

**Town Council
Regular Meeting
Cape Charles Civic Center – 500 Tazewell Avenue
November 20, 2025
6:00 PM**

At approximately 6:00 p.m. Vice Mayor Buchholz, having established a quorum, called the meeting to order. In addition to Vice Mayor Buchholz, in attendance were Councilmen Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway. Mayor Adam Charney arrived at approximately 6:15. Staff in attendance were Town Manager Rick Keuroglian, Police Chief Jim Pruitt, Assistant to the Town Manager Pam Endlein, and Town Clerk Libby Hume. There were 12 members of the public in attendance.

A moment of silence was observed followed by the Pledge of Allegiance.

RECOGNITION OF VISITORS / PRESENTATIONS / RECOGNITIONS:

A. *Proclamation Honoring the Life of William “Billy” Powell*

Vice Mayor Buchholz read Proclamation 20251120 honoring the life, service and legacy of William “Billy” Powell. The proclamation recognized his 33 years with the Town, 43 years with the Cape Charles Volunteer Fire Company, and the positive influence of his character, humility, and dedication. His family received the proclamation.

B. *Cape Charles Volunteer Fire Company – Update by Treasurer Ryan Peake*

Treasurer Ryan Peake presented a wide-ranging update on operations. (Please see attached.) Councilmembers asked questions throughout and discussed staffing challenges, demographic shifts affecting volunteer availability, enforcement of golf cart regulations, potential tri-fold educational materials, as well as ways the Town and Fire Company could collaborate on public safety messaging.

C. *Arts Enter / LemonTree Gallery Plein Air Event Concept – MaryAnn Roehm*

MaryAnn Roehm described the potential for a Plein Air weekend event during SailFest. She explained how artists painted scenes throughout Town and later displayed their work for sale. She outlined anticipated costs and the importance of sponsorships and marketing. The Council discussed Town policy regarding nonprofit funding and suggested external grant opportunities. Councilwoman Holloway would contact Ms. Roehm regarding some specific grants that were available for this type of event.

PUBLIC COMMENTS: (3 MINUTES PER SPEAKER)

There were no comments to be heard, nor any comments received in writing prior to the meeting.

CONSENT AGENDA:

- A. Approval of Agenda Format
- B. Approval of Minutes
 - i. October 16, 2025 Town Council Regular Meeting
 - ii. November 6, 2025 Town Council Executive Session
- C. Approval of September 2025 Financial Report

Town Manager Rick Keuroglian stated that when the agenda packet was published, the information related to the downtown restrooms options (Item #7D) had not yet been received, so the item was postponed. Since then, all information had been received, and he was now

prepared to discuss this topic if Council wanted to add it back to the agenda as an informational item.

Motion made by Vice Mayor Buchholz, seconded by Councilwoman Holloway, to resurrect Item 7D – Downtown Restroom Options as an informational item only. The motion was approved by unanimous vote.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to approve the Consent Agenda as amended. The motion was approved by unanimous vote.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS:

A. *January 2, 2026 as Additional Paid Holiday*

Rick Keuroglan described the staff's exemplary performance through the office relocation, tax cycle, with long work hours. New Year's Day fell on Thursday, January 1, 2026, and Town officer would be closed. The following day, Friday, January 2, was scheduled as a regular work day. Historically, the Town operated with minimal staffing during the week between Christmas and New Year's as many employees used vacation time. Public demand for services was also traditionally low during this period. He felt that adding January 2 as an additional holiday would be a great way to thank staff for all their hard work and dedication throughout the year.

Council discussed the holidays for Christmas and New Year's and opted to close the office for a full day on Wednesday, December 24, versus the half day closure which was the current holiday schedule.

Motion made by Vice Mayor Buchholz, seconded by Councilwoman Ashworth, to close the Town offices for a full day on December 24 and a full day on January 2 as additional paid holidays for the staff. The motion was approved by unanimous vote.

Rick Keuroglan thanked Council on behalf of the staff.

B. *United States Postal Service Collection Box Resolution*

Town Manager Keuroglan detailed inspections and communications with the Cape Charles Postmaster regarding the deteriorating condition of the collection boxes. To date, his attempts had been unsuccessful. Council adoption of a resolution would elevate our request for corrective action to the regional office.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to adopt Resolution 20251120 Requesting the United States Postal Service to Repair or Replace Public Blue Collection Boxes Located Within the Town of Cape Charles. The motion was approved by unanimous vote. Roll call vote: Ashworth, yes; Buchholz, yes; Butta, yes; Grossman, yes; Holloway, yes; Newman, yes.

C. *Waste Collection Services Contract Extension*

Council reviewed the contract extension details for waste collection and disposal services. The original contract was awarded on November 21, 2024 and included the option to renew for three additional years.

Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to approve the first extension of the Waste Collection and Disposal Services contract with P.W. Davis Disposal from December 1, 2025 through November 30, 2026. The motion was approved by unanimous vote.

D. *Downtown Restroom Options – Informational Briefing*

Rick Keuroglan presented comparisons of restroom options at 11 Peach Street and 7 Strawberry Street, including lease terms, build out estimates, ADA access and the possibility of an unmanned visitor lounge at the Strawberry Street location. Council discussed the need for improved lighting along Strawberry Street if the facility was located there. Staff was directed to obtain updated lighting estimates and clarify plumbing responsibilities prior to the December 4 meeting.

Rick Keuroglan also provided an update on the temporary restroom trailer. The Town had paid a 50% deposit but the unit was not yet ready to ship. The company also offered rentals, and he was waiting for the quote. He also contacted Greg Gentry and received a quote for a three stall, non ADA compliant, trailer for \$4K for five weeks which would work for Festive Fridays. Council directed staff to confirm the cost of the rental and if it was \$4K for five weeks, to secure the unit for delivery as soon as possible.

E. *Request for Financial Support – Plein Air Cape Charles*

Council expressed their interest in a Plein Air event in Cape Charles but discussed the longstanding efforts to step away from being a funding source for non-profits and events as there were a lot of funding opportunities available for non-profits. Councilwoman Holloway offered to provide a list of funding sources to Ms. Roehm to pursue.

There was some discussion regarding supporting the arts. Town Clerk Libby Hume stated that we apply for a grant through the Virginia Commission for the Arts (VCA) to support Arts Enter Cape Charles. The VCA grant provides up to \$4,500 match of the Town's support, so Arts Enter received \$9K annually to support their efforts.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to decline the funding request for Plein Air Cape Charles. The motion was approved by majority vote with Councilwoman Ashworth opposed.

TOWN MANAGER COMMENTS:

Town Manager Keuroglan reported on the following:

i) Training & Development:

- Karen Crumb from the Library attended Virginia Risk Sharing Association (VRSA) training and participated in the *Celebrate Native American and Indigenous Voices* webinar.
- Sharon Silvey, the Library manager, attended VRSA training and participated in the *LibraryCon LIVE!* webinar.
- Adrian Oei and Ryan Silvey attended the Virginia Government Finance Officers Association Fall Conference in Charlottesville.
- Libby Hume attended the Virginia Association of Government Archives and Records Administrators (VAGARA) Conference the week of October 20th. She was also re-elected to the VAGARA Executive Board as a Member-at-Large.
- All police officers completed Computer Aided Dispatch (CAD) training and annual firearm qualifications.
- Sgt. Diaz attended a gang conference in Virginia Beach and California.
- Sgt. Lewis completed radio instructor training.
- Officer Brown completed Bola Wrap training.
- Chief Pruitt completed elections and polling sites safety training.

ii) Personnel Changes: We welcomed Jeremiah Camp back as a seasonal Public Works employee to assist with holiday preparations and duties related to holiday events. Jeremiah previously worked in Public Works full-time.

iii) He attended an Emergency Management Workshop through the Virginia Rural Water Association. Although Northampton County coordinated emergency response on a regional level, the Town must still maintain its own operational continuity plan tailored to internal

communication needs, staff roles, and department-level coordination. The workshop instructor would assist the Town in drafting such a document.

- iv) Department Heads and Supervisors participated in training through VRSA and the International City/County Management Association (ICMA). We would be holding regular training sessions for department heads and supervisors.
- v) He provided an update on the Mason Avenue electrical infrastructure project, explaining that substantial redesign work over the past several months required the project to be rebid. The revised bid would go out in December.
- vi) Regarding the Harbor project, the previous contractor filed bankruptcy. The demolition was complete. A new bid solicitation was issued, and a new contract would be awarded in December.
- vii) Four proposals were received for the Affordable Housing development. The selection committee completed its preliminary review of evaluation criteria and would continue its work at their December 5 meeting. A briefing would be presented to Council at the December 18th Town Council Regular Meeting.

MAYOR AND COUNCIL COMMENTS:

Councilman Newman commented as follows: i) He expressed his appreciation for the collaborative effort between the Civic League, Town staff, and Public Works that enabled the successful removal of 64 problematic tree stumps around Town. He noted that these improvements, though incremental, meaningfully enhanced walkability, ADA access, and the visitor experience along the commercial and residential sidewalks; ii) The next phase would be plantings, and a few applications had been received. Council discussed the need to remove several mature trees on Mason Avenue due to the underground utility installation and emphasized that replacement trees should be carefully selected to avoid root issues with the sidewalks and to preserve the character of the streetscape; iii) He stated that it felt hypocritical to tell the post office to paint their collection boxes while the Civic Center building was in need of work. Rick Keuroglan thanked Councilman Newman for painting the front door of the Civic Center; iv) He stated that the Public Works team did a great job with sand fencing along the beach. The fencing had already begun capturing the drifting sand and reducing accumulation along the street. He was not sure if there was enough fencing installed and suggested additional fencing at other areas along the beach.

