



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