



TOWN COUNCIL
Regular Meeting
St. Charles Parish Hall
December 9, 2010
Immediately Following Public Hearing

At 6:05 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, Sullivan and Veber and Councilwoman Natali.

Bruce Evans addressed the Council and attendees informing everyone that during a verification process of all newly elected officials, the County came across a blank oath from 2008 that did not have his signature on it which meant that effective immediately, he would not be participating in this meeting or any other meetings until this matter was resolved. Mr. Evans went on to state that he had 18 months and 22 days left on this Council term and that he would love to serve but that it was totally up to the Council at this point. Mr. Evans explained that he was out of Town visiting family in Florida when Councilmen Bennett and Veber were given their oaths in June 2008 and that he thought he had gone to the County to get sworn in after his return but the County could not find any record supporting this. The Town was working with the attorney to get this matter resolved. Mayor Sullivan thanked Mr. Evans for coming forward and making this public and added that this issue would be added to the agenda as a new action item so the Town could move forward to petition the courts to get this resolved as soon as possible.

Also in attendance at the meeting were Town Manager Heather Arcos, Town Planner Tom Bonadeo, Town Treasurer Jo Anna Leatherwood, Harbor Master Smitty Dize and Town Clerk Libby Hume. The Department Heads were also in attendance along with 13 members of the public.

Councilwoman Natali offered the invocation and led the Pledge of Allegiance.

PUBLIC COMMENTS:

Mr. Frank Donahue, 408 Jefferson Avenue:

Mr. Donahue submitted a letter and addressed the Council informing them of a serious problem at his property which was built in 2006 using "Chinese drywall." The house must be gutted to the framing studs and rebuilt, replacing the plumbing and electrical systems, appliances, HVAC, flooring and trim work, but he was having difficulty in locating a builder willing to perform the work. Mr. Donahue requested that the utilities be disconnected for two years, or until the rehabilitation work was completed, and that the monthly utility fees and the reconnect fee be waived. (See attached) Mayor Sullivan and Town Manager Heather Arcos informed Mr. Donahue that this issue would be reviewed and the Town would be contacting him regarding his request.

Ms. Louise Powell, 234 Randolph Avenue:

Town Clerk Libby Hume read a letter submitted by Ms. Powell informing the Mayor and Council of water leaks in her house in June and October 2010 and requesting consideration regarding an adjustment for the charges. (See attached) Heather Arcos stated that this issue would be addressed during the work session on December 16th.

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

CONSENT AGENDA:

Mayor Sullivan stated that she would like to add under New Business, Item #7E – Petition the Court on Behalf of Bruce Evans, and Item #7F – Award of Contract for Marina Slips. Mayor Sullivan added that she would like to move Item #7A – Commendation for Officer James Pruitt prior to the Report Presentations since he was on duty this evening.

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

The Town Council reviewed the minutes of the October 28, 2010 Work Session, the November 8, 2010 Regular Meeting, the November 18, 2010 Special Meeting and the November 18, 2010 Work Session.

Motion made by Vice Mayor Bannon, seconded by Councilman Veber, to approve the minutes for the October 28, 2010 Work Session, the November 8, 2010 Regular Meeting, the November 18, 2010 Special Meeting and the November 18, 2010 Work Session as presented. The motion was approved by unanimous consent.

NEW BUSINESS:

A. Commendation for Officer James Pruitt:

Mayor Sullivan explained that on the night of November 12, 2010, a fire broke out in the house located at 6 Tazewell Avenue. Officer James Pruitt noticed the flames and used a garden hose from his house to douse the flames until the fire department arrived. If Officer Pruitt had not acted so quickly, the house would have sustained much more damage from the fire. Mayor Sullivan read Proclamation #20101209 Commending Officer James Pruitt and presented him with a Certificate of Commendation. Officer James Pruitt received a standing ovation from the Council and attendees.

REPORT PRESENTATIONS:

A. Town Manager's Report:

Town Manager Heather Arcos reported the following: i) A meeting had been scheduled next week with VDOT regarding the Town's request for school crossings around the Cape Charles Christian School. The Peach Street parking issue would also be reviewed; ii) In November, possible projects for the Northampton County Tourism Infrastructure Grant were reviewed by Council and on November 19th, two grant applications were submitted for a Golf Cart and Bike Trail to be constructed between the Bay Creek Golf Community and the Historic District to provide safe access for golf carts and bicyclists and an ADA access to be constructed from the boardwalk to the bathrooms at the south end of the beach to provide much-needed access to the bathrooms for individuals with physical disabilities. The Town would be giving a presentation to the County on January 20th regarding these projects; and iii) Jeb Brady has completed Part I of the International Code Council Legal and Management Exam. Part II would be taken later in December. After passing these exams, Jeb Brady would receive his certification and be appointed as the Building Code Official in January 2011.

