



**TOWN COUNCIL  
Regular Meeting  
Civic Center  
October 20, 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 Councilmen Bennett, Brown and Buchholz, and Councilwoman Natali. Vice Mayor Bannon and Councilwoman Sullivan were not in attendance. Also in attendance were Town Manager Brent Manuel, Public Works/Utilities Director Dave Fauber, Treasurer Deborah Pocock, Planner Larry DiRe and Town Clerk Libby Hume. The Department Heads were in attendance as well as five 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:**

There were no presentations to be made.

**PUBLIC COMMENTS:**

*Veann Duvall, 517 Randolph Avenue*

Ms. Duvall asked why the town had so many policemen noting that the town just hired another one. She added that she thought that the town did not have any crime and asked for an answer from Council.

Mayor Proto stated that this period was to hear comments from the public and Council could not respond, but asked Ms. Duvall to submit her question in writing and assured her that she would receive a written response.

There were no other 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 Councilman Brown, 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 September 8, 2016 Work Session, the September 8, 2016 Special Meeting, the September 8, 2016 Executive Session, the September 15, 2016 Regular Meeting, the September 29, 2016 Executive Session and the September 29, 2016 Special Meeting.

Councilwoman Natali noted a typographical change on page 5 of the September 15, 2016 Regular Meeting minutes.

**Motion made by Councilman Brown, seconded by Councilman Buchholz, to approve the minutes from the September 8, 2016 Work Session, the September 8, 2016 Special Meeting, the September 8, 2016 Executive Session, the September 15, 2016 Regular Meeting, the September 29, 2016 Executive Session and the September 29, 2016 Special Meeting as amended. The motion was approved by unanimous vote.**

**DEPARTMENT REPORTS:**

A. *Treasurer's Report:*

Treasurer Deborah Pocock reviewed the Treasurer's report dated September 30, 2016 which showed the Total Cash on Hand of \$2,120,013, the Total Cash Held in Reserve was \$1,359,361 and the Total Cash – All Accounts was \$3,479,374. Deborah Pocock went on to review the Debt Service, Revenue vs. Expenditures, the FY 2017 Capital Improvement Project Tracking Report, 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 stated that he did not have anything to add to his written report.

Councilwoman Natali asked about the CAMP one-day training program. Larry DiRe stated that the training program was open to the public, Council and Boards. The program was provided by the National Alliance for Preservation Commissions and the grant covered the fee for the first 30 attendees. The training would be held at the Civic Center from 9:00 a.m. to approximately 4:00 p.m.

C. *Other Departments:*

*Code Enforcement:*

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

Councilwoman Natali stated that several months ago, Mr. DeAngelis addressed Council expressing his concern regarding the house next door to him which was ready to collapse onto his building and asked about the condition of that property. Jeb Brady stated that he performed an inspection on the property the following day and found the structure to be in a derelict condition but not in a state where it would collapse. Jeb Brady continued to state that he put the property owner on notice and notified Mr. DeAngelis. The property owner asked for more time to make the necessary repairs but had boarded up the broken windows.

*Harbor:*

Harbor Master Charlie Farlow distributed a revised report. There was much discussion regarding the report and possible improvements which could be made for future reporting.

There was further discussion as follows: i) Councilman Bennett asked about the signage and cameras and advised to wait on the signage until the Main Street program got underway. Deborah Pocock stated that the project had to be completed by January 2017 or the grant funding would be forfeited; ii) Councilwoman Natali asked whether the sale of the leased lots to South Port had been finalized. Brent Manuel stated that South Port had closed on two of the four leased lots at the harbor; and iii) Councilman Buchholz expressed his concern regarding the state of the Shanty parking lot and the section of decking which remained open by the Shanty. Charlie Farlow responded that the lot has to be graded by tractor. There was much discussion regarding the difficulty in getting the tractor from the Public Works department. Charlie Farlow added that the decking had to remain open until completion of the U.S. Army Corps of Engineers' (USACE) dredge project. Mayor Proto suggested a work session to further discuss the issues at the harbor. Councilman Bennett stated that this should not be a Council issue but that staff needed to perform the necessary maintenance and repairs to clean up the harbor area.

There was further discussion regarding the maintenance issues around town including Mason Avenue and Central Park, all which needed to be addressed.

*Cape Charles Memorial Library:*

Librarian Ann Rutledge stated that she did not have anything to add to her written report.

Councilwoman Natali asked that a total line for prior year income be added to the spreadsheet.

