

Town Council
Regular Session
2-12-08
7:00 p.m.

At approximately 7:00 p.m. in the Cape Charles Hotel Historic Inn, Mayor Dora Sullivan called to order the Regular Session of the Town Council. In addition to Mayor Sullivan, present were Councilmen Melvin Dudley, Chris Bannon, Bruce Evans, John Burdiss, and Charles "Sambo" Brown. Councilman Gerald Elliott arrived shortly after the gavel sounded. Also present were Town Manager Joe Vaccaro, Town Planner Tom Bonadeo, Town Clerk Joy Pelletier several staff member and approximately 27 members of the public.

Councilman Burdiss led the invocation and Councilman Brown led the Pledge of Allegiance.

PUBLIC COMMENTS

Michael Killebrew- 1 American Crt., Cape Charles

Mr. Killebrew addressed the Council stating there were several meetings planned for the same evening that he felt important to attend. Because the meetings overlapped, he had to prioritize by attending only the first hour of the County Supervisor's meeting and then attending the Cape Charles Town Council meeting. He, unfortunately, had to miss an important meeting of the School Board.

Mr. Killebrew stated he understood it was the County having recently moved their meeting to the second Tuesday of each month that caused the conflict in attending both the County Supervisor and the Town Council meetings. He asked if it was possible for the Council to move their meeting to a different evening.

Mr. Killebrew then complimented the Town Council, Management and Staff for the wonderful job they had done and announced it was a pleasure to live in Cape Charles.

Pat Smith – representing the Cape Charles Concerned Citizens.

Ms. Smith reported on a meeting held on January 31, 2008 with the Town Manager Joe Vaccaro, the Assistant Town Manager Heather Arcos and the Town Treasurer Paul Skolnick. The meeting was to discuss the 1995 Community Development Block Grant income fund that had a remaining balance of approximately \$24,000. The result of the meeting was for a list of needs in the project area to be presented to the Treasurer, and after the proper approval process, funds would be disbursed to cover the cost of the improvements.

She then reported a review board of members of the Cape Charles Concerned Citizens met on February 4, 2008 with a group of citizens from the project area to determine the needs of the area which ranged from additional lighting, sidewalks, landscaping and alley upgrades. She closed saying she was looking forward to the next meeting with the Town Manager and Treasurer to discuss the details.

Motion made by Councilman Brown, seconded by Councilman Bannon and unanimously approved to accept the agenda format as presented.

Motion made by Councilman Evans, seconded by Councilman Brown and unanimously approved to accept the Minutes as amended.

REPORT PRESENTATIONS

A. Treasurer's Report

Town Treasurer Paul Skolnick addressed the Council with the attached reports. He then elaborated stating he had been with the Town for approximately six months and had observed that the staff had been well trained in adhering to budgetary guidelines – that all spending was controlled.

He then verified the softness in the revenue stream as associated with the economy, the lull in the construction industry, and limited economic growth. Mr. Skolnick indicated the real estate taxes were approximately 98% collected. He commented that the July 2, 2007 increases in water/sewer and garbage collection have created the impact needed and the improved infrastructure has caught much of the water that had previously been unaccounted.

Motion made by Councilman Brown seconded by Councilman Elliott and unanimously approved to accept the Treasurer's report as presented.

B. Planning Commission

Town Planner Tom Bonadeo reviewed the action taken at the most recent Planning Commission meetings. See Planning Commission minutes of February 5 and 7th, 2008.

C. Historic Review Board

Mr. Bonadeo reviewed with Council the recent items covered at the Board meeting. See Historic District Review Board meeting of February 19, 2008

D. Public Works

Public Works Foreman Matt Pruitt reported to the Council. Items completed during the prior month included: the bid for construction of the gazebo in Central Park had been awarded to Monaco homes; emergency competitive bid process had begun for central heat in the Municipal building – the boiler had stopped working and was unable to be repaired; security cameras had been installed for park surveillance; repairs had been made to fire hydrants in Town; water main repairs were addressed, and discussions were held concerning composting waste water sludge.

E. Recreation Report

Jim Marvel reported that he, the Town Manager and the Assistant Town Manager met with the local clergymen on January 30, 2008 to discuss the presence of gang

related activity on the Eastern Shore and what might be done to direct the youth towards positive activities. He also reported a dance for the youth was being planned. Other activities in which Mr. Marvel had been involved included an exercise program for the local seniors and an upcoming presentation on illegal drugs and their impact on the Eastern Shore.

F. *Harbor Report.*

Harbor Master Dize reported that he and Councilman Bannon had met with representatives of the Virginia Port Authority to apprise them of the progress made on upgrading the Town Harbor and to request funds for upcoming projects. The meeting with the Port Authority ended on a positive note and an "onsite" meeting with the representatives and with other prominent officials was scheduled. He also mentioned Phase 2 of the dock widening had been completed and there would be a Blessing of the Fleet in Cape Charles Harbor to welcome the watermen.