B. *Treasurer's Report:*

The Treasurer's report dated November 30, 2010 showed \$2,192,625 in the Bank of America checking account and \$910,096 in the Local Government Investment Pool ("LGIP") with a Total Cash on Hand of \$3,102,721. As of December 6th, 94% of the budgeted real estate taxes and 75% of the budgeted personal property taxes have been collected. The balance also included reimbursement of expenses from loan funds. A portion of the funds in the Bank of America checking account would be transferred to the LGIP account next week.

Heather Arcos added that the Town was on target regarding the budget at 42% for the year.

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

C. *Recreation Report:*

Community Events/Recreational Coordinator Jen Lewis reported the following: i) She and Heather Arcos have been working with the Cape Charles Women's Club regarding a facelift for the playground: a) Mulch would be added in the spring; b) A handicap-accessible port-a-potty would be placed at the playground; c) The panels would be repainted. The Town would purchase new panels and the Women's Club would provide panels to each of the schools in the area for the children to paint; and d) The rock wall would be repainted with a mural; and ii) Christmas caroling throughout the Town would be held on December 20th. Anyone wanting to participate should meet in the parking lot across from Bailey's Bait and Tackle at 5:30 PM. Jeb Brady has volunteered to drive the trailer for any young children and the elderly and anyone not able to walk the distance around Town. Councilwoman Natali suggested inviting the horse and buggy to participate as well.

D. *Library Report:*

Librarian Ann Rutledge thanked Dave Fauber for having the new doors installed at the Library and announced that during the month of December, if anyone with outstanding fines brought in a donation of canned food, \$1 would be deducted from the amount of the fine.

E. *Harbor Report:*

Harbor Master Smitty Dize stated that he had no additions to his written report and the Council did not have any questions for him. Mayor Sullivan stated that she received a comment from a boater regarding the cost of electricity at the Harbor and when she contacted Smitty Dize, learned that the Town passed on the rate charged by the electric company and did not make any profit from providing this service to the boaters.

F. *Public Works / Public Utilities Report:*

Public Works / Public Utilities Director Dave Fauber apologized that he did not have an update on the Wastewater Treatment Plant construction as stated in his monthly report. The superintendent had been out sick and could not provide the needed information. Dave Fauber informed the Council that he would email the updated information next week. Dave Fauber continued and reported the following: i) A company that provided storage tanks for draining the water tower had contacted him. It seemed that the contracted company for the water tank maintenance was getting prepared to paint the interior of the water tower. April would be the best month to schedule the interior painting in order to have the work completed before the tourist season. This work was included in the maintenance contract of the water plant; ii) It appears that the Town would be issued the DEQ Groundwater

Withdraw Permit after the adoption of the new Water Ordinance by Town Council which was the last item required for this permit; and iii) The crew has been working on the areas of asphalt needing repairs. Several areas of asphalt have been cleaned out and the Town would be patching the holes weather permitting. The temperatures have to warm up some before Branscome can operate their asphalt plant.

Councilman Bennett asked what was entailed in the repairs to the exterior of the Municipal Building. Dave Fauber explained that the Town had budgeted \$50K for window lenthil repairs and that he was working on an invitation for bids for these repairs.

Councilman Bennett asked about the outcome of the drawdown test of the water plant. Dave Fauber stated that the water plant was offline for approximately 48 hours to see how low the water level would get and everything went well.

Councilman Bennett commended Dave Fauber and his crew for doing a good job on the Christmas lights throughout Town. Councilman Veber added that the Grand Illumination Ceremony and lights in the downtown area have not ever looked as good. There was a lot of effort put into the Christmas lights and they were well received. Mayor Sullivan commended Peter Leontieff, Public Works Supervisor, for his idea to hang the Christmas trees along Mason Avenue from poles adding that they look great.

G. Code Enforcement / Central Park Trail Update:

Combination Inspector Jeb Brady stated that he had no additions to his written report and the Council did not have any questions for him.

