TOWN COUNCIL
Public Hearing & Regular Meeting
Cape Charles Civic Center
August 18, 2022
6:30 PM

At approximately 6:30 p.m. Mayor William "Smitty" Dize, having established a quorum, called to order the Public Hearing & Regular Meeting of the Cape Charles Town Council. In addition to Mayor Dize, in attendance were Vice Mayor Bennett, Councilmen Buchholz, Follmer and Grossman, and Councilwomen Holloway and O'Brien. Also, in attendance were Town Manager John Hozey, Interim Planner/Zoning Administrator Katie Nunez, Treasurer Deborah Pocock, and Town Clerk Libby Hume. There was one member of the public physically in attendance, and 10 viewers on Facebook.

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

PUBLIC HEARING:

Mayor Dize announced that this evening's public hearing was to receive comments regarding the Conditional Use Permit Application for 11 Randolph Avenue for an accessory dwelling unit.

A. C*onditional Use Permit Application for 11 Randolph Avenue for an Accessory Dwelling Unit*
Interim Planner/Zoning Administrator Katie Nunez stated that the applicant was seeking to convert 50% of an existing 720 square foot garage for an accessory dwelling unit with a kitchenette and small bathroom to be used for office space. This application was initially advertised for public hearings in July for both the Planning Commission and Town Council. However, due to lack of a quorum of the Planning Commission, the public hearing was postponed until August. The Planning Commission held their public hearing at their August 2, 2022 meeting and no comments were heard.

The floor was opened for public comments.

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

Motion made by Councilman Grossman, seconded by Vice Mayor Bennett, to close the public hearing. The motion was approved by unanimous vote.

The public hearing was closed at 6:32 p.m.

RECOGNITION OF VISITORS / PRESENTATIONS:
There were no visitors to be recognized nor any presentations to be heard.

PUBLIC COMMENTS FOR ITEMS NOT SUBJECT TO THE ADVERTISED PUBLIC HEARING: (3 MINUTES PER SPEAKER)

Town Clerk Libby Hume read comments submitted in writing from Mr. Richard Burger. (Please see attached.)

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

CONSENT AGENDA
A. Approval of Agenda Format
B. Approval of Minutes:
   i. July 21, 2022 Town Council Public Hearing & Regular Meeting
C. Approval of May 31, 2022 Financial Report

D. Approval of June 30, 2022 Financial Report

Motion made by Vice Mayor Bennett, seconded by Councilwoman Holloway, to approve the consent agenda items as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:
There was no unfinished business for review.

NEW BUSINESS:

A. *Conditional Use Permit Application – 11 Randolph Avenue:*
Katie Nunez stated that the Planning Commission reviewed the conditional use permit (CUP) application and voted unanimously to recommend Council approval of the CUP as submitted.

Motion made by Councilman Grossman, seconded by Vice Mayor Bennett, to approve CUP2022-004 for an accessory dwelling unit at 11 Randolph Avenue on the application filed by Barbara and Bill O'Hare as recommended by the Planning Commission. The motion was approved by unanimous vote.

B. *Appointment of Zoning Administrator/Subdivision Agent:*
Town Manager John Hozey stated that Section 2.4.1 of the Cape Charles Zoning Ordinance required the Town Council to appoint a zoning administrator and outlined their authority to enforce the Town's ordinance, adding that he was very pleased to bring this item to Council. The Town had been struggling to fill this position in the planning department. Katie Nunez had been assisting the Town for the past eighteen months and we were fortunate that she agreed to accept the full-time position.

Motion made by Vice Mayor Bennett, seconded by Councilman Buchholz, to appoint Katherine Nunez as the Zoning Administrator and Subdivision Agent. The motion was approved by unanimous vote.

C. *Design and Engineering to Connect Keck Wells:*
John Hozey stated that water demand had increased significantly in recent years bringing the water plant close to maximum production capacity. GHD, the Town's water and wastewater engineering firm, had been working on capacity studies and the early data showed that water was our immediate concern as it was approaching 91% to 92% of capacity during peak times. The limiting factor was the withdraw permit. This task order would cover the work to finish the design to connect the Keck wells for added quantity and quality. Engineering would also be completed for a treated water line to further develop the area, especially to assist with the development of the workforce housing. The cost for this design and engineering was about $7,200 over the $60K that was included in the FY 2023 budget, but there was a contingency for utilities included in the budget that would cover this additional expense.

Motion made by Vice Mayor Bennett, seconded by Councilwoman Holloway, to authorize the Town Manager to execute GHD contract Task Order No. 9 for design phase services in the amount of $67,260 with $7,260 to be funded from the budgeted contingency amount. The motion was unanimously approved.

