had approved \$45K for Tall Ships for the upcoming year and asked that the Mayor and Council also consider their continued support.

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

CONSENT AGENDA:

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

The Town Council reviewed the minutes of the November 8, 2012 Regular Meeting and the November 15, 2012 Work Session.

Motion made by Councilman Sullivan, seconded by Councilman Bennett, to approve the minutes from the November 8, 2012 Regular Meeting and the November 15, 2012 Work Session as presented. The motion was approved by unanimous consent.

DEPARTMENT REPORTS:

A. Treasurer's Report:

Treasurer Kim Coates reviewed the Treasurer's report dated November 30, 2012 which showed \$171,162 in the Bank of America checking account, \$464,229 in the Shore Bank account and \$440,005 in the Local Government Investment & Restricted Funds with the Total Cash on Hand at \$1,075,396. The report also showed Total Cash Held in Reserve at \$354,749. Kim Coates reviewed the Tax Collection Comparison for Fiscal Years (FY) 2012 and 2013 which showed that \$23,835 more was collected in FY 2013 as of November 30th with increases noted for meals tax, personal property taxes and transient occupancy tax. Reductions were noted for machinery & tools tax and real estate taxes due to the timing of the due dates. These amounts would be more accurately depicted in next month's report. Kim Coates also reviewed the revenues vs. expenditures and the capital improvement projects. Kim Coates concluded by reviewing a report which showed the total value, total budgeted tax revenue, total of bills mailed, total of collections and total outstanding for real estate and personal property taxes as of December 12, 2012. Kim Coates noted that \$14,429 had been processed via credit cards since new credit card swipers were installed on November 20, 2012.

Motion made by Councilman Godwin, seconded by Councilman Bennett, to accept the Treasurer's Report as submitted. The motion was approved by unanimous consent.

B. Planning Commission and Boards:

Town Planner Tom Bonadeo reported the following: i) The Wetlands Board met on November 2nd and approved the South Port wetlands mitigation as submitted. The permit modification

was approved by the Army Corps of Engineers and South Port had started cutting down some trees as required for the wetlands mitigation; ii) The Army Corps of Engineers, the Town of Cape Charles, Northampton County, Bayshore Concrete and other harbor constituents had been working on a Harbor Deepening Project and the Corps provided \$50K to study the Federal Interest in deepening the harbor and channel to a depth deeper than 18'. The Federal Interest required that more than one party benefit from the project and dredging over 18' currently benefitted only one entity. The Town would continue to work with legislators in Washington as opportunities arise to apply for funds; iii) Three items were reported to the Corps of Engineers as a result of damage from Hurricane Sandy – the need for an emergency survey of the channel due to storm shoaling, additional stone required to prevent overtopping of the jetty and repair of the rock revetment along the north shore of the harbor, which was a federal project. The survey was underway and these projects could be paid for by emergency funding allocated to the Corps. If shoaling was evident, maintenance dredging could be done soon. If not, the Town would need to budget for maintenance dredging in fiscal year 2015; and iv) As a result of the Town's request for a traffic study, VDOT placed traffic counters in Town. This would be done again around Memorial Day.

C. *Other Departmental Reports:*

Code Official Jeb Brady informed Council that his office was recently evaluated by the Insurance Services Organization (ISO). The Town received a Building Code Effectiveness rating of 4 which was the same as the last evaluation performed in 2007. Jeb Brady distributed copies of the report.

There were no questions regarding any of the monthly Departmental Reports.

OLD BUSINESS:

A. *"Our Town" Project Update:*

Town Manager Heather Arcos stated that Arts Enter Cape Charles was awarded a \$50K "Our Town" grant from the National Endowment of the Arts (NEA) for a two-year arts-focused creative place-making project that contributed toward the livability of the community. The original project budget of \$175K was based on receiving a \$75K grant. Representatives of the major stakeholders had been working to mitigate the \$25K shortfall primarily through additional grants and matching funds focused on the promotional aspects of the project. The executive committee was successful in obtaining a total of \$15K in additional grants, \$11,500 in cash matches and approximately \$10K of marketing support from various organizations for a total of \$26,500. Of the \$26,500 of grants and cash matches, \$15K was allocated for implementation of a "Cape Charles by the Bay...Harbor for the Arts" tourism website and the balance for advertising. A competitive procurement for the website was conducted and 26 proposals were received. Five finalists were interviewed but a selection had not been made as yet.