*Police Department:*

Chief Jim Pruitt stated that Sgt. Chelsea Pfeiffer resigned to become a Virginia ABC agent. Master Officer Tom Potts was promoted to Sergeant and Officer Jake Leuer was promoted to Master Officer. An advertisement was placed for Sgt. Pfeiffer's vacancy.

*Public Utilities/Public Works Departments:*

Public Utilities/Public Works Director Dave Fauber stated that he did not have anything to add to his written reports.

Mayor Proto noted that the phosphorus average was great and asked what was being done differently to get this number within the limit. Dave Fauber stated that staff was checking the equipment daily and pulling the mixers every three months to check their status and having them rebuilt when needed.

Dave Fauber stated that the Public Works crew was short-handed and a little behind regarding maintenance in various areas of town and continued as follows: i) He was evaluating the issues at the Central Park Gazebo. Staff would be repairing the rotting wood and painting to get things ready for the Grand Illumination. Afterwards, the rails would most likely be redone completely; ii) The outlets at the Gazebo worked but the outlet covers had not yet been replaced. Councilwoman Natali brought up that the outlets were not working for the last two concerts. Dave Fauber stated that if staff was aware of an event at the Gazebo, someone could be on site to open the gate to make sure the outlets were working. There was much discussion regarding this topic; iii) Currently, about 90% of the Public Works crew's time was being spent picking up brush leaving little time for anything else; iv) The vacant position had been advertised but interviews had not yet been held; v) There was much discussion regarding citizen complaints regarding the trash cans, fishing pier, sand dunes, etc. Things were not being taken care of due to being understaffed. The town had a larger beach, the amount of brush was a burden, the streets, gutters, park, beach, planter boxes, etc. needed to be maintained all of which was a lot of responsibility for three individuals. The town needed to establish a level of service and work to get things done; and vi) The Wetlands & Coastal Dune Board high-priority recommendations needed to be completed by November 15.

*Recreation Department:*

Community Events/Recreation Coordinator Jen Lewis stated that she did not have anything to add to her written report. There were no questions from Council.

**OLD BUSINESS**

**A. *Comprehensive Plan – Set Date for Joint Public Hearing with Planning Commission***

Larry DiRe stated that he had received comments from several Council members regarding the draft Comprehensive Plan. The Planning Commission reviewed the comments at their October 4, 2016 meeting and recommended scheduling a joint public hearing on December 6, 2016.

**Motion made by Councilman Bennett, seconded by Councilman Brown, to schedule a joint public hearing with the Planning Commission on December 6, 2016 to hear comment regarding the draft Comprehensive Plan. The motion was approved by unanimous vote.**

**NEW BUSINESS:**

A. *Waste Collection and Disposal Services Contract Extension*

Dave Fauber stated that a contract was awarded to Davis Disposal for all waste collection and disposal services for the Town effective November 1, 2013. The contract was for one year with the option to renew for three additional years. This would be the third and final extension under the current contract and would cover the timeframe from November 1, 2016 through October 31, 2017. As stated in the original contract, the cost for residential service would be \$13.85 for year four. The cost to residents would remain at \$13.76.

**Motion made by Councilman Brown, seconded by Councilman Buchholz, to approve the third extension of the waste collection and disposal services contract with Davis Disposal. The motion was approved by unanimous vote.**

B. *Reappointment of Wetlands & Coastal Dune Board Member*

Larry DiRe stated that Ann Hayward Walker currently served as the Chairperson of the Wetlands & Coastal Dune Board and her term would be expiring on November 12, 2016. She had expressed her interest in continuing her service on the Board for another five-year term.

Mayor Proto stated that Ms. Walker, as well as the other members of the Wetlands Board, had done a superb job.

**Motion made by Councilman Buchholz, seconded by Councilwoman Natali, to re-appoint Ann Hayward Walker to the Wetlands & Coastal Dune Board for another five-year term. The motion was approved by unanimous vote.**

C. *Xenith Bank Credit Line Renewal*

Deborah Pocock stated that since 2011, the town had maintained a line of credit in the amount of \$500K for working capital. The line of credit had never been used but the cost to keep it in place for another year was \$26 for a search fee for liens, suits and judgements. There were no other changes to the account.

Mayor Proto read Resolution 20161020 Authorizing the Renewal of the Line of Credit with Xenith Bank.

**Motion made by Councilman Brown, seconded by Councilwoman Natali, to adopt Resolution 20161020 Authorizing the Renewal of the Line of Credit with Xenith Bank in the amount of \$500K. The motion was approved by unanimous vote. Roll call vote: Bennett, yes; Brown, yes; Buchholz, yes; Natali, yes.**

D. *Parking Restriction Request – VDOT Resolution*

Brent Manuel stated that Council discussed Mr. Stephen Fox's request at their September 29, 2016 Special Meeting and agreed to support the request by adopting a resolution at the October meeting.

