



**TOWN COUNCIL**  
**Work Session**  
Cape Charles Civic Center  
December 1, 2016  
6:00 p.m.

At approximately 6:00 p.m., Mayor George Proto, having established a quorum, called to order the Work Session of Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilman Buchholz, and Councilwomen Natali and Sullivan. Councilman Bennett arrived at 6:15 p.m. Councilman Brown was not in attendance. Also present were Town Manager Brent Manuel, Planner Larry DiRe, Treasurer Deborah Pocock and Town Clerk Libby Hume. There were no members of the public in attendance.

**ORDER OF BUSINESS**

A. *Application for Harbor Development Certificate*

Larry DiRe stated that the Harbor Area Review Board (HARB) met on November 29 to review a new application for the development at Lot 19. Several Harbor Development Certificates had previously been approved for Lot 19. The current application was for the construction of decks and handicap-accessible ramp at the Harvey building and a new bath house. The proposed new bath house construction was previously awarded a Harbor Development Certificate at a different location on Lot 19. This bath house design was identical but at a location closer to the Harvey building. The HARB made a recommendation for Town Council approval of the Harbor Development Certificate. This item would be an agenda item for the December 15 Town Council Regular Meeting.

B. *Review of Updated Draft Comprehensive Plan*

Larry DiRe stated that staff reports for the recent changes were included in the agenda packets and the following was discussed: i) § 4.1 Council Priorities included items in the text of the Comprehensive Plan identified as priorities. Mayor Proto stated that this item would be discussed at the December 10 Town Council Strategic Planning Work Session. Councilwoman Natali stated that a new page could be added to the town's website where the Town Council Priorities would be listed and updated as needed; ii) Language was added regarding the industrial access road as requested by Council; iii) The zoning map was updated and showed the route of the new road as well as the recently rezoned parcel by Bayshore Concrete from Harbor to Industrial; iv) Some formatting had been done and extra page breaks were removed which reduced the number of pages from 62 to 48; v) Mayor Proto asked why the Planning Commission did not include status reports in the Comprehensive Plan as he had requested. There was much discussion regarding this item. Larry DiRe stated that staff provided an annual report to the Planning Commission in January and would include the detailed information regarding the status of projects in that report which would also be provided to the Town Council; vi) There was much debate regarding § III.E.3 Civic Partnerships and the confusion that if an organization was listed in this section, it received funding from the town. It was agreed that no changes would be made to this section as it listed the current non-profit organizations in the town; and vii) There was much discussion regarding accessory dwelling units which was recommended in the Comprehensive Plan but still prohibited in the zoning ordinance.

A Planning Commission and Town Council Joint Public Hearing was scheduled for December 6. The Planning Commission would meet afterwards to review any comments received and vote on their recommendation to Council. This item would be an agenda item for the December 15 Town Council Regular Meeting.

C. *Nixle Communications Upgrade Option*

The town began using Nixle Engage in February 2015 as an additional method of communication with residents and business owners. Nixle Engage allowed staff to send alerts, advisories and community news to subscribers via text and email messages at a cost of \$1,545 per year. The town received an offer to upgrade to the Nixle 360 platform which would give staff the ability to send messages to subscribers via voice calls for an additional \$1,000 annually. It would provide the town with a method of communication to reach the citizens who did not have texting capabilities on their cell phones or home computers to receive email.

Vice Mayor Bannon, Councilmen Bennett and Buchholz, and Councilwomen Natali and Sullivan agreed that the town should upgrade to Nixle 360.

D. *Municipal Building Internet Connectivity Issue Update*

Brent Manuel stated that the town had been experiencing serious internet issues over the past several weeks. This also affected the phone system. Staff asked Chesapeake Bay Communications (CBC) for an estimate to connect to their fiber. The estimate came in just under \$10K and majority of the cost was to bore under Mason Avenue.

Deborah Pocock stated that the funds were available in the General Fund Contingency. The internet connectivity issues affected the processing of credit card payments and payroll.

After much discussion, Council reached a general consensus and agreed that the town could not function without good internet service. This issue would be an agenda item for the December 15 Town Council Regular Meeting.

E. *Review of Pending Matters Matrix*

Brent Manuel stated that the Pending Matters were ranked based on Council's input. The matrix was being presented to Council for review to see if any item needed to be moved up or down in priority. There was discussion as follows: i) Town Communication Improvements – Brent Manuel was developing a Town Administrative Policy Manual for all department heads to include any administrative policies that didn't fit in the town's personnel manual; ii) The Harbor Management Company item was moved up in priority and would fall behind the Virginia Main Street Program. One or more management consulting firms would be invited to provide presentations to the Town Council with input on how the Town Harbor could be managed and to learn about the possible benefits of contracting with a third party management firm.

Mayor Proto stated that the Pending Matters Matrix would be discussed in more detail at the December 10 Strategic Planning Work Session and some of the items could be re-prioritized.

Councilwoman Natali asked Mayor Proto to appoint one Council member to receive a copy of all citizen correspondence received as well as the town's responses and proceeded to volunteer to be the appointee. Councilwoman Natali continued to explain her request stating that she wanted to ensure that all citizen correspondence was acknowledged and replied to in a timely manner and that at least one Council member was aware of the issues. There was much discussion regarding the request and Councilman Buchholz stated that it was the town manager's responsibility to run the day-to-day operations of the town and to ensure that staff performed their duties as expected. Councilman Bennett noted that the Town Council's responsibility was to set policy, not run the town. Brent Manuel stated that this issue would be included in the Administrative Policy Manual which was being developed.

Mayor Proto stated that there would be more discussion regarding these issues at the December 10 Strategic Planning Work Session.

Councilwoman Natali requested that a future work session be scheduled to meet with Mr. Alex Parry, the current head of Bay Coast Railroad regarding their future plans. The railroad is a huge part of the town and we needed to improve our relationship with them and open up lines of communication. Councilman Buchholz added that the town needed to strengthen its relationships with the U.S. Coast Guard and Bayshore Concrete as well.

**Motion made by Councilwoman Natali, seconded by Councilman Buchholz, to adjourn the Town Council Work Session. The motion was approved by unanimous vote.**

The meeting adjourned at 7:26 p.m.

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Mayor Proto

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Town Clerk