B. *Community Trail – Phase 2 Update:*

Heather Arcos stated that the design process for Phase 2 had begun and a Steering Committee had been formed and their input had been incorporated in the design process. A public input session was held on November 29th and the design was well received. Land Studio would coordinate the preliminary design with VDOT and continue with design, engineering and development of the construction cost estimate. Another public input session would be held in the next several months. The final (90%) design plans should be available for presentation to Council in April 2013. After Council approval, bid documents would be developed and cleared through VDOT and plans were to advertise for bids in August 2013 with start of construction in October 2013. No easements would be necessary since all construction would be in the VDOT right-of-way.

Mayor Sullivan asked for Council approval to move New Business Item F – Cape Charles Christian School Tax Exemption Status Request up in the agenda to be heard next stating that she didn't realize that there would be so many people in attendance for this agenda item.

Motion made by Vice Mayor Bannon, seconded by Councilman Wendell, to move New Business Item F to be heard next. The motion was approved by unanimous consent.

NEW BUSINESS

F. *Cape Charles Christian School Tax Exemption Status Request:*

John Burdiss, attorney representing the Cape Charles Christian School, stated that the Northampton County Board of Supervisors, at their November 20, 2012 meeting, unanimously approved the request for local tax exempt status and agreed to refund taxes paid by the Cape Charles Christian School since May 14, 2010. Mr. Burdiss continued to state that the Constitution of Virginia exempted property owned by public libraries or institutions of learning not conducted for profit, as long as such property was primarily used for literary, scientific or educational purposes from State and local taxation. The Cape Charles Christian School obtained its 501(c)3 designation in 2009 and acquired the property in 2010. Mr. Burdiss requested that Council schedule a public hearing to hear comments regarding the tax exemption status request and to consider the tax exemption status request and request for refund of taxes paid from May 14, 2010 to present.

Motion made by Councilman Sullivan, seconded by Councilman Bennett, to schedule a public hearing for January 10, 2013 regarding the tax exemption status request from the Cape Charles Christian School.

OLD BUSINESS

C. *Change Order for Demolition of Wastewater Treatment Plant (WWTP):*

Heather Arcos stated that the total amount in the WWTP construction budget for closure of the old plant was \$288,650. The total cost incurred for closure to date was approximately \$71K. This second change order was for \$8,600 for fencing work. Originally, Schlosser was to install the fence but were unable to do so and the Town was under a deadline to close out the site. There was some discussion regarding the length and type of fencing which would be similar to the fencing at the current WWTP.

Public Utilities Director Dave Fauber updated the Council on the plant closure stating that the sediment had been hauled from the polishing pond to the stockpile area at the new WWTP and the polishing pond area would be graded and seeded next week. The fence would be installed by Christmas. The sediment would be graded along with the rest of the site.

Motion made by Councilman Godwin, seconded by Vice Mayor Bannon, to approve the amendment to the Brittingham contract in the amount of \$8,600 for the fencing work. The motion was approved by unanimous consent.

D. *New Library Update:*

Tom Bonadeo gave an update of the new library building as follows: i) Volunteers dismantled and removed the teller stations but discovered a brick and marble wall beneath the stations. The Public Works crew helped with removal of the wall; ii) The safe deposit boxes were recycled and amounted to over 10K lbs. of steel. Approximately \$1K was received from the sale of the steel; iii) Proposals were received for the plaster and paint reconditioning of several rooms. Rooms on the second floor would be used for Town document storage which would provide an annual savings of \$2,400 in space rental; iv) The Town was awaiting proposals for the bathroom update to ADA compliance; v) During Hurricane Sandy, water in the boiler room was confined to the sump pump pit and no water came onto the floor; vi) The Friends of the Cape Charles Memorial Library and Library Board were active in working with the Town staff

regarding the immediate move-in and future needs of the Library; and vii) The Computer Lab would be the first thing moved into the building and should be completed next week.

Councilman Bennett asked how the bathroom updates and other items related to move-in preparations were being funded. Heather Arcos stated that the money originally allocated for a part-time Code Enforcement assistant position, which was not filled, was being used along with funds from other areas of the budget.

E. *Health Care Facilities Update:*

Mayor Sullivan stated that on November 9, 2012, she and Heather Arcos met with Joe Zager of Riverside Hospital, Nancy Stern of Rural Health, Northampton County Administrator Katie Nunez, Northampton County Supervisors Oliver Bennett and Larry Trala and the mayors and representatives from all the incorporated towns of Northampton County to discuss healthcare resources and emergency services as follows: i) Riverside Shore Memorial was experiencing continual losses in revenue due to the number of uninsured patients. Rural Health was also seeing a huge increase in the number of uninsured patients; ii) Quality emergency healthcare was needed; iii) The main concern was what would happen to Northampton County once Riverside moved to Accomack County. Leaving an urgent care facility in Nassawadox would not help because 911 could not dispatch an ambulance to an urgent care facility. Mayor Sullivan stated that she had been meeting with a group of interested individuals for almost two years and some land had been offered to build an emergency facility. Mayor Sullivan added that she hoped to have more information available for Council review in January and that a request for proposal could possibly be issued soon.