Concerning the meeting with the Virginia Port Authority, Councilman Bannon added that the representatives were enthused with the progress made on the Harbor upgrades and were looking forward to further progress.

OLD BUSINESS

A. *Gazebo at Central Park*

Matt Pruitt explained the process followed for a Request for Proposals to construct the Central Park Gazebo. He reported the Town had budgeted \$25,000 towards the construction with the Citizens for Central Park committing a further \$15,000. Based on the architectural drawings, etc, a proposal made by Monaco Homes was the most attractive offer at \$65,000 which could be completed in two phases. Phase one would consist of the steel framing and installation of the roof. Phase two would include the cornice, rails, electric and painting and could be completed in the 2008/2009 fiscal year with funds allocated from that budget year and /or with additional funds raised by the Citizens of Central Park.

Councilman Dudley indicated that to conform to ADA standards a handicap accessible ramp must be installed. He mentioned it had been suggested the ramp no longer needed for accessibility to the Cape Charles School be modified for use at the Gazebo to save building costs. He also reported a dedication ceremony was being planned for July, 2008.

Councilman Bannon suggested railings be installed prior to the dedication ceremony. Town Manager Joe Vaccaro stated there had been discussion of adding the railings in Phase I at an additional cost of approximately \$5,000.

Motion made by Councilman Evans, seconded by Councilman Burdiss and unanimously approved to execute a contract in the amount of \$41,275 with Monaco Homes to complete Phase 1 of the Central Park Gazebo.

NEW BUSINESS

A. *Adopt the Town Harbor Redevelopment Master Plan*

Harbor Master Dize reported that a Harbor Area Conceptual Master Plan had been developed with the help of a consultant and extensive public input and had been approved and adopted by Council. Langley McDonald/East Coast Hydrographic, Joint Venture, had then been contracted to design a Town Harbor Redevelopment Plan for Town owned properties around the Harbor implementing all aspects of the Conceptual Master Plan. Harbor Master Dize explained that the first phase of the redevelopment plan included an inshore breakwater, 44 new rental slips at the west dock, restrooms, associated utilities and an offshore breakwater west of the harbor entry channel. He explained the improvements would generate significant revenue for the Town and better protect all activities within the Harbor. The estimated cost would be \$3,718,269 with \$1,545,000 for the off shore breakwater. The plan was to fund the project with a combination of VPA grants and Town contributions of approximately 25%. The funding and Phase 1 of the project would be spread over several fiscal years. An estimated amount of \$118,000 was remaining from the current VPA grant and would be used to begin the design and permitting process.

Motion made by Councilman Brown, seconded by Councilman Bannon and unanimously approved to accept the proposed Town Harbor Redevelopment Plan as presented and proceed with Phase 1 of the Plan.

B. 2009 Virginia Port Authority Grant Request

Harbor Master Dize briefly described the recent visit to the Virginia Port Authority and the funds requested. See attached letter addressed to the VPA which was read into record.

Motion made by Councilman Bannon, seconded by Councilman Brown and unanimously approved to authorized Mayor Sullivan to sign the letter to VPA requesting a total of \$1,609,633 to be used for phase one of the Harbor Redevelopment Plan.

C. Proposed Harbor Rates

Harbor Master Dize explained that significant improvements had been made to the Town Harbor over the past several years and that the last increase of fees was in February, 2006. After reviewing the current rates of comparable marinas and harbors in the area he stated it would be in the best interest of the Town to increase the rates. He pointed out for the watermen the increase would be approximately \$10.00/month. In addition, Harbor Master Dize reported the gravel dock wharf fees were investigated. He had found the average price per ton for barge, train and truck ranged between \$20.00 and \$45.00 per ton. He proposed increasing our rate from \$.50 per ton to \$2.00 per ton.

Motion made by Councilman Brown seconded by Councilman Evans and unanimously approved to accept the rate increases proposed on dock and wharf fees.

D. Record Retention/Destruction

Town Clerk Joy Pelletier explained that under the Code of Virginia, Virginia Public Records Act, Real Estate Tax Records and Bond and Coupon records have a retention of five years after the end of the fiscal year in which paid or until audited. These items would then be scheduled for destruction by shredding or burning with the approval of the governing body.

Ms. Pelletier requested approval for destruction of Real Estate Tax Records for taxing year 1998. Also in this request were Coupon Bonds with paid dates ranging from 1935 through 1950. In requesting destruction of these items permission was also requested to provide a selection of the Street Paving Fund Bond and coupons to the Cape Charles Museum for display and permanent archive.