Councilman Butta commented as follows: i) He thanked staff for all the work done throughout the office move; ii) He asked staff to investigate why only a portion of the holiday lights on Mason Avenue came on following the seasonal time change, and expressed the importance of having all lights on for both safety and the overall holiday experience; iii) We needed to get a quote to repair and paint the exterior of the Civic Center and a plan was needed to get things done.

Councilwoman Holloway commented as follows: i) She wanted to ensure a work session, possibly in January, to address golf cart issues as well as Strawberry Street lighting; ii) She congratulated Pam Endlein for a wonderful Halloween Hootenanny. It was a beautiful day with a great community atmosphere. Everyone had a great time; iii) She asked about the gate at the water treatment plant. Vice Mayor Buchholz stated that Virginia American Water installed a fence with electric gate at the plant.

Councilwoman Ashworth concluded the remarks by acknowledging the passing of Father Michael Breslin, noting his 35 years of service to the Cape Charles Catholic community. Council members expressed condolences and reflected on his longstanding contributions to the Town.

ANNOUNCEMENTS:

- November 26 – Town Offices closing at noon for the Thanksgiving Holiday
- November 27–28 – Town Offices closed for Thanksgiving Holiday
- November 28 – The first Festive Friday
- December 4 – Town Council Special Meeting
- December 6 – Golf Cart Parade & Grand Illumination of Central Park

Motion made by Councilwoman Holloway, seconded by Councilman Grossman, to adjourn the Town Council Regular Meeting. The motion was approved by unanimous vote.

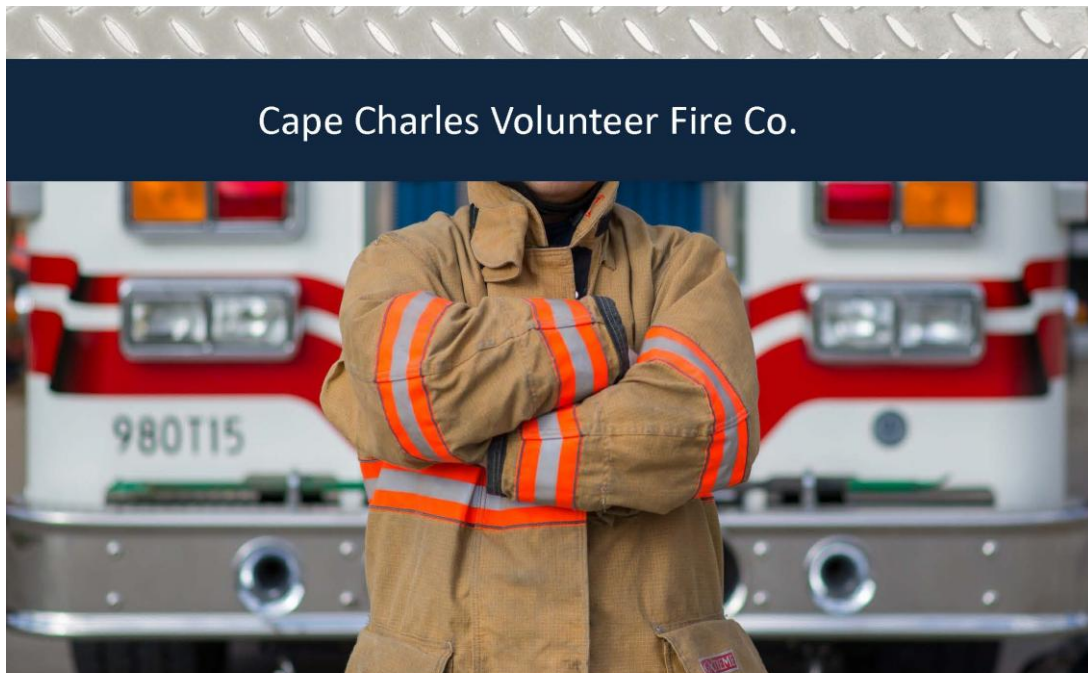
The meeting adjourned at 8:04 PM.

Adam Charney, Mayor

Libby Hume, Town Clerk

November 20, 2025 Town Council Regular Meeting
Information Provided in Writing

Cape Charles Volunteer Fire Company Presentation – Ryan Peake, Treasurer



A Brief History of the Cape Charles Volunteer Fire Co.

- 1890-1900
 - First records of fire fighting activities paid for by the Railroad.
- 1921
 - Cape Charles Volunteer Fire Co. incorporated.
- 1924
 - First motorized fire engine purchased after a large fire on March 6th, 1924.
- 1931
 - Moved into what is currently the town municipal building.
- 1958
 - Moved into current Fire Station(Owned by CCVFC)

CCVFC Coverage area:

CCVFC is a mutual aid Fire Department.

