



TOWN COUNCIL
Special Meeting
Cape Charles Civic Center
November 13, 2014
6:00 PM

At 6:00 p.m., Mayor George Proto, having established a quorum, called to order the Town Council Special Meeting. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Brown, Godwin and Wendell and Councilwoman Natali. Interim Town Manager Bob Panek, Town Treasurer Deborah Pocock and Town Clerk Libby Hume were also in attendance along with two members of the public.

Mayor Proto announced the business for the evening would be: i) Proclamation for St. Stephens A.M.E. Church; ii) Draft 5-Year Capital Improvement Plan; iii) Council Oversight Roles; and iv) Future Work Session Priorities.

A. Proclamation for St. Stephen's African Methodist Episcopal Church

Mayor Proto read the Proclamation celebrating the 125th anniversary of St. Stephen's African Methodist Episcopal Church.

Motion made by Councilman Godwin, seconded by Councilwoman Natali to adopt the Proclamation for St. Stephen's African Methodist Episcopal Church. The motion was approved by unanimous vote.

Mayor Proto informed Council that he would be attending the service on Sunday, November 16th, and presenting the Proclamation to the congregation.

B. Draft 5-Year Capital Improvement Plan

Interim Town Manager Bob Panek presented the draft 5-Year Capital Improvement Plan stating that the plan was being provided so Council could set a general direction of future projects for further discussion during the budget process. The projects were listed by Department and Fund. The plan was broken out over five years and beyond. The plan also showed possible grant and finance sources. Bob Panek reviewed the Capital projects as follows:

The General Fund included the Public Works, Parks & Recreation, Police Department, Administration & Finance, and Code Enforcement Departments. The projects were as follows:

Public Works – i) Pine Street Parking Lot; ii) Mason Avenue Leased Parking Lot and Improvements; iii) Multi-Use Trail; iv) Art Walk; v) Visitor Center (Cape Charles Museum); vi) Remove & Replace Trees in VDOT Right-of-Way; vii) Sidewalk Infill; viii) Beach Pavilion; ix) Bay Avenue Electrical & Street Light Upgrade; and x) Vehicle Replacement.

Parks & Recreation – i) Beach Safety; ii) Playground Equipment Replacement; iii) Basketball Court and Fencing; and iv) Improve & Landscape Drainage Areas in Central Park.

Police Department – i) Patrol Vehicle Replacement; and ii) Dashboard Cameras for Patrol Vehicles.

Administration & Finance – i) Enterprise Resources Planning System Replacement; and ii) Vehicle Replacement for Code Enforcement.

Harbor Fund – i) Offshore Breakwaters; ii) Inshore Wave Attenuator, A-Dock with Additional Slips; iii) Inner Basin Bath House; iv) Inner Basin Floating Slips; v) New Fueling & Harbor Master’s Dock; and vi) Harbor Master’s Building.

Water & Wastewater Fund:

Waterworks – i) Chloramine System; ii) Keck Wells Pipeline; iii) Prechlorination System; iv) Automatic Flush Systems; v) Drying Bed for Backwash Waste; vi) Pretreatment for Lower Aquifer Withdrawal; vii) Vehicle Replacement; and viii) Future Plant Expansion.

Wastewater – i) Manhole Refurbishment; ii) Gravity Pump Stations Refurbishment; iii) Emergency Generator, Mason Avenue Pump Station; iv) New Pump Controls, Mason Avenue Pump Station; v) Septage Receiving Facility; vi) Residual Solids Composting Facility; vii) Membrane Replacement; viii) Future Plant Expansion; ix) Reuse Pipeline & Reject Storage; and x) Vehicle Replacement.

C. *Council Oversight Roles*

Mayor Proto stated that several Council members had formal and informal roles on various boards and projects. Councilman Bennett was a representative for plans in the Harbor area and Councilman Brown and Councilwoman Natali represented the Town on the PSA Sub-Committee. Councilwoman Natali also served as the Council representative on the Planning Commission and Councilman Godwin served on the Library Board. Mayor Proto stated that he thought it would be a good practice to name a Council representative for various projects. Councilman Bennett suggested naming a representative to attend the County Board of Supervisor meetings to report back to Council and staff. Councilman Godwin stated that it would be good to have a representative to attend the VML meetings. Mayor Proto stated that all Council members were invited to attend VML meetings and the Town budgeted for attendance at the conferences. Mayor Proto stated that as things came up, Council could designate a representative for that particular project or board. The Council members were in agreement.

D. *Future Work Session Priorities*

Mayor Proto stated that there were a lot of work session topics and asked for Council input to prioritize the topics. Mayor Proto stated that his top three topics were i) PSA; ii) Beach Safety; and iii) Harbor Breakwater Project. There was much discussion regarding the various topics and several new topics were added such as parking and taxing structure. Mayor Proto asked Council to send him any additional work session topics.

Councilman Bennett stated that he had gone down the list and ranked the priorities 1,2 or 3 and suggested the other Council members do the same and send the list to Libby Hume to compile. Mayor Proto agreed and asked Council to do as Councilman Bennett suggested.

Councilman Wendell stated that he felt that the continuation of the Bike Trail from the Wildlife Refuge into Cape Charles should be a priority and the Town needed to partner with Northampton County on this project. Councilman Wendell cited the Virginia

Creeper Trail in the western part of the state and added that it was a big economic engine.

Councilwoman Natali stated that the Accomack-Northampton Planning District Commission (ANPDC) was working on the Bike Trail Plan. Bob Panek added that the Bike Trail Master Plan was developed by the ANPDC and they were currently updating it. The delay in the construction of the project was a funding issue and it would be the County's responsibility to bring the trail to Cape Charles. Financially, there wasn't much that Cape Charles could do right now.

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

Mayor Proto

Town Clerk