D. *Elderly and Disabled Persons Tax Exemption Update:*
John Hozey stated that Northampton County recently amended the county's ordinance related to their real estate tax exemption for certain elderly or disabled persons. Typically, the Town followed suit for the ease of both town staff and applicants who must apply to both the town and county. The estimated financial impact would not be significant.

Treasurer Deborah Pocock explained that the proposed changes include increasing the maximum exemption from $300 to $600 and increasing the amount of income of a family member, other than a spouse, to be excluded from the total income calculation from $3K to $6K. If approved, the application process would be reopened through September 30, 2022 to allow those now eligible to apply. The estimated impact to revenue would be about $11K annually.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to adopt Ordinance 20220818 to approve the amendments to Town Code Chapter 66, Article VII, Sections 66-118, 66-119, and 66-120, increasing the maximum allowable household income for eligibility, increasing the maximum tax credit to $600, and reopening the application period through September 30, 2022. The motion was approved by unanimous vote. Roll call vote: Bennett, yes; Buchholz, yes; Follmer, yes; Grossman, yes; Holloway, yes; O'Brien, yes.

E. *Budget Reappropriation Request – Schedule Public Hearing:*
John Hosey stated that a number of projects were not able to be completed by the end of the last fiscal year. Whenever a budget amendment was over 1% of the aggregate budget, a public hearing was required. The action this evening would be to schedule a public hearing.

Councilman Grossman questioned the reappropriation at this time, stating that Council typically reviewed the budget in January. John Hozey explained that this reappropriate was different from the mid-year budget review. This item was to reappropriate unexpended funds from the last fiscal year for the carryover projects. Council would still have a mid-year review in January to make any needed adjustments.

Motion made by Vice Mayor Bennett, seconded by Councilman Grossman, to schedule a public hearing for September 15, 2022 regarding the requested amendments to the FY 2023 budget. The motion was approved by unanimous vote.

TOWN MANAGER COMMENTS

John Hozey commented as follows: i) He spoke with Mr. Kemp and was notified that the contract with the current operator of the Cape Charles Yacht Center was terminating the end of the month and Oasis Marinas would be taking over effective September 1st. Oasis would also be running the area and dock on the south side of Mason Avenue so it appeared that the clamming operations would cease as well. This change did not affect the Town's contract with the current management company which was not due to expire until December 2023. We would have more discussion related to the Harbor at the end of the season. Councilwoman O'Brien asked about Oasis Marinas. Vice Mayor Bennett responded that Oasis was highly qualified and interviewed with the Town regarding managing the Town Harbor; ii) Notification of another pending violation for the wastewater treatment plant was received from the Department of Environmental Quality. Details would be provided upon receipt of the Notice of Violation; iii) He would be out of the office on Friday, August 19th, and Monday, August 22nd, and would be reachable on his cell phone.

MAYOR AND COUNCIL COMMENTS

Councilman Follmer commented as follows: i) The summer was coming to an end, and he thanked the Town staff that was stretched thin. He received a lot of positive feedback from the merchants relating to how well the public works crew handled the trash pickup, etc.; ii) He was glad to hear of the planned changes on Mr. Kemp's property on the south side of Mason Avenue. The last few weeks, semi-trucks had been running late at night, about 10:00 or 11:00 p.m., going too fast on Mason Avenue as people were still out. The semi-trucks also shook entire buildings along Mason Avenue and he had heard reports of minor damage in some of the stores due to excessive vibration.

Councilman Grossman commented as follows: i) He echoed Councilman Follmer's comments thanking the Town staff. He spent hours watching the public works and utilities crews working to repair the major leak at the corner of Plum Street and Mason Avenue in the extreme heat. The teamwork between John Lockwood and the public utilities crew was great and he wanted to commend everyone involved as the repairs were pretty extensive; ii) He took a tour, along with John Hozey and several other officials, of the Kiptopeke Inn and the renovated apartments. About 30 fully furnished studio apartments would be available mid-September. The rent would be about $1,100 per month but included all utilities, internet, washer and dryer, a pool, and a gym. Each unit was about 350 square feet and were very well done. There would be some one and two-bedroom units available as well. Coastal Precast and the schools had already been notified of the units becoming available.

Councilwoman O'Brien commented as follows: i) She echoed the positive feedback for the public works crew. She walked the beach every morning at 6:00 to 6:30 a.m. and saw the difficulty John Lockwood had with the sweeping as beachgoers staked out their areas by placing their equipment on the beach. Despite that, the beach was clean and in great condition all summer. We had a great group in the public works crew; ii) She recommended everyone going to the concert this Saturday as her soon to be nephew in law was the lead singer in the band and she would be announcing them.

Vice Mayor Bennett did not have any additional comments.