In emergency services, mutual aid is an agreement among emergency responders to lend assistance across jurisdictional boundaries. This may occur due to an emergency response that exceeds local resources, such as a disaster or a multiple-alarm fire. Mutual aid may be ad hoc, requested only when such an emergency occurs. It may also be a formal standing agreement for cooperative emergency management on a continuing basis, such as ensuring that resources are dispatched from the nearest fire station, regardless of which side of the jurisdictional boundary the incident is on. Agreements that send closest resources are regularly referred to as "automatic aid agreements".

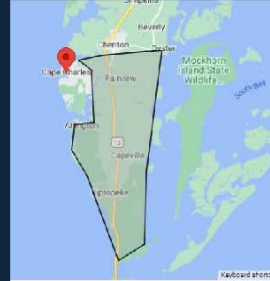
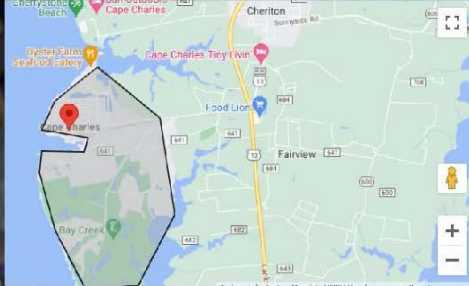
The Cape Charles Volunteer Fire Company engages in mutual aid with the specified stations, which reciprocally provide mutual aid in return :

- Cheriton VFC
- Eastville VFC

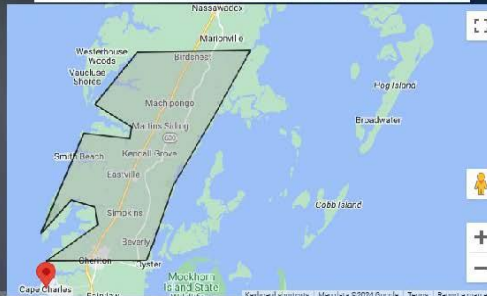
CCVFC Coverage area:

CCVFC Primary Coverage area:

- The Cape Charles Volunteer Fire Company serves two main areas, encompassing the entire Town of Cape Charles within its boundaries, as well as a specific region designated by the county beyond the town's borders. The service area within the town spans approximately 3.5 square miles, while the service sector in the surrounding county measures about 34.5 square miles. In total, the primary area of responsibility for the fire company covers roughly 38 square miles.



CCVFC Secondary Coverage area/Mutual Aid:



By the Numbers 2024:

In 2024 CCVFC responded to the most calls in Northampton County

- Number of Calls: 270
- In 2024 46% of the calls were within the Town Limits.

By the Numbers 2025 To date:

Number of Calls: 205



Capital Expenses 2025

New Roof
New Extrication Tools
Drainage back of Station

Capital Projects Moving Forward.

SCBA Replacement(Air Packs)
Replacement of Tanker 15-8
Replacement of Air compressor for SCBA Bottles
Update Outside of Station



New Roof-Completed

Cost \$82,000

Replacing our 25+ year old
\$40,000 Northampton County
\$25,000 fundraising \$17,000 General Funds.



Extrication Tools-In Process

Cost \$54,000

Supplementing our 25+ year old
Extrication equipment
\$25,000 From Northampton County
\$29,000 General Funds



Drainage Back of Station-In Process

Cost \$10,500

\$10,500 General Funds

During heavy rains area behind station floods
causing flooding inside of station in kitchen/bathrooms



SCBA Replacement-Planned
Cost \$200,000+(estimated)

Current packs are over 18 years old and per NFPA guidelines recommended replacement was at year 15

Applying for FEMA aid to Firefighter Grant

Professional grant writer hired

Two Chances to apply 2025 and 2026

As of May 2027 packs will no longer eligible for certification



Tanker 15-8 Replacement-Planned
Cost \$300,000+(estimated)

Tanker 15-8's trailer and pump were built in 1979

Parts are hard to find or not available for fire pump

Currently listed for sale

Once sold will look for a used 3,000-3,500 gallon tanker



SCBA Tank Compressor-Planned
Cost \$72,000+(estimated)
Current Compressor is 20 years old
Compressor has failed 2 times in 2025
Compressor has been repaired, but parts are no longer available

A firefighter in a tan uniform with orange reflective stripes stands next to a blue Arctic Compressor machine. The machine has the Arctic Compressor logo and text. To the left of the machine are several SCBA tanks.