Councilwoman Natali stated that the *Washington Post* article provided by Mayor Sullivan regarding establishment of emergency departments separate from hospitals was very interesting and added that at last month's Council meeting, Nancy Stern of Rural Health did not rule out the possibility of the creation of another company to handle emergency services.

Mayor Sullivan stated that the group was trying to come up with an alternate plan and added that Rural Health was considering offering evening and weekend hours.

F. *Former School Update:*

Heather Arcos reported the following regarding the former school: i) Echelon's review and inspection period would end no later than December 26, 2012; ii) A letter dated November 21, 2012 was received from the Department of Historic Resources (DHR) outlining two areas of the project which could not be approved. Paige Pollard, Echelon's Tax Credit Consultant, was continuing to work with the DHR to resolve these issues; iii) A second letter dated November 29, 2012 was received from the DHR regarding the timeliness of the first notification letter and release of the letter under the Freedom of Information Act. The letter explained the approval process and stated that most projects needed modification in order to meet the *Secretary of the Interior's Standards for Rehabilitation*; iv) An update was received from Echelon Resources on December 12, 2012 stating that they were working with the DHR regarding the alterations to the exterior of the building, infill of the former auditorium and significant changes to the plan. DHR expressed their enthusiasm and support for the project and they felt confident that an agreement about the conditions outlined in the DHR letter would be reached; v) Echelon was obtaining bids to verify their pricing assumptions and to begin to set the stage for formal contracting with the general contractor; vi) Echelon's architectural team was developing the pricing construction set into a formal permit set; vii) Echelon's structural engineering was winding down and plans were being incorporated into the larger set of architectural plans; viii) Civil engineering plans were winding down and pricing had begun on that parameter of the project and the plans were being incorporated into the larger set of architectural plans; ix) Work continued to satisfy Echelon's lender requirements; x) An appraisal for the "as-is" and finished project would be completed; xi) Letters of Intent had been negotiated and gathered from Echelon's tax credit investors; xii) The Phase 1 environmental report, lead and asbestos

reports had been ordered; xiii) Most of the needed information was expected to be gathered to enable Echelon to schedule the closing; and xiv) The hearing for the two lawsuits from Old School Cape Charles, LLC was rescheduled for January 25, 2013 at 11:00 AM at the Northampton County Circuit Court.

NEW BUSINESS:

A. *Reappointment of Board of Zoning Appeals Member:*

Mayor Sullivan stated that the Board of Zoning Appeals heard zoning appeals and reviewed variance and special exception applications and consisted of five members serving five-year terms. Pete Baumann's term expired October 31, 2012 and he had expressed his interest in continuing his service on the Board for another term.

Motion made by Vice Mayor Bannon, seconded by Councilman Godwin, to reappoint Pete Baumann to the Board of Zoning Appeals for another term. The motion was approved by unanimous consent.

B. *Wireless Broadband Service RFP:*

Tom Bonadeo explained broadband service and its purpose to Council. The Broadband Network was providing service to Cape Charles and the Eastern Shore from the Maryland line to the Chesapeake Bay Bridge Tunnel. Bay Creek Communications' internet service was sent over the broadband backbone provided by the Eastern Shore of Virginia Broadband Authority (ESVBA). The Eastern Shore Public Library and the Cape Charles Memorial Library used the ESVBA backbone as well. The ESVBA was working with the towns on the Shore to provide access to its network for wireless service providers. The ESVBA was providing free and discounted services during first year of operation for both the towns and providers to encourage investment in the service. In exchange for the service the towns would provide access to their tower or other high structure for a period of two years after which the provider would pay fees to the town and ESVBA. The towns must issue a request for proposal (RFP) for this service. The Towns of Parksley, Bloxom and Hallwood were preparing their RFPs and the Town of Chincoteague had already advertised their RFP. The Town of Cheriton had expressed an interest in partnering with Cape Charles on an RFP.

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to issue an RFP for Wireless Services in association with ESVBA to provide additional internet service options for the residents of Cape Charles. The motion was approved by unanimous consent.