Councilwoman Holloway commented as follows: i) The third annual LoveFest was scheduled for September 3rd, from 6:00 to 9:00 p.m. Cape Charles Main Street was co-hosting the event with the Citizens for Central Park. Volunteers were needed to help with the decorating the morning of September 3rd, and there were still slots available for anyone willing to help with the beer truck; ii) The community pot luck dinner would be held on September 10th during the last concert of the season from 6:00 to 8:00 p.m. The last one had over 350 participants. She needed to get with Julie Pruitt regarding tables, tents, etc. Volunteers were needed for the grills; iii) In the past, a post-season report was provided to the Town Council each year by the former Cape Charles Business Association. She suggested a post-season wrap-up discussion to hear about what worked and any tough issues for the Town staff. From a Council perspective, she felt that it was an important part of our economy and would be a healthy discussion. It should not be a complaining session, but a productive discussion for the opportunity to learn from issues and to plan for future seasons. Councilwoman O'Brien added that she was curious as to what the police chief had to say; iii) She hoped to get another ice cream social on the calendar after the end of the season. It was a great opportunity for the residents to talk to the Council members. John Hozey stated that he planned to schedule another ice cream social. Mayor Dize added that we had three ice cream vendors in Town so should use another vendor each year. There was some comment regarding the location and area of Chase's Soft Serve which hosted the event last year and suggestion of possibly using Strawberry Plaza was made.

Councilman Buchholz commented as follows: i) He agreed with Councilman Holloway's recommendation for a roundtable discussion with staff and business owners to hash out things that worked and those that did not. If we looked back at the last several years, we would see that business and visitors to Town increased about 15% to 20% each year, but the Town's staff had not. We noted that the public works department was understaffed two years ago, but they continued to do a tremendous amount of work. Councilwoman Holloway added that citizens should also be included in the discussion. Mayor Dize suggested three sessions – one with staff, one with the businesses, and one with residents. We needed to listen to the feedback from each group; ii) He echoed the comments regarding the public utilities staff. He recently toured the water plant and was very pleased with what had been accomplished with such a small staff. It was phenomenal compared to the last six or seven years.

Mayor Dize also commended the public works and utilities crews. The beach, park, streets were all kept clean, trash was picked up, and the doggie poop bags were stocked. He was driving that Saturday night, close to midnight, and when he came around on Mason Avenue, Patrick Christman was already on site assessing the water leak. The next day, the crews were all working hard in the 95 plus degree heat. The crew did a great job doing the repairs and putting everything back together in such a timely fashion. The police department and all the staff did a great job this summer.

Mayor Dize read the announcements. John Hozey noted that at this time, there was nothing planned for the tentative September 1st work session.

Motion made by Councilman Buchholz, seconded by Vice Mayor Bennett, to adjourn the Town Council Public Hearing & Regular Meeting. The motion was approved by unanimous vote.

The Public Hearing & Regular Meeting adjourned at 7:04 p.m.

Mayor Dize

Town Clerk

August 18, 2022 Town Council Public Hearing & Regular Meeting
Comments and Information Provided in Writing

Richard Burger, Library Board Chairman
Good evening Mr. Mayor and members of the Town Council,

I wanted to take a few moments of your time this evening to highlight some of the recent activities at our wonderful Cape Charles Memorial Library.

First, I want to thank the Town for the desperately needed repairs to the air conditioning system and the front entrance door last month.

Moving on to Library activities, the month of July set an all-time attendance record of over 2,000 patrons using the Library's facilities, this in a town of roughly 800 permanent residents. More than 1,500 items were placed in circulation and over 300 people took advantage of the Library's free Wi-Fi.

The summer reading program continues with our children having read for 8,500 minutes as of the end of July.

Sharon Silvey, our Library Manager, and Betsy Doherty, the Library Assistant, hosted 5 delightful special programs for children in July, including a partially grant-funded puppet theater production, reading and craft programs, and guests from the Virginia Living Museum and the Eastern Shore Soil and Water Conservation District. 150 of our local and visiting children (and a few parents and grandparents) were treated to these excellent, age-appropriate activities. And there were snacks!

At the end of July the Friends of the Cape Charles Memorial Library organization hosted a very successful book sale fund-raiser. Each year the Friends group donates time and money to assist the town in purchases for the Library's benefit. Several Library Board members helped out with the book sale and Cape Charles Main Street also provided volunteers.

Our Cape Charles Memorial Library is one of our community's treasured assets. I encourage every Cape Charles resident and visitor to drop in and see what the Library has to offer.

Respectfully Submitted,
Richard Burger, Chairperson
Cape Charles Memorial Library Board of Trustees.

May 2022 Treasurer's Report

Page 1 – Cash Position

- A small escrow refund from the VIP Account #2 was made.

Page 2 – Revenue vs. Expenditures

- No comment.

Page 3 – Capital Projects

- The water fountain splash pad was completed.
- The inner harbor breakwater repair was paid for out of the special activities fund 130 using ARPA funding.