Mayor Proto read Resolution 20161020A in Support of the Request from Stephen K. Fox for Parking Restriction at 1 Monroe Avenue.

**Motion made Councilman Bennett, seconded by Councilman Brown, to adopt Resolution 20161020A in Support of the Request from Stephen K. Fox for Parking Restriction at 1 Monroe Avenue. The motion was approved by unanimous vote. Roll call vote: Bennett, yes; Brown, yes; Buchholz, yes; Natali, yes.**

E. *FY 2017 USDA Rural Development Application*

Deborah Pocock stated that Council approved the purchase of a 2017 police vehicle as part of the FY 2017 budget. As part of the application process, USDA Rural Development required minutes showing Council approval to apply for the grant/loan for the police vehicle.

**Motion made by Councilwoman Natali, seconded by Councilman Bennett, to approve the application submittal for a USDA Rural Development grant and loan for the purchase of a new police vehicle. The motion was approved by unanimous vote.**

**MAYOR AND COUNCIL COMMENTS**

Councilmen Buchholz and Brown did not have any further comments.

Councilman Bennett commented as follows: i) If a citizen came to a Council meeting and asked a question, he did not think the individual should be required to submit their question in writing. It was our obligation to specifically answer the question. Someone needed to take the responsibility to respond accordingly; and ii) Department reports were provided in the Town Council meeting packets which were distributed the Friday prior to the meeting. If Council members had a question regarding the report(s) they should submit it in writing to the town manager and clerk who would forward it to the appropriate department head. Either the town manager or the department head could answer the question at the meeting. If there were no questions, he did not see a reason for staff to be at the meeting to stand up to state that they had nothing to add to their written report. Questions regarding reports should become part of the record. A lot of time was spent on department reports and staff spent a lot of time sitting in the room for no reason.

Councilwoman Natali commented as follows: i) At the last meeting, she asked to be given a status update on the parking lot behind Mason Avenue. Funding was approved in the budget and the project was supposed to be done in July. It was now October and there had been no activity.

Mayor Proto agreed and added that there were six action items outlined in the minutes from the September meeting and he wanted to get answers. In the future, he wanted to add a section to the agenda for follow-up items to get a formal record of responses.

Brent Manuel stated that staff met with Patrick Hand and discussed options for lighting the leased parking lot. At the last work session, alignment of the parking lot, lighting fixtures, etc. were discussed in detail. The estimate for lighting far exceeded the budgeted funding and staff was looking at alternatives. Dave Fauber looked into solar lights with thoughts to start with the pedestrian plaza on Strawberry Street. Staff also met with the landscape architect to look at the configuration of the area.

Councilwoman Natali continued her comments by asking about the strategic planning session. In prior years, the sessions were held in July or August. We did not hold a strategic planning session last year and no date had been set for this year's. Budget meetings would begin in about two months, so the strategic planning session needed to be done as soon as possible.

Brent Manuel responded that the scheduling of meetings had been difficult with the Council's busy schedules. He had reached out to Tedd Povar of the Virginia Institute of Government for a facilitator and was waiting to get dates from them to forward to Council. He was in agreement that the session needed to be held sooner vs. later.

Mayor Proto asked about the timeline for the Main Street Initiative. Brent Manuel stated that the board member application and job description for the manager had been sent out and he was awaiting Council's response. After receiving the response, staff would meet to finalize them. The main milestone was to appoint a board. Afterwards, the employment advertisement for the manager would be published, applications collected and provided to the board for their review.

The first order of business for the board would be to hire the manager. Mayor Proto asked that a timeline be developed and brought back to Council for review.

Mayor Proto stated that Council had requested staff to provide the Northampton County Chamber of Commerce and the Board of Supervisors information regarding town events. Councilwoman Natali stated that she had spoken to Jen Lewis who informed her that she had been submitting information regarding all events to the Chamber of Commerce and had added the Board of Supervisors to the distribution list after reading the minutes from the September meeting.

Councilman Buchholz stated that he attended the Chamber of Commerce Board meeting last night and they were eager to work with the town. They held their Ag Fair last weekend and had a great turnout. They had lots of ideas to benefit both the Chamber and the town.

Mayor Proto asked about the status of the Wetlands Board recommendations which needed to be done in a timely fashion. Brent Manuel responded that staff met regarding the recommendations earlier this week and needed to determine whether the work could be done in-house or contracted out since the work needed to be done with limited interruption of other duties. This information would be added to the weekly town manager report.