C. *South Port Investors Conditional Use Permit – Planning Commission Recommendation:*

Tom Bonadeo stated that the Planning Commission received a Conditional Use Permit (CUP) application in the Harbor District from South Port, LLC for boat and marine engine repair on Parcels 12 and 17, a boatel for 33 boats on Parcel 12, a dwelling unit over commercial on Parcel 12, and a 6' chain link security fence on Parcel 12. Tom Bonadeo pointed out the areas on a map adding that Parcel 17 was the site of the old WWTP. The Planning Commission held a public hearing, where two comments were received in favor of the project, and discussed the application at their December meeting. The Commissioners determined that the uses would not i) adversely affect the health, safety or welfare of the persons residing or working in the neighborhood of the proposed use or adversely affect other land uses within the particular surrounding neighborhood; ii) be detrimental to the public welfare or injurious of property or improvements in the neighborhood; and iii) be in conflict with the purpose of the Town's Comprehensive Plan. The Planning Commission recommended the approval of the CUP with the recommendation that South Port, LLC continue to work toward the Virginia Clean Marina designation, as stated in their application letter, to the extent allowed by the program. Tom Bonadeo explained that the Cape Charles Yacht Center would be a yacht repair center vs. a marina and may not fully qualify for the program.

There was some discussion regarding the project and whether the plans would have to be reviewed by the Harbor Area Review Board (HARB). Tom Bonadeo stated that the HARB would review the plans for the structure of the boatel and small two-story building after approval of the CUP. Tom Bonadeo added that the proposed project would improve the Harbor front and would be a \$5M initial investment in the Harbor area.

Motion made by Councilman Godwin, seconded by Councilman Bennett, to schedule a public hearing for January 10, 2013 regarding the Conditional Use Permit application from South Port LLC. The motion was unanimously approved.

D. Foreign Trade Zone Information:

Tom Bonadeo explained that a foreign trade zone (FTZ) was a designated area where imported goods could be held without duty until sold. Typically, if a company imported goods valued at \$1M and the duty was 10%, the company would pay \$100K tax on the goods. If those goods were imported into a FTZ, the tax payment would be delayed until the goods were actually sold, thereby saving the company from spending \$100K while the goods were stored waiting to be sold. The area of the former Sustainable Technologies Industrial Park (STIP) was designated as part of FTZ 20. The Virginia Port Authority (VPA) managed FTZ 20 and there were three associated sites on the Eastern Shore – the former STIP, Accomack Airport and Wallops Island. Some of these sites had not been activated as no customers exist. The VPA applied for Alternate Site Framework (ASF) which would allow for the modification or addition of new sites in their service area. If these sites were not used within five years, their designation would sunset. The three sites would be Magnet sites under the ASF. All of Accomack and Northampton County were eligible to be designated in the FTZ 20 service area and could be added to the FTZ within 30 days. Staff would continue to work with the VPA during the ASF process which would be finalized in July 2013.

E. Governor's Designation of Additional Holiday – December 26, 2012:

Mayor Sullivan stated that in the past, the Town had followed the holiday guidelines set by the Commonwealth of Virginia and Northampton County typically followed the same guidelines. On November 21, 2012, Governor McDonnell announced that State offices would be closed on December 26, 2012 to give employees more time to spend with their families during the holiday season. The Northampton County Board of Supervisors and the Eastville Town Council voted against the additional day.

Motion made by Vice Mayor Bannon, seconded by Councilman Wendell, to follow the Commonwealth of Virginia in designating December 26, 2012 as an additional day for the 2012 Christmas holiday. The motion was approved by majority vote, with Councilman Bennett opposed.

G. Shore Bank State/Municipal Certificate Renewal:

Heather Arcos stated that prior to 1998, an unofficial group of volunteers raised money for Library operations and books, etc. In 1998, the Town Council appointed an official Library Board and at this time, the balance of funds from the prior group, amounting to \$50K, was invested in a certificate of deposit. Shore Bank recently notified the Town that the maturity date for the CD was December 18, 2012. The CD currently had a balance of \$68,317.85. The CD would automatically renew at the rate in effect as of the maturity date which was currently .30%. Shore Bank had also provided information on a money market account which would pay .75% for the first 120 days and .50% thereafter as long as the prime rate remained unchanged. With the low rate of return, staff would prefer to reinvest the funds from the CD into the Local Government Investment Pool designated for future use for the Library. The funds would be readily accessible if needed. Possible uses of the funds would be brought to Council for review and approval.

There was some discussion regarding the CD and Councilman Bennett suggested a work session be scheduled to discuss the best use of the money.

Motion made by Vice Mayor Bannon, seconded by Councilwoman Natali, to invest the funds into the Local Government Investment Pool, designated for the Library. The motion was unanimously approved.