H. Planning Report:

Town Planner Tom Bonadeo stated that he had no additions to his written report and the Council did not have any questions for him.

OLD BUSINESS:

A. Proration of Personal Property Tax - Town Code Revision:

Heather Arcos stated that a public hearing was held this evening immediately preceding the Town Council meeting and no comments were heard. Currently, if a resident moves in or out of the Town or buys or sells their vehicle or other taxable personal property, they were billed for the full year regardless of the amount of time such property was housed in Town. The proposed ordinance would allow exoneration of up to eight months of property taxes. The Town would work with the County regarding the sharing of information for the property tax prorations. The new ordinance would be effective for Tax Year 2011.

Councilman Veber asked whether the County offered any kind of proration for property taxes for businesses. Jo Anna Leatherwood stated that the County currently did not offer any kind of proration for businesses.

Motion made by Vice Mayor Bannon, seconded by Councilman Veber, to adopt Ordinance #20101209 To Add Section 66-5 - Proration of Personal Property Tax to the Cape Charles Town Code as proposed, to be effective for Tax Year 2011.

Mayor Sullivan moved for adoption of Ordinance #20101209 - To Add Section 66-5 - Proration of Personal Property Tax to the Cape Charles Town Code. Ordinance #20101209 was adopted by unanimous vote. Roll call vote: Bannon, yes; Bennett, yes; Natali, yes; Sullivan, yes; Veber, yes.

B. *Personnel Policy Manual Update:*

Heather Arcos stated that in an ongoing effort to update the current Personnel Policy Manual, four sections were reviewed by the Council at the November 8th meeting and the recommended changes were incorporated and were being presented for final review.

Heather Arcos presented the revisions to Section 1.5 referencing “non-exempt” status to both the full-time and part-time employee definitions. Councilman Veber stated that he did not believe that part-time employees could be designated as an Exempt Employee. Councilman Veber also added that since Exempt Employee was already being defined as a salaried employee, it was not necessary to include salaried employees under the Full-Time Employee definition.

Heather Arcos continued to present the revisions to Sections 2.2, 2.6, 2.9 and 2.14 and added that she had an additional change in Section 2.9 regarding annual and sick leaves. Since part-time employees receive half of the annual and sick leave accrual of full-time employees, last month’s change stating that both full-time and part-time employees who have worked for three months would be credited with 24 hours of annual and sick leave was incorrect. Part-time employees would be credited with 12 hours each of annual and sick leave.

Councilman Veber commented regarding Section 2.13 which stated that the Town would promote existing employees to positions for which they were qualified when vacancies occur without the necessity to follow the procedures of Sections 2.3 and 2.8 which relate to advertisement of the position, the interview process and appointment by the Town Manager. Councilman Veber suggested that language be added stating that the Town would hire the best-qualified candidate for the position.

Heather Arcos continued to present the revisions to Sections 3.2 and 8.11.2.D.5. No additional changes were made.

Heather Arcos informed the Council that only the additional changes made at this meeting would be brought back for review by Council. Mayor Sullivan asked for a motion to adopt the revisions to Sections 3 and 8 since no further changes were made.

Motion made by Councilman Veber, seconded by Vice Mayor Bannon, to adopt the proposed revisions to Sections 3 and 8 of the Cape Charles Personnel Policies, Rules and Regulations as presented, contingent on legal review. The motion was approved by unanimous consent.

C.i. *Zoning Ordinance Revisions – Group Homes (§ 4.0.C)*

Tom Bonadeo explained that this Zoning Ordinance revision was required by the Code of Virginia and not an option for Cape Charles. A public hearing was held earlier this evening and no comments were received. The Cape Charles Zoning Ordinance currently did not permit group homes in the R-1 zone but the Code of Virginia mandates that local ordinances must consider group homes of eight or less individuals and one or more resident advisors as equivalent to a single family residence.

Motion made by Councilwoman Natali, seconded by Councilman Bennett, to adopt the proposed modifications to Sections 2.9, 3.2.B.6 and 4.0.C.1 of the Cape Charles Zoning Ordinance as presented. The motion was approved by unanimous consent.