Page 4 – Tax Collection Rate

- Real property tax collection is at 98% of billed and 100.5% of budgeted amount.

Page 5 – Tax Revenue Trends

- Harbor dockage is down 4.5% over FY21. The current economy, especially fuel prices, may be the cause.

MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
May 31, 2022

Cash on Hand	**4/30/2022**	**5/31/2022**	**Increase/ (Decrease)**
Atlantic Union Bank Checking Account	$402,542	$494,257	$91,715
Atlantic Union Bank Money Market Account	$3,946,995	$3,947,095	$101
LGIP Account 1 - Unrestricted	$104,334	$104,397	$63
LGIP Account 2 - Unrestricted	$295,815	$296,016	$201
Total Cash On Hand	**$4,749,685**	**$4,841,766**	**$92,081**

Restricted and Reserved Cash Balances	**4/30/2022**	**5/31/2022**	**Increase/ (Decrease)**
Atlantic Union Bank Checking Account - Police Funds	$431	$431	$0
LGIP Account 2 - Restricted for USDA loan covenant	$35,810	$35,810	$0
Atlantic Union checking Accnt Library CD converted to cash	$11,131	$11,131	$0
Atlantic Union Bank Checking Accnt - E-Summons Revenue Rsrvd	$7,468	$7,468	$0
US Bank - Reserved per VRA Interest Free Loan Requirements	$257,588	$257,582	-$6
Wells Fargo 2010 Debt Service pass through account #300	$2,899	$2,899	$0
Wells Fargo 2010 Debt Service pass through account #308	$762	$762	$0
Atlantic Union Money Market # ARPA CRF #5847	$528,725	$528,739	$13
Virginia Investment Pool Liquidity Acct#1 Facility Fees Rsrvd (Utilities)	$1,737,610	$1,738,680	$1,070
Virginia Investment Pool Liquidty Acct#2, Surety Bond Escrow Rsrvd	$388,323	$338,548	-$49,775
Total Cash Held in Reserve	**$2,970,747**	**$2,922,051**	**-$48,697**
Total Cash - All Accounts	**$7,720,433**	**$7,763,817**	**$43,384**

DEBT SERVICE

Net Debt as of Current Reporting Month End (Excludes USDA vehicle and equipment loans)	$5,798,735

MUNICIPAL CORPORATION OF CAPE CHARLES

TREASURER'S REPORT

May 31, 2022

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY22
GENERAL Operations						
REVENUE	$168,719	$3,183,709	$3,726,912	$543,203	$3,536,507	105.38%
EXPENDITURES	$227,347	$2,814,242	$2,744,720	-$69,522	$3,536,507	77.61%
NET	**($58,628)**	**369,467**	**$982,191**	**$612,725**	**$0**	
GENERAL Capital						
REVENUE	$5,466	$397,899	$57,875	-$340,024	$1,197,762	4.83%
EXPENDITURES	$53,085	$397,899	$117,639	-$280,260	$1,197,762	9.82%
NET	**($47,619)**	**$0**	**($59,765)**	**($59,765)**	**$0**	
GENERAL Debt Service						
REVENUE	$20,687	$121,110	$242,756	$121,646	$258,614	93.87%
EXPENDITURES	$20,687	$121,110	$242,756	$121,646	$258,614	93.87%
NET	**$0**	**$0**	**$0**	**$0**	**$0**	
GENERAL Special Activities						
REVENUE	$0	$0	$455,145	$455,145	$948,115	48.01%
EXPENDITURES	$121,844	$0	$580,103	$580,103	$948,115	61.18%
NET	**($121,844)**	**$0**	**($124,958)**	**($124,958)**	**$0**	

MUNICIPAL CORPORATION OF CAPE CHARLES

TREASURER'S REPORT

May 31, 2022

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY22
PUBLIC UTILITIES						
REVENUE - Operating	$263,756	1,650,394	$1,254,363	-$396,032	$1,825,021	68.73%
EXPENDITURES - Operating	$90,858	423,113	$455,328	$32,215	$993,224	45.84%
NET	**$172,898**	**1,227,281**	**$799,035**	**($428,247)**	**$831,797**	
REVENUE - CAPITAL GRANTS, LOANS, DEBT SVC	$0	$0	$502,910	$502,910	$104,751	480.10%
REVENUE - FACILITY FEES	$95,400	$506,187	$606,893	$100,707	$254,400	238.56%
EXPENDED - FACIL FEES, CAPITAL PROJECTS,DEBT SVC	$95,400	$973,866	$1,090,461	$116,595	$936,548	116.43%
TOWN CONTRIB. & PENDING GRANTS	**$0**	**($467,680)**	**$19,342**	**$487,022**	**($831,797)**	
HARBOR						
REVENUE - Operating	$132,699	$849,360	$763,814	-$85,546	$833,500	91.64%
EXPENDITURES - Operating	$122,661	$699,789	$663,481	-$36,308	$772,500	85.89%
NET	**$10,037**	**$149,571**	**$100,333**	**($49,238)**	**$61,000**	
REVENUE - GRANTS & LOANS	$0	$10,586	$30,754	$20,167	$0	#DIV/0!
TRANSFERRED FM GEN FUND FOR DEBT SERVICE	$0	$0	$102,954	$102,954	$102,657	100.29%
EXPENDED - Capital Projects, Debt Svc	$0	$240,067	$143,054	-$97,013	$163,657	87.41%
TOWN CONTRIB. & PENDING GRANTS	**$0**	**($229,481)**	**($9,346)**	**$220,135**	**($61,000)**	
SANITATION						
REVENUE	$20,645	$186,988	$225,345	$38,357	$390,595	57.69%
EXPENDITURES	$0	$171,812	$219,891	$48,079	$390,595	56.30%
NET	**$20,645**	**$15,176**	**$5,453**	**($9,722)**	**$0**	