Mayor Proto asked about future work sessions. Brent Manuel responded that the next work session was scheduled for November 3 and an executive session was scheduled for November 10. The Council prioritization of topics had not yet been received from everyone. Councilman Bennett added that a deadline for submission needed to be set and meetings needed to be scheduled. Brent Manuel stated that he would include the deadline in his weekly report.

Mayor Proto reminded all of the October 25 joint meeting with the Northampton County Board of Supervisors. The agenda had been distributed. He was encouraged that the Board of Supervisors were willing to meet with the town and hoped that it would lead to more productive relations with the county.

Councilwoman Natali stated that District 1 Supervisor Granville Hogg sent her an email a couple of days ago regarding his District 1 meeting which was being held tonight at 6:00 p.m. She asked him to set a date other than the third Thursday since that was the date of the Cape Charles Town Council regular meetings. Supervisor Hogg responded that he would set a special meeting in town. It was discovered that Councilwoman Natali was the only Council member to receive Supervisor Hogg's notification. Councilwoman Natali would contact Supervisor Hogg and ask that he send future notifications to the town clerk who would forward them to Council.

Mayor Proto went on to provide Council with a summary of discussions from the meeting with the Northampton County Planning Commission as follows: i) The town wanted architectural requirements for structures to be compatible with the town included in both the zoning and comprehensive plan. The County Planning Commission recognized that Cape Charles was the largest tourism draw in the county and understood the need for nice buildings along the corridor into town; ii) In regards to uses by right in the Town Edge zone, he referred the County Commissioners to the town's Comprehensive Plan; iii) The County Commission asked whether the town envisioned expansion of infrastructure. He went through some possibilities such as the Keck wells being brought online, future expansion of the wastewater treatment plant depending on population. The Commission asked whether the town would consider infrastructure expansion into the Town Edge. He responded that it would depend on the terms and conditions. He wanted to ensure the terms of compensation were fair to the town and protected the businesses in town; iv) The Commission asked if any of the county's policies restricted development within the town. He responded in the negative; v) The Commission asked if there were any issues that the county needed to address. He stated that the county was experiencing drop in population, an aging population and a fair amount of poverty and needed to work on improving work force development, school system quality and medical care; and vi) The Commission stated that the final

SET report recommended regional economic development for the future vs. the individual counties and asked whether the town supported this effort. He responded that he supported the principle but in practice, it was unclear how it would work. SET focused strongly on Accomack County and Wallops Island. Regional planning must be truly regional.

Councilman Buchholz stated that the Eastern Shore of Virginia Tourism Commission's efforts were shifting into Chincoteague. Mayor Proto stated that space tourism was mentioned in the meeting but he did not think people would stay in Cape Charles if coming to visit Wallops Island. Councilman Buchholz went on to state that he was concerned with a regional effort since all was being focused on Accomack County. Until the education system could be improved in Northampton County, no economic development would happen in the county. Councilwoman Natali added that the medical issue was also a big factor in economic development.

Mayor Proto stated that the only other town represented at the meeting was the mayor and town manager of Nassawadox. He had spoken with Peter Stith and it appeared that his comments were well received. The county knew the town's concerns and were interested in working with us.

Mayor Proto proceeded to read the Announcements.

**ANNOUNCEMENTS:**

- October 25, 2016 – Joint Meeting with Northampton County Board of Supervisors, 6:00 p.m.
- October 25, 2016 – Mayor's Office Hours, CANCELED
- November 3, 2016 – Town Council Work Session, 6:00 p.m.
- November 8, 2016 – Mayor's Office Hours, 2:00 p.m. – 3:00 p.m.
- November 11, 2016 – Town offices closed in observance of Veterans' Day.
- November 17, 2016 – Town Council Regular Meeting, 6:00 p.m.
- November 22, 2016 – Mayor's Office Hours, 6:00 p.m. – 7:00 p.m.