C.ii. *Zoning Ordinance Revisions – Temporary Family Health Care Structures (§ 4.2.E.8)*

Tom Bonadeo explained that this Zoning Ordinance revision was also required by the Code of Virginia and not an option for Cape Charles. A public hearing was held earlier this evening and no comments were received. The proposed modification would allow family health care structures of 300 SQFT or less for no more than one occupant who must be a family member who was mentally or physically impaired to be placed in the R-1 zone. Mayor Sullivan noted that the majority of the lots in the Historic District were too small to accommodate these structures and still meet building and zoning codes. Tom Bonadeo added that it would be difficult to build ADA access between a temporary structure and the main house.

Motion made by Councilman Bennett, seconded by Councilman Sullivan, to adopt the proposed modifications to Section 2.9 and 4.2.E of the Cape Charles Zoning Ordinance as presented. The motion was approved by unanimous consent.

C.iii. *Zoning Ordinance Revisions –Chesapeake Bay Preservation Act Requirements*

Tom Bonadeo explained that more than ten years ago, the Town of Cape Charles became one of the first localities to adopt the Chesapeake Bay Preservation Act and that the Chesapeake Bay Local Assistance group was auditing localities to determine whether the ordinances were effective or needed to be strengthened. During the review of the Cape Charles ordinances, it was suggested that several ordinances could be strengthened. A public hearing was held earlier this evening and no comments were received.

Motion made by Vice Mayor Bannon, seconded by Councilman Sullivan, to adopt the proposed modifications to Section 4.4.B of the Cape Charles Zoning Ordinance and Appendix B, Section 4.A.1.h as presented. The motion was approved by unanimous consent.

D.i. *Conditional Use Permit Application – 207 Mason Avenue – Residential Over Commercial*

Tom Bonadeo stated that a Conditional Use Permit (CUP) application had been received by the Planning Commission requesting residential use over commercial at 207 Mason Avenue which was the former Delisheries building. The applicant proposed to add a second and third floor for two apartments, provide four parking spaces in the rear of the building and remodel the commercial space. This building had a CUP approved in 2003 for residential use with a second floor and loft which was extended in 2004 and 2005 due to the applicant being deployed for military service, but the CUP was never acted upon. The new plan was similar to the plan from 2003. A joint public hearing was held on December 7th with the Planning Commission and no comments were received. Tom Bonadeo added that the Planning Commission reviewed the CUP application after the joint public hearing and recommended approval of the CUP by the Town Council. Councilwoman Natali noted that there was a change in the Planning Commission recommendation as shown in the staff report and that the first condition, which stated that the approval should be conditional with the current sale of the property and if the property was not sold within 30 or 60 days, the CUP would become null and void, was deleted. The Planning Commission had discussed this issue and felt that the one-year expiration of a CUP, as currently provided in the Zoning Ordinance, should prevail. Tom Bonadeo stated that the recommended conditions were: i) The residential use for two floors over the commercial space should be conditional upon the applicant providing four parking spaces on site in accordance with the zoning ordinance; ii) The CUP only provides for residential use on the property in accordance with the zoning ordinance. Any civil issues and/or building code issues were to be resolved by

the owner; and iii) The property would require additional floors to be added and the CUP should be conditional upon final review and approval of the Historic District Review Board once a CUP was approved.

Motion made by Councilman Sullivan, seconded by Councilman Veber, to approve the Conditional Use Permit for 207 Mason Avenue with the three conditions as recommended by the Planning Commission.

D.ii. Conditional Use Permit Application – 546 Madison Avenue – Home Occupation

Tom Bonadeo stated that a CUP application had been received by the Planning Commission requesting permission for a small chocolate candy operation at 546 Madison Avenue. The applicant would have one small chocolate tempering machine in addition to the normal kitchen appliances and the product would not be sold at the home but through retail outlets. A joint public hearing was held on December 7th with the Planning Commission and no comments were received. The Planning Commission reviewed the application after the joint public hearing and recommended approval of the CUP as long as the owners utilize this location as their primary residence.

Motion made by Councilman Veber, seconded by Vice Mayor Bannon, to approve the Conditional Use Permit for 546 Madison Avenue as recommended by the Planning Commission.