FY 2022 Capital Improvement Project Tracking Report

As of:
5/31/2022

	FY22 Status or Start Date	Percent of Completion	FY22 Budgeted	QTR 1 Expended	QTR 2 Expended	QTR 3 Expended	QTR 4 Expended	FY22 YTD Expended	(Over)/Under Budget
General Capital Fund									
Multi-Use Trails, Phase 3 Construction	Pending Fall 2022	1%	$ 929,922	$ 848	$ 5,876	$ -	$ -	$ 6,724	$ 923,198
Mason Avenue Parking, Planning & Construction	Suspended	0%	$ 17,990	$ -	$ -	$ -	$ -	$ -	$ 17,990
Storm Sewer Video-Mapping, Phase 2	Suspended	0%	$ 30,000	$ -	$ -	$ -	$ -	$ -	$ 30,000
Municipal Center Replacement	**In process**	**45%**	**$ 130,000**	**$ -**	**$ -**	**$ 36,401**	**$ 21,671**	**$ 58,072**	**$ 71,928**
Central Park Gazebo Upgrades	Pending	0%	$ 10,000	$ -	$ -	$ -	$ -	$ -	$ 10,000
Central Park Fountain	**COmpleted**	**147%**	**$ 36,000**	**$ -**	**$ -**	**$ -**	**$ 52,843**	**$ 52,843**	**$ (16,843)**
Public Trash Cans	Early July delivery	0%	$ 25,000	$ -	$ -	$ -	$ -	$ -	$ 25,000
Final Installation of Zipline	Completed	42%	$ 2,600	$ 1,100	$ -	$ -	$ -	$ 1,100	$ 1,500
subtotal	$ -		**$ 1,181,512**	**$ 1,948**	**$ 5,876**	**$ 36,401**	**$ 74,514**	**$ 118,739**	**$ 1,062,773**
Utility Fund -Water									
Water Tank Mixer/Power Vent (FY2021 carryov	Suspended	0%	$ 55,000	$ -	$ -	$ -	$ -	$ -	$ 55,000
Remote Read Water Meters - starter setup carr	Suspended	0%	$ 51,985	$ -	$ -	$ -	$ -	$ -	$ 51,985
(AMI/AMR Auto Read Water Meters - Phase 2	Suspended	0%	$ 20,000	$ -	$ -	$ -	$ -	$ -	$ 20,000
Utility Fund - Wastewater									
Washington Avenue Pump Station Rehab Phase	Suspended	0%	$ 39,151	$ -	$ -	$ -	$ -	$ -	$ 39,151
Sewer Pod Controller Upgrades Phase 1 of 5	Completed	100%	$ 14,500	$ 14,500	$ -	$ -	$ -	$ 14,500.00	$ -
subtotal	$ -		**$ 180,636**	**$ 14,500**	**$ -**	**$ -**	**$ -**	**$ 14,500**	**$ 166,136**
Harbor Fund									
Harbor Capital Evaluation Plan	Completed	0%	$ 40,100	$ -	$ -	$ 40,100	$ -	$ -	$ 40,100
Structural Piling Repair	Deferred	#DIV/0!	$ -	$ -	$ -	$ -	$ -	$ -	$ -
In-Shore Breakwater Repair	**Completed**	**100%**	**$ 121,380**	**$ -**	**$ -**	**$ -**	**$ 121,380**	**$ 121,380**	**$ -**
subtotal	$ -		**$ 161,480**	**$ -**	**$ -**	**$ 40,100**	**$ 121,380**	**$ 121,380**	**$ 40,100**
TOTAL	$ -		**$ 1,523,628**	**$ 16,448**	**$ 5,876**	**$ 76,501**	**$ 195,894**	**$ 254,619**	**$ 1,269,008**