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

---

Mayor Proto

---

Town Clerk

**MUNICIPAL CORPORATION OF CAPE CHARLES  
TREASURER'S REPORT  
September 30, 2016**

**CASH POSITION**

| <b>Cash on Hand</b>             | <b>8/31/2016</b>    | <b>8/31/2016</b>    | <b>Increase/(Decrease)</b> |
|---------------------------------|---------------------|---------------------|----------------------------|
| Shore Bank Checking Account     | \$ 771,245          | \$ 642,770          | \$ (128,475)               |
| Shore Bank Money Market Account | \$ 1,078,611        | \$ 1,079,017        | \$ 406                     |
| LGIP Account 1 - Unrestricted   | \$ 97,859           | \$ 97,907           | \$ 47                      |
| LGIP Account 2 - Unrestricted   | \$ 300,171          | \$ 300,320          | \$ 150                     |
| <b>Total Cash On Hand</b>       | <b>\$ 2,247,885</b> | <b>\$ 2,120,013</b> | <b>\$ (127,872)</b>        |

| <b>Restricted and Reserved Cash Balances</b>                    | <b>8/31/2016</b>    | <b>8/31/2016</b>    | <b>Increase/(Decrease)</b> |
|---|---------------------|---------------------|----------------------------|
| Shore Bank Savings Account - Facility Fees Reserved (Utilities) | \$234,589           | \$234,618           | 30                         |
| 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                     | \$848,917           | \$848,917           | 0                          |
| PNC Account- 2013 Bond Proceeds - Interest                      | \$6,440             | \$6,689             | 249                        |
| Shore Bank Checking Account - E-Summons Revenue Reserved        | \$215               | \$245               | 30                         |
| US Bank - Reserved per VRA Interest Free Loan Requirements      | \$257,585           | \$257,586           | 1                          |
| <b>Total Cash Held in Reserve</b>                               | <b>\$ 1,359,051</b> | <b>\$ 1,359,361</b> | <b>\$ 310</b>              |
| <b>Total Cash - All Accounts</b>                                | <b>\$ 3,606,937</b> | <b>\$ 3,479,374</b> | <b>\$ (127,562)</b>        |

**DEBT SERVICE**

| <b><u>Next Debt Service Payments:</u></b> | <b><u>Due Date</u></b> | <b><u>Amount</u></b> |
|---|------------------------|----------------------|
| VRS 2010C General Obligation Bond         | 10/20/2016             | \$128,791            |