E. PNC Bank Credit Line

Jo Anna Leatherwood explained that during the budget work sessions, former Councilman Burdiss suggested that the Town obtain a credit line through a local bank to be used as needed and Council agreed that such a credit line would be beneficial for Town operations in that the amounts could be repaid within several years vs. stretching repayment over 20 to 30 years. This would also allow the Town to take care of maintenance issues caused by years of neglect. PNC Bank offered the Town a \$500K tax exempt loan at an attractive interest rate, currently 3.32%, as well as other services which could benefit the Town and its employees. At the October 14, 2010 Council meeting, several concerns arose regarding the wording in the resolution for which we have received clarification. The main concern was the term limitation of one year, but pursuant to Section 15.2-2629 of the Code of Virginia, loans have to meet appropriations for the current year and such notes shall mature and be paid within one year. Jo Anna Leatherwood informed Council that since the loan was being offered as a tax exempt loan, in order to meet IRS regulations and the requirements of the Commonwealth of Virginia, a specified amount for a borrowing limit must be included. Pursuant to Section 15.2-2634 of the Code of Virginia, municipalities are limited to borrowing 10% of the assessed valuation of real estate in the municipality subject to taxation as shown by the last preceding assessment for taxes. Jo Anna Leatherwood added that the Town did not plan to borrow anything but the funds would be available if needed. There was much discussion regarding having to repay the funds by the end of the fiscal year in which it was borrowed. Jo Anna Leatherwood explained that the funds must be paid back by June 30th, but could be re-borrowed on July 1st if necessary.

Motion made by Vice Mayor Bannon, seconded by Councilman Veber, to adopt the Tax Revenue Anticipation Note Resolution #20101209 so funds would be available if needed.

Mayor Sullivan moved for adoption of Resolution #20101209 – Resolution Authorizing the Issuance of a General Obligation Tax and Revenue Anticipation Note of the Town of Cape Charles, Virginia, and Providing for the Sale, Form, Details and Payment Thereof

and Authorizing Certain Related Actions. Tax Revenue Anticipation Note Resolution #20101209 was adopted by unanimous vote. Roll call vote: Bannon, yes; Bennett, yes; Natali, yes; Sullivan, yes; Veber, yes.

NEW BUSINESS:

B. *Cape Charles Memorial Library Study / Plans*

Heather Arcos stated that at the April 8, 2010 Town Council Regular Meeting, Ms. Alice Morehouse, President of the Friends of the Cape Charles Memorial Library, addressed the Council offering the assistance of the Friends of the Library, in conjunction with the Library Board, in the planning and development of a new library facility. The Library Board and the Friends of the Library have prepared *A Vision for the Cape Charles Memorial Library* and an Executive Summary which were included in the Council agenda packet for Council's review. Heather Arcos stated that Ms. Morehouse was in attendance this evening to answer any questions that the Council may have. There were no questions for Ms. Morehouse. Heather Arcos suggested that this issue be discussed further at a future meeting or work session.

C. *Cape Charles Trail Project Agreement Amendment*

Heather Arcos explained that the Cape Charles Master Trail Plan was adopted by the Town Council on September 11, 2007 and in November 2009, as part of Phase 1, the Town submitted an application for a Transportation Enhancement Program Grant in the amount of \$364K. The Town was awarded the requested \$364K and in order to accept the additional funds, the Amendment to the Project Development and Administration Agreement (Appendix A) must be signed and returned. The grant funds for this project now totaled \$1,473,300 and the 20% Town match would be allocated in the Fiscal Year 2011/2012 budget. The completion deadline of this project has been extended to October 1, 2013.

There was some discussion regarding the next phase of the Trail Project and Councilman Bennett stated that he would like to see Mason Avenue and Bay Avenue addressed since these are the main areas where people come. Heather Arcos responded that Council would revisit the priorities for future phases of the Trail Project.

Motion made by Councilman Bennett, seconded by Councilwoman Natali, to authorize the Town Manager to execute the Amendment to Project Development and Administration Agreement (Appendix A). The motion was approved by unanimous consent.

D. *Rental of Billboard*

Heather Arcos stated that several citizens addressed the Council at the November meeting to express their support of a billboard rental on the north bound lane of Route 13. The blank billboard on the north bound lane was just before the T&T Gifts and would cost approximately \$11,200 per year (\$880/month and one-time design and printing fee of \$640). The Cape Charles Business Association (CCBA) stated previously that they would be willing to pay 50% of the cost but a written commitment has not been received as yet. With 50% being paid by the CCBA, the cost to the Town for one year would be \$5,600. Heather Arcos went on to state that earlier this week, she was notified of another smaller billboard becoming available in January 2011. This billboard was located on the south bound lane of Route 13 in Belle Haven and was 8' x 12' which would cost \$3K or less for one year (\$250/month with the \$144 design and printing cost being waived). There was much discussion regarding the distance of the smaller billboard from Cape Charles.