***ITEMS WITH CURRENT MONTH ACTIVITY ARE IN BOLD PRINT**

MUNICIPAL CORPORATION OF CAPE CHARLES
May 31, 2022

YTD 2021 Real Estate Tax Collections

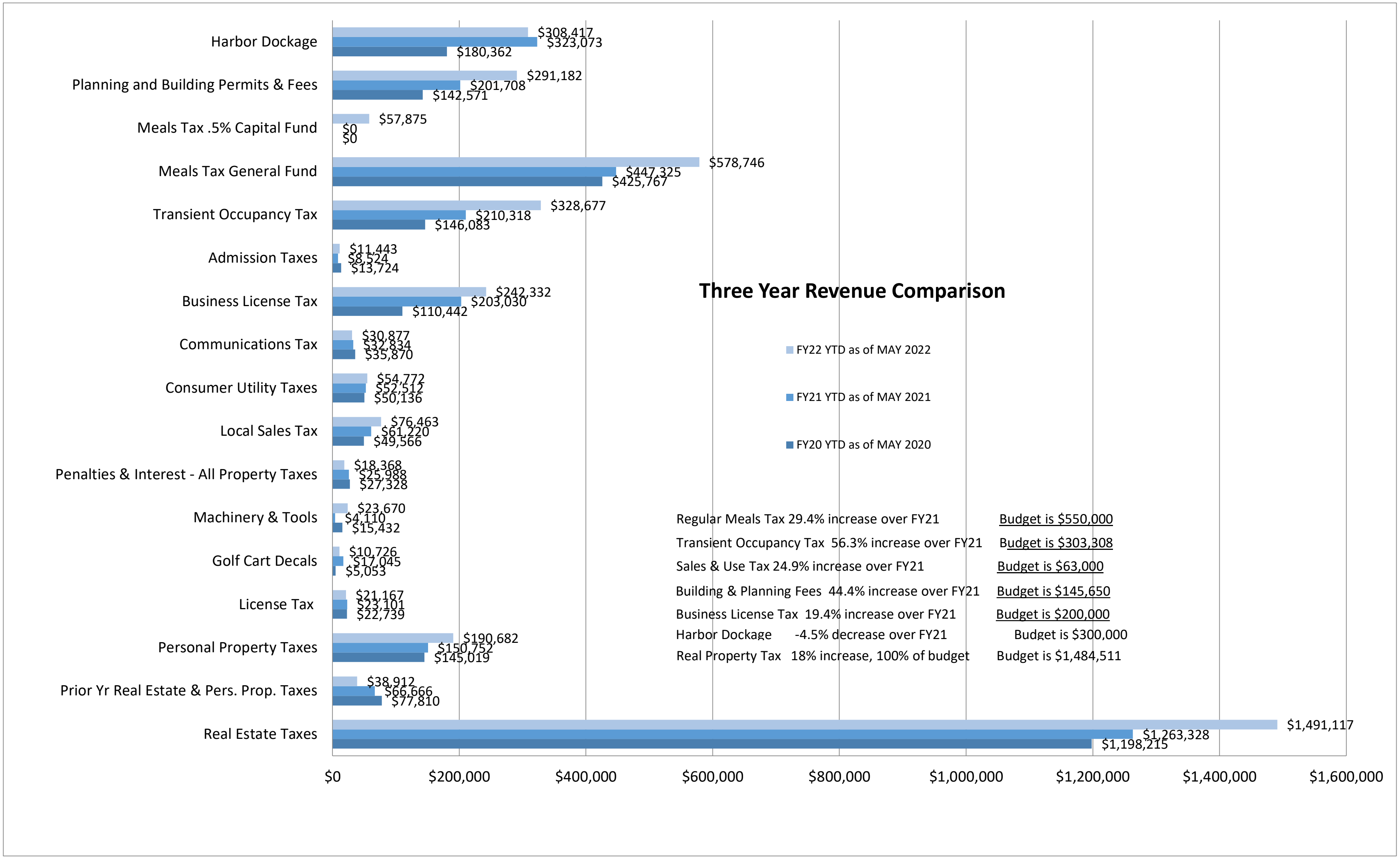
Total Taxable Land Value	179,657,188	
Total Improvement Value	306,863,500	
Exemptions	(4,196,393)	
Additional Assessments (SCC Utility)	3,702,099	
Total Real Estate Value (taxable)	**486,026,394**	
Total Budgeted	1,484,511	
Total Tax Billed	1,527,451	
Total Adjustments	(8,856)	
Total Collected YTD (percent of billed)	1,491,117	98%
Amount Due per Accounts Receivable	**27,478**	

YTD 2021 Personal Property Tax, Machinery and Tools Tax & 2021 License Tax Collections