## REVENUE VS. EXPENDITURES

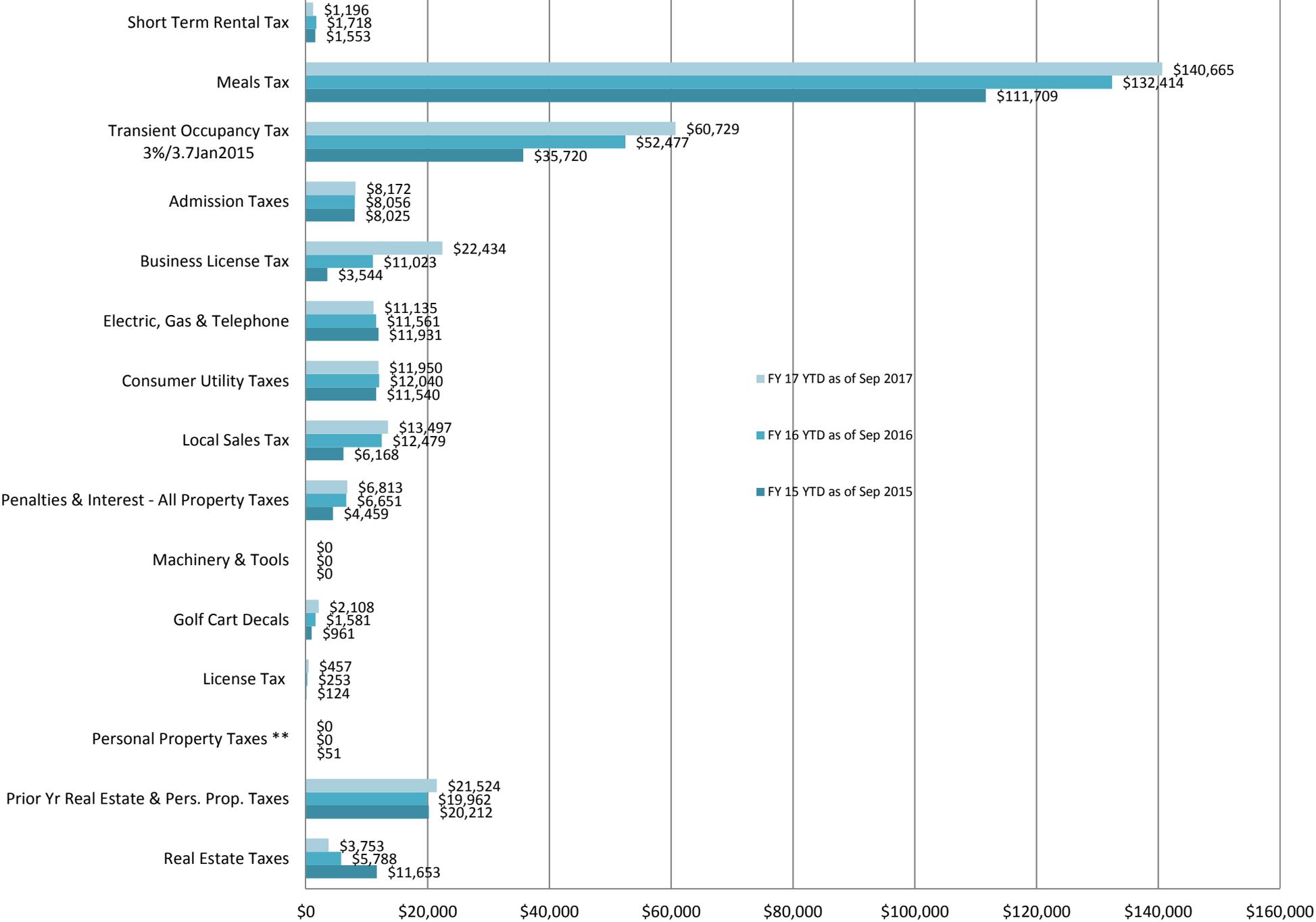
| <u>FUND</u>             | <u>CURRENT MONTH</u> | <u>PRIOR YEAR-TO-DATE</u> | <u>CURRENT YEAR-TO-DATE</u> | <u>INCREASE/<br/>(DECREASE) YTD</u> | <u>ANNUAL BUDGET</u>           | <u>% REALIZED/<br/>EXPENDED FY17</u> |
|-------------------------|----------------------|---------------------------|-----------------------------|-------------------------------------|--------------------------------|--------------------------------------|
| <b>GENERAL</b>          |                      |                           |                             |                                     |                                |                                      |
| REVENUES                | 147,331              | 322,516                   | 437,042                     | 114,526                             | 3,782,198                      | 11.56%                               |
| EXPENDED                | 311,602              | 645,770                   | 765,527                     | 119,757                             | 3,723,535                      | 20.56%                               |
| NET                     | (164,271)            | (323,253)                 | (328,484)                   | (5,231)                             | 58,663.00<br>surplus to harbor |                                      |
| <b>PUBLIC UTILITIES</b> |                      |                           |                             |                                     |                                |                                      |
| REVENUES                | 133,151              | 484,258                   | 415,286                     | (68,972)                            | 2,302,286                      | 18.04%                               |
| EXPENDED                | 83,424               | 299,936                   | 274,906                     | (25,029)                            | 2,302,286                      | 11.94%                               |
| NET                     | 49,728               | 184,322                   | 140,379                     | (43,943)                            | 0                              |                                      |
| <b>HARBOR</b>           |                      |                           |                             |                                     |                                |                                      |
| REVENUES                | 34,789               | 349,778                   | 198,940                     | (150,838)                           | 1,713,689                      | 11.61%                               |
| EXPENDED                | 54,630               | 363,885                   | 230,628                     | (133,257)                           | 1,772,351                      | 13.01%                               |
| NET                     | (19,841)             | (14,107)                  | (31,688)                    | (17,581)                            | (58,662.00)                    |                                      |
| <b>SANITATION</b>       |                      |                           |                             |                                     |                                |                                      |
| REVENUES                | 15,516               | 47,176                    | 47,345                      | 169                                 | 175,300                        | 27.01%                               |
| EXPENDED                | 13,698               | 30,214                    | 31,021                      | 807                                 | 175,300                        | 17.70%                               |
| NET                     | 1,818                | 16,961                    | 16,324                      | (638)                               | 0                              |                                      |