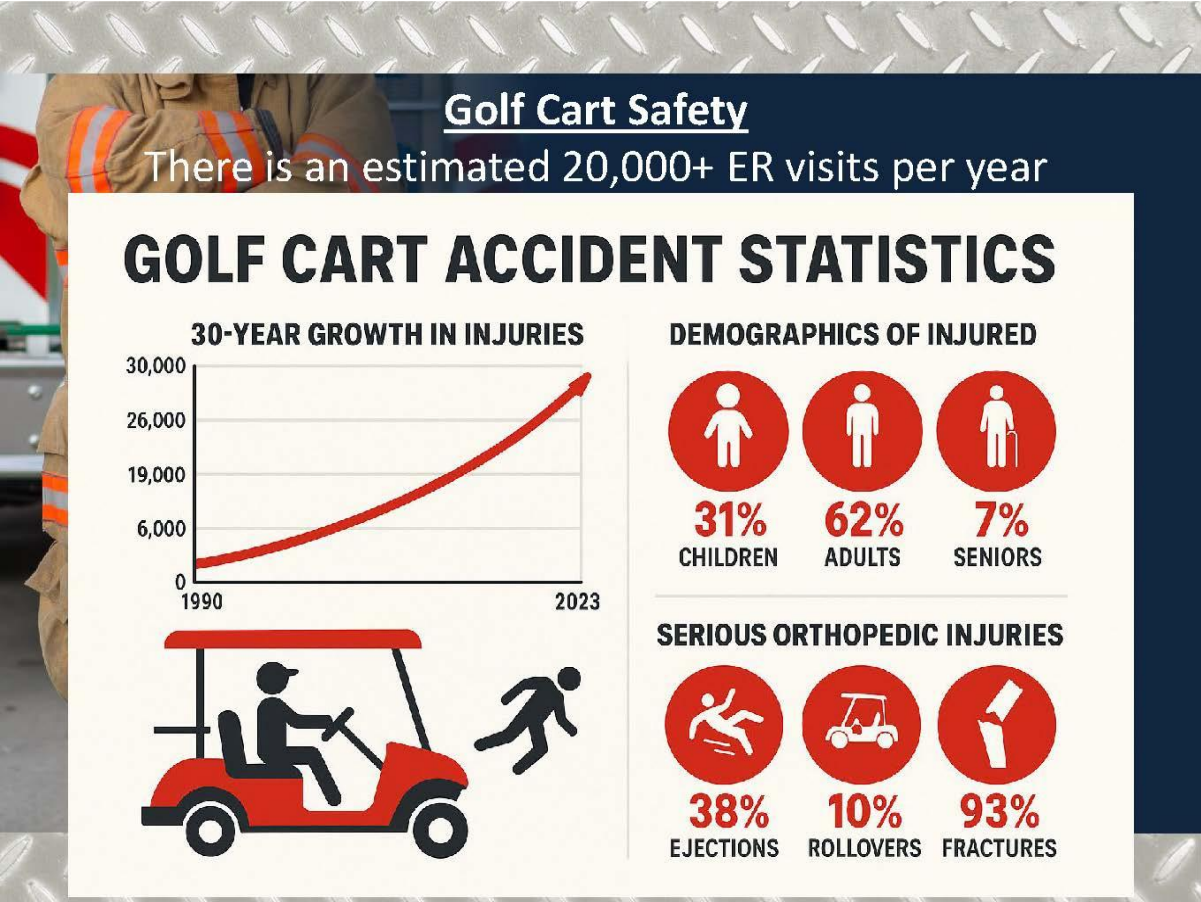
Update outside of building-Planned
Cost \$75,000+(estimated)
Outside of station hasn't been updated since 1990's

Current

A photograph of the current fire station building, a single-story brick structure with three large garage doors. A sign above the middle door reads "CAPE CHARLES".

Concept

A 3D architectural rendering of a proposed modern fire station. It features three bays with red doors. The left bay is labeled "NO 15 FIRE STATION EST 1921 161 MADON AVE". The middle bay is labeled "CAPE CHARLES" and "VOLUNTEER". The right bay is labeled "FIRE COMPANY" and shows a red fire truck parked inside.



Golf Cart Safety

When accidents happen on public roads, they're typically 40% more severe than those on golf courses.

There are an estimated 600+ fatalities every year from golf cart accidents. Over 50% of those fatalities are children under the age of 12

Age Group	Most Common Injury Location	Most Severe Injury Type	Hospitalization Rate
Children	Head and neck (60% of cases)	Traumatic brain injury	29.5%
Adults	Upper extremities	Fractures	15.2%
Seniors	Hip and lower extremities	Hip fractures	38.7%