Total Personal Property Value	23,415,700	
2021 Initial Assesement Exonerations & Proration	(424,083)	
Personal Property Value, billed	22,991,617	
2021 Supplemental Assessments	-	
2021 Supplemental PPTRA & Exonerations	-	
Personal Property Value, billed	-	
Total Value for 2021 and 2021 supplemental	22,991,617	
Total Budgeted	153,000	
Total Tax Billed less PPTRA	303,178	
2021 Supplemental Tax Billing	-	
Total Adjustments & Additional Exonerations	(46,929)	
Total Collected YTD (percent of billed)	235,519	92%
Amount Due per Accounts Receivable	**20,730**	

YTD Prior Year Real Estate Tax, Personal Property Tax, Interest and Penalty Collections

Total Budgeted	86,150	
Total Collected (percent of budget)	57,280	66%
Amount Due Per Budget	**28,870**	


Three Year Revenue Comparison
FY22 YTD as of MAY 2022
FY21 YTD as of MAY 2021
FY20 YTD as of MAY 2020
Harbor Dockage
$308,417
$323,073
$180,362
Planning and Building Permits & Fees
$291,182
$201,708
$142,571
Meals Tax .5% Capital Fund
$57,875
$0
$0
Meals Tax General Fund
$578,746
$447,325
$425,767
Transient Occupancy Tax
$328,677
$210,318
$146,083
Admission Taxes
$11,443
$8,524
$13,724
Business License Tax
$242,332
$203,030
$110,442
Communications Tax
$30,877
$32,834
$35,870
Consumer Utility Taxes
$54,772
$52,512
$50,136
Local Sales Tax
$76,463
$61,220
$49,566
Penalties & Interest - All Property Taxes
$18,368
$25,988
$27,328
Machinery & Tools
$23,670
$4,110
$15,432
Golf Cart Decals
$10,726
$17,045
$5,053
License Tax
$21,167
$23,101
$22,739
Personal Property Taxes
$190,682
$150,752
$145,019
Prior Yr Real Estate & Pers. Prop. Taxes
$38,912
$66,666
$77,810
Real Estate Taxes
$1,491,117
$1,263,328
$1,198,215
$0
$200,000
$400,000
$600,000
$800,000
$1,000,000
$1,200,000
$1,400,000
$1,600,000
Regular Meals Tax 29.4% increase over FY21 Budget is $550,000
Transient Occupancy Tax 56.3% increase over FY21 Budget is $303,308
Sales & Use Tax 24.9% increase over FY21 Budget is $63,000
Building & Planning Fees 44.4% increase over FY21 Budget is $145,650
Business License Tax 19.4% increase over FY21 Budget is $200,000
Harbor Dockage -4.5% decrease over FY21 Budget is $300,000
Real Property Tax 18% increase, 100% of budget Budget is $1,484,511

June 2022 Treasurer's Report

Page 1 – Cash Position

- No comments.

Page 2 – Revenue vs. Expenditures

- These numbers are not the final FY22 numbers. Staff must wait through September 30th so that late FY22 invoices and grant revenue may be included in the proper year. They are as complete as possible through mid-August, however.
- Harbor Revenue will be converted to accrual method of accounting, which the town uses (vs. the cash method that Cape Marine Services uses) as part of the year end accounting work. This will increase the dockage revenue. I will report the new numbers in the weekly report when those calculations have been completed.

Page 3 – Capital Projects

- A few late invoices were paid from the water fountain splash pad.
- A deposit was made on the wastewater plant for the replacement of the membranes. This was not budgeted particularly in this year, however budget funding from repairs and maintenance and utilities contingency was used to cover the cost.

Page 4 – Tax Collection Rate

- Real property tax collection is at 98% of billed and 100.5% of budgeted amount.

Page 5 – Tax Revenue Trends

- Tourism related revenue exceeded all budgeted amounts for the year.

MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
June 30, 2022

Cash on Hand	**5/31/2022**	**6/30/2022**	**Increase/ (Decrease)**
Atlantic Union Bank Checking Account	$494,257	$386,725	-$107,532
Atlantic Union Bank Money Market Account	$3,947,095	$3,947,245	$149
LGIP Account 1 - Unrestricted	$104,397	$104,496	$99
LGIP Account 2 - Unrestricted	$296,016	$296,330	$313
Total Cash On Hand	**$4,841,766**	**$4,734,795**	**-$106,971**