Councilman Bennett asked how the success rate of the billboard would be measured and added that he had difficulty in agreeing to pay for a billboard. Councilman Bennett went on to explain that Mr. Richard Foster had rented numerous billboards on the Eastern Shore advertising the Bay Creek Resort Community and not one sale had been made because of a billboard advertisement. The debate continued regarding the feasibility of renting a billboard to promote the Town and its businesses.

Councilwoman Natali stated that she felt the money would be spent more effectively if the Town were to advertise in magazines and circulations in the Hampton Roads area and elsewhere.

Vice Mayor Bannon also stated that he was not really excited over a billboard.

Heather Arcos added that she was looking for direction from Council but further discussion could be tabled until the next budget cycle. Council agreed to table this issue until the budget discussions for next year.

E. *Petition the Court on Behalf of Bruce Evans*

Mayor Sullivan recommended that in light of the recent findings regarding Bruce Evans' status as Councilman, she would like to expedite the process of having the court appoint Bruce Evans as Councilman until a special election could be scheduled.

Motion made by Councilman Bennett, seconded by Vice Mayor Bannon, to authorize legal counsel to petition the circuit court to appoint a council member to fill the unexpired term of the seat vacated by Councilman Bruce Evans until a special election can be held and that the petition further request the court to consider the appointment of Bruce Evans in the interest of continuity, economy and in consideration of the fact that he was previously elected to the position by popular vote. The motion was approved by unanimous vote. Roll call vote: Bannon, yes; Bennett, yes; Natali, yes; Sullivan, yes; Veber, yes.

Vice Mayor Bannon asked about the timeframe for such an election. Heather Arcos stated that the Circuit Court Judge would set the date for a special election.

F. *Harbor Redevelopment Phase 1 - Slips*

Heather Arcos explained that on October 4, 2010 one bid was received for the marina and bath house project at the Cape Charles Harbor in the amount of \$2.8M. The bid was subsequently rejected since it was over the estimated budget. It was decided to split this project into two separate bids. The marina would be a separate bid and the bath house would be a separate bid. On December 2, 2010, the Town Manager received 10 bids for the marina project and the lowest bid was from Somerset Paving and Marine from Crisfield, MD for \$1,055,165. Somerset Paving's references were excellent. Staff reviewed the total budget and felt that it was essential to include Bid Additive #1 – Pier "C" for \$219,733. The additional revenues generated would contribute to the overall project and include the construction of the bath houses. There was some discussion regarding the dollar amounts stated in the staff report. It was determined that the funding from the Virginia Port Authority could be used completely for this portion of the project but the funding from the Boating Infrastructure Grant would not be reimbursed until after completion of the entire project, including the bath houses.

Motion made by Councilman Bennett, seconded by Vice Mayor Bannon, to authorize the Town Manager to award a contract and the Notice to Proceed to Somerset Paving for the base bid of \$1,055,165 and Additive #1 for \$219,733 for a total of \$1,247,898 utilizing the \$447K from the Virginia Port Authority and financing the balance. The motion was unanimously approved.

ANNOUNCEMENTS:

- December 15, 2010 – Town Council Executive Session @ 6PM
- December 16, 2010 – Town Council Work Session @ 6PM
- December 17, 2010 – Town Employee Christmas Party
- December 24, 2010 – Town Offices Closed for Christmas Holiday
- December 31, 2010 – Town Offices Closed for New Year’s Holiday
- January 13, 2011 – Town Council Regular Meeting
- January 14, 2011 – Town Offices Closed for Lee-Jackson Day
- January 16, 2011 – Clamdigger’s Daughter being shown at the Palace Theater. This was a movie which was filmed in Cape Charles in 1947.
- January 17, 2011 – Town Offices Closed for Martin Luther King, Jr. Day
- January 28, 2011 – Town Council Retreat – location to be determined
- February 9, 2011 – Trip to Harrington Casino sponsored by the Friends of the Cape Charles Memorial Library

Motion made by Councilwoman Natali, seconded by Vice Mayor Bannon, to adjourn the Town Council Regular Meeting. The motion was approved by unanimous consent.

Mayor Sullivan

Town Clerk