## FY 2017 Capital Improvement Project Tracking Report

As of:  
9/30/2016

|   | <u>FY17<br/>Status or Start Date</u> | <u>Percent of<br/>Completion</u> | <u>FY17<br/>Budgeted</u> | <u>FY17 QTR 1<br/>Expended</u> | <u>FY17 QTR 2<br/>Expended</u> | <u>FY17 QTR 3<br/>Expended</u> | <u>FY17 QTR 4<br/>Expended</u> | <u>FY17 YTD<br/>Expended</u> | <u>(Over)/Under<br/>Budget</u> |
|---|--------------------------------------|----------------------------------|--------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------------|--------------------------------|
| <b><u>General Fund</u></b>                    |                                      |                                  |                          |                                |                                |                                |                                |                              |                                |
| Enterprise Management System (Finance)        | full implementation Dec 6th          | 0%                               | \$ 36,069                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 36,069                      |
| Replacement Police Vehicle                    | USDA application phase               | 0%                               | \$ 27,000                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 27,000                      |
| Police vehicle cameras & software             | purchased                            | 91%                              | \$ 10,600                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ 9,640                     | \$ 960                         |
| Public Works Tractor                          | Ordered                              | 0%                               | \$ 57,621                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 57,621                      |
| Mason Ave & Harbor Area Parking Improvements  | Pending                              | 0%                               | \$ 30,000                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 30,000                      |
| Sidewalk Repair Program (VDOT grant 50%)      | pre-application phase                | 0%                               | \$ 30,000                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 30,000                      |
| Strawberry Street Plaza Purchase/Improvements | Pending                              | 0%                               | \$ 70,000                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 70,000                      |
| Cape Chas Multi-Use Trail Phase 2             | In progress                          | 13%                              | \$ 1,256,000             | \$ 167,738                     | \$ -                           | \$ -                           | \$ -                           | \$ 167,738                   | \$ 1,088,262                   |
| <i>subtotal</i>                               |                                      |                                  | <b>\$ 1,517,290</b>      | <b>\$ 167,738</b>              | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ 177,378</b>            | <b>\$ 1,339,912</b>            |
| <b><u>Water Fund</u></b>                      |                                      |                                  |                          |                                |                                |                                |                                |                              |                                |
| Utility Truck Body (shared)                   | pending                              | 0%                               | \$ 15,000                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 15,000                      |
| Walk Behind Leg Stacker                       | order in October                     | 0%                               | \$ 15,000                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 15,000                      |
| Keck Well Connection (Grant dependent)        | USDA application phase               | 0%                               | \$ 500,000               | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 500,000                     |
| <i>subtotal</i>                               |                                      |                                  | <b>\$ 530,000</b>        | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ -</b>                  | <b>\$ 530,000</b>              |
| <b><u>Sewer Fund</u></b>                      |                                      |                                  |                          |                                |                                |                                |                                |                              |                                |
| Utility Truck Body (shared)                   | pending                              | 0%                               | \$ 15,000                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 15,000                      |
| Pump Station Improvements                     | pending                              | 0%                               | \$ 200,000               | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 200,000                     |
| <i>subtotal</i>                               |                                      |                                  | <b>\$ 215,000</b>        | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ -</b>                  | <b>\$ 215,000</b>              |
| <b><u>Harbor Fund</u></b>                     |                                      |                                  |                          |                                |                                |                                |                                |                              |                                |
| Jetty Improvements (Breakwater #4 deferred)   | engineering                          | 3%                               | \$ 300,000               | \$ 8,750                       | \$ -                           | \$ -                           | \$ -                           | \$ 8,750                     | \$ 291,250                     |
| Harbormaster Boat                             | pending                              | 0%                               | \$ 12,000                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 12,000                      |
| <i>subtotal</i>                               |                                      |                                  | <b>\$ 312,000</b>        | <b>\$ 8,750</b>                | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ 8,750</b>              | <b>\$ 303,250</b>              |
| <b>TOTAL</b>                                  |                                      | <b>7%</b>                        | <b>\$ 2,574,290</b>      | <b>\$ 176,488</b>              | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ 186,128</b>            | <b>\$ 2,388,162</b>            |

# Three Year Revenue Comparison





## Municipal Corp. of Cape Charles

The undersigned Clerk of the Council of the Town of Cape Charles, Virginia (the “Town”), hereby certifies that:

1. A meeting of the Council of the Town (the “Council”) was duly called and held on October 20, 2016 (the “Meeting”).
2. Attached hereto is a true, correct and complete copy of Resolution 20161020 (the “Resolution”) of the Town entitled as recorded in full in the minutes of the Meeting, duly adopted by a majority of the members of the Council present and voting during the Meeting.
3. A summary of the members of the Council present or absent at the Meeting and the recorded vote with respect to the foregoing Resolution as set forth below:

| <u>Member Name</u>  | <u>Present</u> | <u>Absent</u> | <u>Voting</u> |           |                   |
|---------------------|----------------|---------------|---------------|-----------|-------------------|
|                     |                |               | <u>Yes</u>    | <u>No</u> | <u>Abstaining</u> |
| George Proto, Mayor | X              |               |               |           |                   |
| Chris Bannon        |                | X             |               |           |                   |
| Steve Bennett       | X              |               | X             |           |                   |
| Charles Brown       | X              |               | X             |           |                   |
| Andy Buchholz       | X              |               | X             |           |                   |
| Joan Natali         | X              |               | X             |           |                   |
| Dora Sullivan       |                | X             |               |           |                   |

4. The Resolution has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

Witness my signature and the seal of the Town of Cape Charles, Virginia this 21<sup>st</sup> day of October 2016.