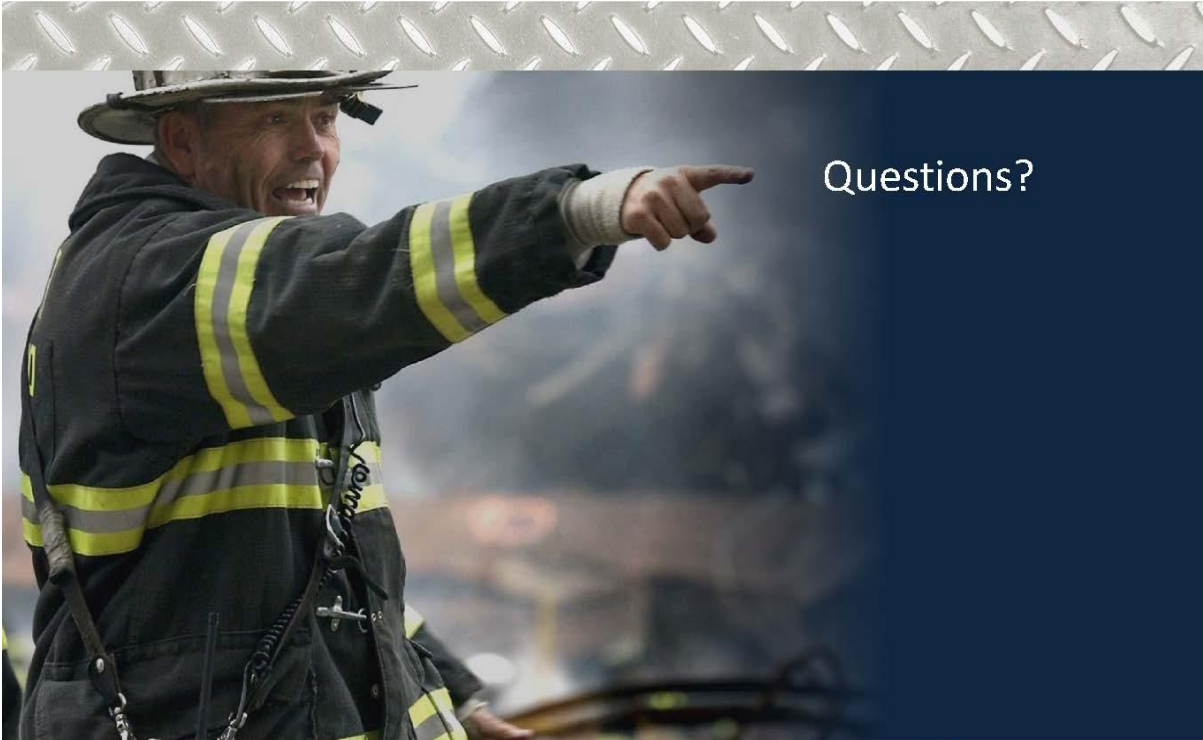
Golf Cart Safety

Ways to reduce injury

For communities seeking to reduce preventable injuries, the following evidence-supported measures are recommended:

- **Require one seat belt per occupant** and require consistent seat belt use.
- **Prohibit infants and very young children** from riding on laps in golf carts and in proper car seats etc.....
- **Restrict occupancy to the number of manufacturer-installed seats-** Golf carts are designed for 4, 6 or 8 riders, no lap riders, multiple riders in one seat, side sitting, or standing passengers.
- **Encourage alignment with motor-vehicle passenger safety best practices** for all occupants riding in properly equipped, street-legal carts.

These recommendations reflect current safety standards and the most common injury mechanisms seen nationally. They provide a strong foundation for local policy aimed at reducing preventable injuries while preserving responsible golf-cart use within the community.



Questions?



September 2025 Treasurer's Report

Page 1 – Cash Position

- Total cash reserves across all accounts are \$19,920,075, an increase of \$68,268 over the prior month.

Page 2 – Revenues vs. Expenditures

- The Harbor has collected \$761,105 in YTD revenues, exceeding the prior two years to date.

Page 3 – Capital Projects

- A payment of \$11,675 was made to REZ Electric for the modification of existing wiring in light poles. This is part of the project to replace the harbor boardwalk with synthetic decking. Due to the bankruptcy of the primary contractor on this project, work has stopped for the time being. We are seeking bids from other contractors to complete the work. The budget will likely need to be revised based on these bids.

MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
September 30, 2025

<u>Cash on Hand</u>	<u>8/31/2025</u>	<u>9/30/2025</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account	\$16,153	\$153,501	\$137,348
Atlantic Union Bank Money Market Account	\$15,070	\$15,104	\$34
LGIP Account 1 - 0565 - Unrestricted	\$121,246	\$121,681	\$434
LGIP Account 2 - 0195 - Unrestricted	\$385,380	\$386,761	\$1,381
Virginia Investment Pool Liquidity Unassigned - 5003	\$16,754,666	\$16,814,974	\$60,308
Virginia Investment Pool 1-3 Year Unassigned 0001	\$1,119,426	\$1,122,908	\$3,482
Taylor Bank Operating Cash Account	\$784,302	\$149,584	-\$634,719
Taylor Bank Sweep Account	\$655,563	\$1,155,563	\$500,000
Total Cash On Hand	\$19,851,806	\$19,920,075	\$68,268