Motion made by Councilman Brown seconded by Councilman Bannon and unanimously approved to agree to the destruction of the Real Estate Tax Records for taxing year 1998, and Bond records for street paving, water bond, Municipal Building Bond and Sinking Fund Street Paving Bond with dates ranging between 1935 through 1950 with a selection of the bonds and coupons being donated to the Cape Charles Museum for display and permanent archive.

A short discussion followed concerning the numbers of archive/retention items remaining to be catalogue or destroyed. Town Planner Tom Bonadeo commented on the value of several of the items discovered by the Clerks' office while working on the archived items and the importance of continuing the project.

- E. *Appointment to Industrial Development Authority of Cape Charles-Northampton*
Town Clerk Joy Pelletier explained the Cape Charles-Northampton Industrial Development Authority was initiated by resolution adopted June 5, 1972 to administer the Industrial Revenue Bond used to finance Shore Memorial Hospital and Heritage Hall. This IDA would be dissolved upon the retirement of the debt. The term of J. Arthur Dent had expired. Ms. Sharon Bailey had been appointed by the Northampton County Board of Supervisors to succeed Mr. Dent. For the appointment to become official, Cape Charles Town Council would have to agree to the appointment.

Discussion was opened concerning the lack of representation from Districts 2 & 3. Prior to making a decision, Council asked that further clarification be made. It was also pointed out other members terms were soon expiring with a suggestion that a member from Cape Charles be appointed to the Board.

Motion made by Councilman Brown seconded by Councilman Bannon and unanimously approved to postpone this item until further research could be conducted.


ANNOUNCEMENTS

- Staff is currently soliciting for Ground Maintenance Services. The Invitation to Bid will close on February 28th at 1pm.
- Mayor Sullivan read a copy of the attached letter that went out to specific staff members thanking them for their recent contributions.
- SPCA Spay/Neuter Day Thursday, March 6, 2008. Cost \$75 for dogs, \$65 for Cats. Low income residents qualify for a lower rate of \$25 for dogs and \$15 for cats. Only small to medium sized dogs can be accommodated due to the limited space in the mobile clinic. See Debra Christie, Director of the Northampton/Cape Charles Chamber of Commerce for appointments and applications for low income qualifications.

- Councilman Evans asked that a letter be drafted to the County Supervisors asking them if it was possible for them to move their meeting day so as not to conflict with the Town Council meeting.
- Councilman Bannon announced the Library was sponsoring a poetry slam to be held at the Palace Theatre on Saturday February 9, 2008.
- The 2008 Renovator's Ball sponsored by the Citizens for Central Park was scheduled for March 29 to be held at the STIP Building.

**Motion made by Councilman Brown, seconded by Councilman Bannon and
unanimously approved to adjourn the Town Council Regular Session.**


Town Clerk


Mayor Sullivan

MUNICIPAL CORPORATION OF CAPE CHARLES
 TREASURER'S REPORT
 JULY 1 THRU JANUARY 31, 2008

FUND	ANNUAL ADOPTED BUDGET	YEAR TO DATE	% REALIZED/ EXPENDED
GENERAL			
REVENUES (Note 3)	1,975,885	1,443,816	73.07%
EXPENDED (Note 2)	1,975,885	990,365	50.12%
PUBLIC UTILITIES			
REVENUES (Note 1)	1,330,539	630,741	47.40%
EXPENDED (Note 2)	1,330,539	655,572	49.27%
HARBOR			
REVENUES	870,493	344,688	39.60%
EXPENDED	870,493	424,960	48.82%
SANITATION			
REVENUES (Note1)	173,310	101,774	58.72%
EXPENDED	173,310	96,236	55.53%

Points of Information

1. Utility revenues are recorded as collected. Therefore January utility charges are not included above.
2. Capital expenditures are minimal at the present, however progress payments will be due in the near future.
3. General Fund revenues will increase with the Business License sales which start in the near future.

MUNICIPAL CORPORATION OF CAPE CHARLES
CASH POSITION
JANUARY 31, 2008

Cash on Hand	12/31/2007	1/31/2008
Bank of America Checking	64,253	94,285
Bank of America Credit Card	37,644	38,394
Local Government Investment	<u>2,262,580</u>	<u>2,159,504</u>
 Total Cash On Hand	 <u>2,364,477</u>	 <u>2,292,183</u>

MUNICIPAL CORPORATION OF CAPE CHARLES
REAL ESTATE & PERSONAL PROPERTY TAX SUMMARY
JULY 1 THRU JANUARY 31, 2008

	ANNUAL ADOPTED BUDGET	YEAR TO DATE	% REALIZED
REAL ESTATE TAX	879,948	865,715	98.38%
PERSONAL PROPERTY TAX	159,176	139,005	87.33%