MAYOR AND COUNCIL COMMENTS

Mayor Sullivan stated that this was a new section to the agenda and went around the table asking the Council members for their comments.

Councilman Bennett commented that the VDOT sidewalk project seemed to be moving slowly and asked if there was a projected completion date. Tom Bonadeo stated that VDOT allowed one year for completion of the project and the contractor was working on the 500 block of Monroe Avenue and was approximately half way through the project. Dave Fauber was working with VDOT to see the accounting reports regarding the funding. The work would be moved to Mason Avenue to ensure its completion before the money ran out.

Councilman Godwin stated that he did not have any additional comments.

Vice Mayor Bannon asked if there was any way to notify residents when the Public Works crew would be vacuuming the streets so cars could be moved. Heather Arcos stated that the crew could distribute flyers but typically did not know much in advance when they would be able to vacuum the streets.

Councilman Wendell asked about a timeline for the repairs to the Fun Pier. Heather Arcos stated that a structural engineer had reviewed the pier and the Town was awaiting the report. The report would be evaluated and the pier would be prioritized to get it reopened as soon as possible.

Councilman Wendell asked for more information regarding the ES140 Triathlon scheduled for next September. Heather Arcos stated that Beth Davis was working with the organizers of this event and a presentation would be given at the January Council meeting. The organizers were expecting approximately 300-500 people.

Councilman Wendell asked whether Council members could submit topics for discussion at the upcoming Council Retreat. Mayor Sullivan asked that Council members send her any suggestions for discussion items.

Councilman Wendell stated that he was asking Santa for a community center in 2013 in the 100-year old school building to compliment park events and to provide a gymnasium for the Cape Charles Christian School vs. an apartment house.

Councilwoman Natali asked about the status on the recycling program. Heather Arcos stated that a meeting would be scheduled with Davis Disposal in January to hear their proposal and information would be provided to the Town Council.

Councilwoman Natali asked about the County's Everbridge Alert System and its capability for use by the Town. Heather Arcos stated that staff was working with Hollye Carpenter regarding the Town's access to the system. Councilwoman Natali added that once things were in place for the Town to use the system, calls could be sent to residents regarding vacuuming of the streets and other important information.

Councilwoman Natali asked about the water softening capability of the Water Plant stating that she heard someone mention that they had to replace the motor in their dishwasher because it broke

due to hard water. Councilman Bennett stated that he thought the Water Plant had the capability but that it wasn't working very well.

Councilwoman Natali asked about the progress on the odor from the WWTP. Councilman Bennett stated that information was included in the Public Utilities Report.

Councilwoman Natali suggested that all events be included on the Town's website including visits by boat clubs, etc.

Heather Arcos announced the following: i) Trash pickup would be on December 24th instead of December 25th; ii) There was a timing conflict for the December 20th Executive Session. Would the Council be available to start at 4:30 PM vs. 5:30 PM? The meeting would begin with discussion regarding the South Port lease. At 5:30 PM, the Board interviews would begin. Discussion regarding the Schlosser contract would follow the interviews; iii) Mr. Foster notified the Town that Aqua would be closing on December 22nd; iv) A Tourism Strategic Planning Session was held on November 30th hosted by the Town and facilitated by Lynne Lochen of the Virginia Tourism Corporation. The session was well attended and a second meeting would be scheduled in January. The goal was to establish a tourism mission, strategic goals and specific objectives and tactics that supported those goals. A 3-5 year tourism plan would be developed and presented to Council for consideration in February or March; v) Notification was received of the Town's compliance on the quarterly TTHM Water Quality; vi) VML Legislative Day was scheduled for January 31st. Staff planned to attend; vii) The Town would be receiving a Fluoridation Award from the Virginia Department of Health in January; viii) The Citizen Participation Guidelines would be reviewed at the January Council meeting; ix) The Retreat scheduled for January 25th would be rescheduled for the following week. Libby Hume would work with Council to set the date.

ANNOUNCEMENTS

- December 14, 2012 – Town Employee & Council Christmas Luncheon, 12PM
- December 20, 2012 – Town Council Executive Session, 4:30 PM
- December 24-26, 2012 – Town Offices closed for Christmas Holiday
- December 31, 2012 – January 1, 2013 – Town Offices closed for New Year's Holiday
- January 10, 2013 – Town Council Regular Meeting, 6PM

Motion made by Councilman Sullivan, seconded by Councilman Bennett, to adjourn the Town Council Regular Meeting. The motion was approved by unanimous consent.

Mayor Sullivan

Town Clerk