<u>Restricted and Reserved Cash Balances</u>	<u>8/31/2025</u>	<u>9/30/2025</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account - Police Funds	\$431	\$431	\$0
LGIP Account 2 - Restricted for USDA loan covenant	\$30,120	\$30,120	\$0
Virginia Investment Pool Liquidity Acct#1 Facility Fees Rsrvd (Utilities)	\$0	\$0	\$0
Total Cash Held in Reserve	\$30,551	\$30,551	\$0

Total Cash - All Accounts	\$19,882,357	\$19,950,626	\$68,268
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MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
September 30, 2025

REVENUE VS. EXPENDITURES

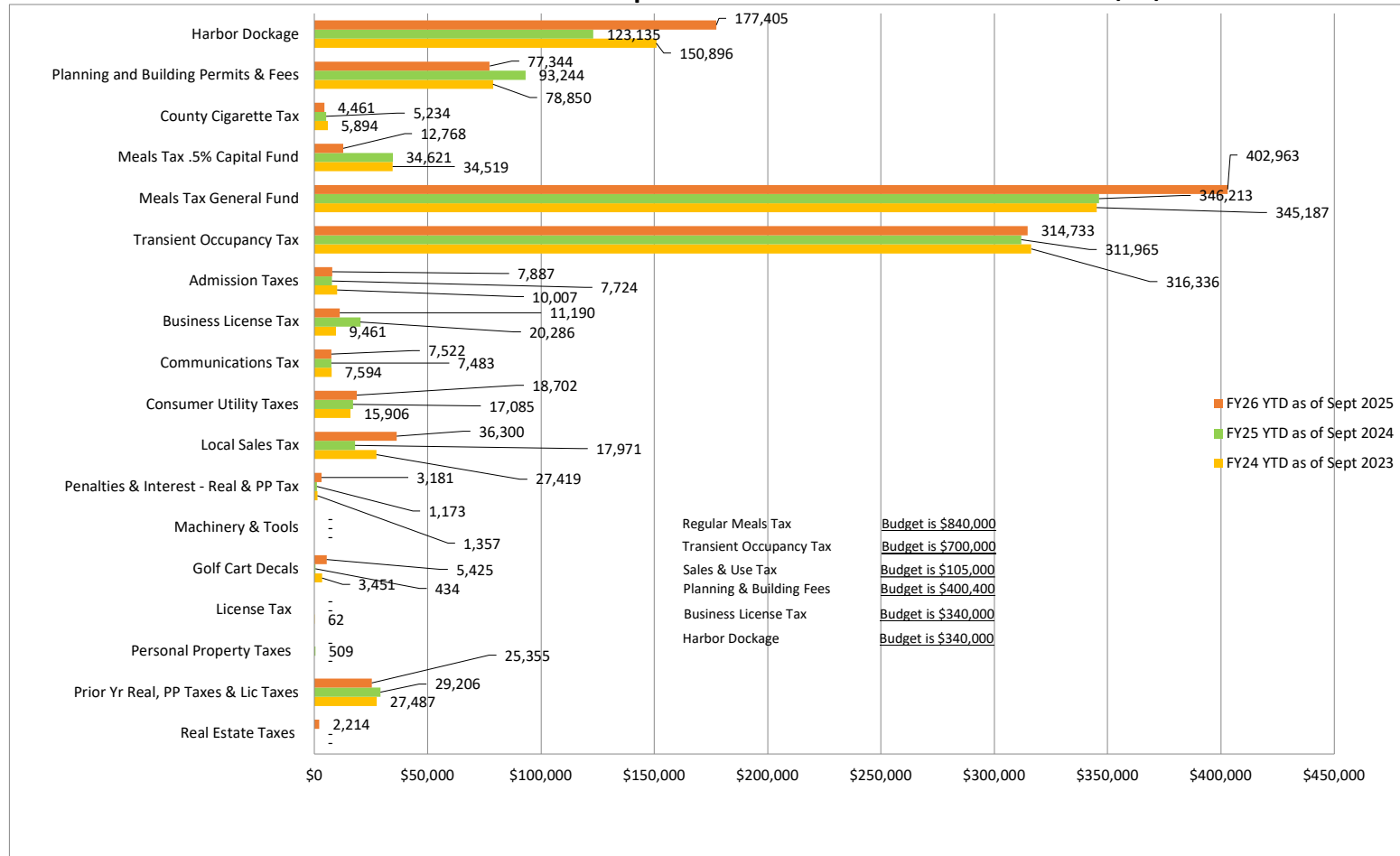
FUND	CURRENT MONTH	CURRENT YEAR-TO-DATE	ANNUAL BUDGET	% REALIZED/ EXPENDED FY25
GENERAL Fund				
REVENUE	\$451,426	\$1,307,202	\$5,870,099	22.27%
EXPENDITURES	\$834,222	\$1,701,078	\$5,870,099	28.98%
NET	(\$382,796)	(\$393,876)	\$0	
GENERAL Capital Fund				
REVENUE	\$0	\$1,512,768	\$6,837,456	22.12%
EXPENDITURES	\$56,066	\$2,247,424	\$6,837,456	32.87%
NET	(\$56,066)	(\$734,656)	\$0	
GENERAL Debt Service Fund				
REVENUE	\$0	\$1,595,121	\$1,655,121	96.37%
EXPENDITURES	\$0	\$1,500,000	\$1,655,121	90.63%
NET	\$0	\$95,121	\$0	
GENERAL Special Activities Fund				
REVENUE	\$0	\$0	\$0	0.00%
EXPENDITURES	\$0	\$0	\$0	0.00%
NET	\$0	\$0	\$0	
PUBLIC UTILITIES Fund				
REVENUE	\$434	\$81,551	\$80,000	101.94%
EXPENDITURES	\$0	\$80,000	\$80,000	100.00%
NET	\$434	\$1,551	\$0	
HARBOR Fund				
REVENUE	\$107,010	\$761,105	\$1,000,631	76.06%
EXPENDITURES	\$72,897	\$312,628	\$1,000,631	31.24%
NET	\$34,113	\$448,477	\$0	
SANITATION Fund				
REVENUE	-\$9	\$3,213	\$361,177	0.89%
EXPENDITURES	\$29,886	\$99,822	\$361,177	27.64%
NET	(\$29,895)	(\$96,608)	\$0	