---

Clerk of the Council  
Town of Cape Charles, Virginia

(Seal)

**RESOLUTION 20161020**

**AUTHORIZING THE RENEWAL OF THE LINE OF CREDIT WITH XENITH BANK**

**WHEREAS**, the Town of Cape Charles has carried a line of credit with Xenith Bank, formerly known as Shore Bank, since 2011; and

**WHEREAS**, the Town Council of the Town of Cape Charles desires to continue this line of credit; and

**WHEREAS**, Xenith Bank has offered the Town of Cape Charles a \$500,000 unsecured line of credit with a variable interest rate of Prime plus 0.5%, with a floor of 3.75%; now

**THEREFORE BE IT RESOLVED** by the Town Council of the Town of Cape Charles, Virginia, this 20<sup>th</sup> day of October 2016, to authorize Mayor Proto to execute the loan documentation to renew the unsecured line of credit for \$500,000 with Xenith Bank. In the event the Mayor is unavailable to sign the documents, both the Vice Mayor and Town Manager would be required to sign. The credit line would be available for use as determined and authorized by the Town Council of the Town of Cape Charles.

\*\*\*\*\*

Adopted by the Town Council of the Town of Cape Charles on October 20<sup>th</sup>, 2016.

By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk



# Municipal Corp. of Cape Charles

The undersigned Clerk of the Council of the Town of Cape Charles, Virginia (the “Town”), hereby certifies that:

1. A meeting of the Council of the Town (the “Council”) was duly called and held on October 20, 2016 (the “Meeting”).
2. Attached hereto is a true, correct and complete copy of Resolution 20161020A (the “Resolution”) of the Town entitled as recorded in full in the minutes of the Meeting, duly adopted by a majority of the members of the Council present and voting during the Meeting.
3. A summary of the members of the Council present or absent at the Meeting and the recorded vote with respect to the foregoing Resolution as set forth below:

| <u>Member Name</u>  | <u>Present</u> | <u>Absent</u> | <u>Voting</u> |           |                   |
|---------------------|----------------|---------------|---------------|-----------|-------------------|
|                     |                |               | <u>Yes</u>    | <u>No</u> | <u>Abstaining</u> |
| George Proto, Mayor | X              |               |               |           |                   |
| Chris Bannon        |                | X             |               |           |                   |
| Steve Bennett       | X              |               | X             |           |                   |
| Charles Brown       | X              |               | X             |           |                   |
| Andy Buchholz       | X              |               | X             |           |                   |
| Joan Natali         | X              |               | X             |           |                   |
| Dora Sullivan       |                | X             |               |           |                   |

4. The Resolution has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

Witness my signature and the seal of the Town of Cape Charles, Virginia this 21<sup>st</sup> day of October 2016.

---

Clerk of the Council  
Town of Cape Charles, Virginia

(Seal)

**RESOLUTION 20161020A**

**IN SUPPORT OF THE REQUEST FROM STEPHEN K. FOX  
FOR PARKING RESTRICTION AT 1 MONROE AVENUE**

**WHEREAS**, the Town received a request from Mr. Stephen K. Fox for an area restricting parking at 1 Monroe Avenue; and

**WHEREAS**, the letter cited an issue regarding access to their lot which is elevated above the street level with a lead walk consisting of two steps as their primary access to their dwelling; and

**WHEREAS**, the designation of the area in front of the lead access as a “No Parking” area would ensure adequate pedestrian access to the entrance of the dwelling; and

**WHEREAS**, although this request falls under the purview of the Virginia Department of Transportation, Mr. Fox has requested the support of the Town Council to submit with his application; and

**WHEREAS**, after discussion at the September 29, 2016, Town Council Special Meeting it was agreed to support the request from Mr. Stephen K. Fox for a restricted parking area at 1 Monroe Avenue in front of the lead access to the dwelling;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Town Council of the Town of Cape Charles hereby expresses its support of the request for a “No Parking” area at the entrance of the lead access at 1 Monroe Avenue.

Adopted by the Town Council of Cape Charles on this 20<sup>th</sup> day of October, 2016.

\*\*\*\*\*

By: \_\_\_\_\_  
Mayor George Proto

ATTEST:

\_\_\_\_\_  
Town Clerk