FY 26 Capital Improvement Project Tracking Report

As of:
9/30/2025

	<u>% of Current Year Budget</u>	<u>FY26 Budgeted</u>	<u>QTR 1 Expended</u>	<u>QTR 2 Expended</u>	<u>QTR 3 Expended</u>	<u>QTR 4 Expended</u>	<u>FY26 YTD Expended</u>	<u>(Over)/Under Budget</u>
<u>General Capital Fund</u>								
Municipal Space Replacement	0%	\$3,087,981.00	\$ 2,004	\$ -	\$ -	\$ -	2,004	\$ 3,085,977
ADA Parking	9%	\$60,000.00	\$ 5,667	\$ -	\$ -	\$ -	5,667	\$ 54,333
Library Repair & Renovation	0%	\$ 310,000	\$ 610	\$ -	\$ -	\$ -	610	\$ 309,390
Beachfront Revitalization	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	-	\$ 45,000
Beach Restroom/Bathhouse	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	-	\$ 45,000
Sidewalk Infill	0%	\$ 100,000	\$ -	\$ -	\$ -	\$ -	-	\$ 100,000
Mason Ave. Electrical	0%	\$ 164,000	\$ -	\$ -	\$ -	\$ -	-	\$ 164,000
Keck Wells Water Line Return	0%	\$ 565,000	\$ -	\$ -	\$ -	\$ -	-	\$ 565,000
Subtotal		\$ 4,376,981.00	\$ 8,281	\$ -	\$ -	\$ -	8,281	\$ 3,803,700
<u>Harbor Fund</u>								
Fuel Tank Improvements	0%	\$ 42,000	\$ -	\$ -	\$ -	\$ -	-	\$ 42,000
Fixed Dock Rehab	0%	\$ 25,000	\$ -	\$ -	\$ -	\$ -	-	\$ 25,000
Replace Boardwalk With Synthetic Decking	9%	\$ 129,000	\$ 11,785	\$ -	\$ -	\$ -	11,785	\$ 117,215
Subtotal		\$ 196,000	\$ 11,785	\$ -	\$ -	\$ -	11,785	\$ 184,215
TOTAL		\$ 4,572,981	\$ 20,066	\$ -	\$ -	\$ -	20,066	\$ 3,987,915

Specific Sources of Revenue as of 9/30/2025



FY 26 Real Time Project Tracking Report

As of:
11/14/2025

	% of Budget	FY26 Budgeted	FY26 YTD Expended	(Over)/Under Budget
Restroom Trailer	49%	\$ 70,000	\$ 34,582.50	\$ 35,417.50
Interim Town Hall Costs				
Moving Costs				
Repairs & Improvments			\$ 32,566.52	
Information Technology & Computer Hardware			\$ 29,536.28	
Furnishings			\$ 16,257.04	
Contingency			\$ 5,162.56	
Subtotal	84%	\$ 100,000	\$ 83,522.40	\$ 16,477.60
Lease		\$ 62,019	\$ -	
Total	52%	\$ 162,019	\$ 83,522.40	\$ 78,496.60