Restricted and Reserved Cash Balances	**5/31/2022**	**6/30/2022**	**Increase/ (Decrease)**
Atlantic Union Bank Checking Account - Police Funds	$431	$431	$0
LGIP Account 2 - Restricted for USDA loan covenant	$35,810	$35,810	$0
Atlantic Union checking Accnt Library CD converted to cash	$11,131	$11,131	$0
Atlantic Union Bank Checking Accnt - E-Summons Revenue Rsrvd	$7,468	$8,171	$703
US Bank - Reserved per VRA Interest Free Loan Requirements	$257,582	$257,646	$63
Wells Fargo 2010 Debt Service pass through account #300	$2,899	$2,900	$1
Wells Fargo 2010 Debt Service pass through account #308	$762	$763	$0
Atlantic Union Money Market # ARPA CRF #5847	$528,739	$528,759	$20
Virginia Investment Pool Liquidity Acct#1 Facility Fees Rsrvd (Utilities)	$1,738,680	$1,740,293	$1,613
Virginia Investment Pool Liquidty Acct#2, Surety Bond Escrow Rsrvd	$338,548	$338,862	$314
Total Cash Held in Reserve	**$2,922,051**	**$2,924,766**	**$2,715**
Total Cash - All Accounts	**$7,763,817**	**$7,659,561**	**-$104,256**

DEBT SERVICE

Net Debt as of Current Reporting Month End (Excludes USDA vehicle and equipment loans) $5,798,735

MUNICIPAL CORPORATION OF CAPE CHARLES

TREASURER'S REPORT

June 30, 2022

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY22
GENERAL Operations						
REVENUE	$256,206	$4,010,988	$3,983,118	-$27,870	$3,536,507	112.63%
EXPENDITURES	$241,553	$3,009,912	$2,902,477	-$107,435	$3,536,507	82.07%
NET	**$14,653**	**$1,001,076**	**$1,080,641**	**$79,565**	**$0**	
GENERAL Capital						
REVENUE	$7,187	$644,390	$65,062	-$579,328	$1,197,762	5.43%
EXPENDITURES	$3,976	$400,646	$121,615	-$279,031	$1,197,762	10.15%
NET	**$3,211**	**$243,744**	**($56,553)**	**($300,297)**	**$0**	
GENERAL Debt Service						
REVENUE	$24,375	$121,110	$267,131	$146,021	$258,614	103.29%
EXPENDITURES	$24,375	$121,110	$267,131	$146,021	$258,614	103.29%
NET	**$0**	**$0**	**$0**	**$0**	**$0**	
GENERAL Special Activities						
REVENUE	$25,898	$0	$481,043	$481,043	$948,115	50.74%
EXPENDITURES	$34,865	$0	$614,968	$614,968	$948,115	64.86%
NET	**($8,967)**	**$0**	**($133,925)**	**($133,925)**	**$0**	

MUNICIPAL CORPORATION OF CAPE CHARLES

TREASURER'S REPORT

June 30, 2022

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY22
PUBLIC UTILITIES						
REVENUE - Operating	$284,965	$1,342,883	$1,463,043	$120,160	$1,825,021	80.17%
EXPENDITURES - Operating	$167,279	$851,148	$451,555	-$399,593	$993,224	45.46%
NET	**$117,686**	**$491,735**	**$1,011,488**	**$519,753**	**$831,797**	
REVENUE - CAPITAL GRANTS, LOANS, DEBT SVC	$0	$467,680	$469,067	$1,387	$104,751	447.79%
REVENUE - FACILITY FEES	$110,411	$561,210	$717,304	$156,095	$254,400	281.96%
EXPENDED - FACIL FEES, CAPITAL PROJECTS,DEBT SVC	$162,795	$561,210	$1,253,256	$692,046	$936,548	133.82%
TOWN CONTRIB. & PENDING GRANTS	**($52,384)**	**$467,680**	**($66,884)**	**($534,564)**	**($831,797)**	
HARBOR						
REVENUE - Operating	$160,153	$963,884	$923,966	-$39,918	$833,500	110.85%
EXPENDITURES - Operating	$140,307	$772,123	$681,126	-$90,996	$772,500	88.17%
NET	**$19,846**	**$191,761**	**$242,840**	**$51,079**	**$61,000**	
REVENUE - GRANTS & LOANS	$0	$10,586	$30,754	$20,167	$0	#DIV/0!
TRANSFERRED FM GEN FUND FOR DEBT SERVICE	$0	$0	$102,954	$102,954	$102,657	100.29%
EXPENDED - Capital Projects, Debt Svc	$0	$240,067	$143,054	-$97,013	$163,657	87.41%
TOWN CONTRIB. & PENDING GRANTS	**$0**	**($229,481)**	**($9,346)**	**$220,135**	**($61,000)**	
SANITATION						
REVENUE	$20,884	$204,552	$246,229	$41,677	$390,595	63.04%
EXPENDITURES	$43,206	$207,935	$263,098	$55,163	$390,595	67.36%
NET	**($22,322)**	**($3,383)**	**($16,869)**	**($13,486)**	**$0**	

FY 2022 Capital Improvement Project Tracking Report

As of: 6/30/2022	FY22 Status or Start Date	Percent of Completion	FY22 Budgeted	QTR 1 Expended	QTR 2 Expended	QTR 3 Expended	QTR 4 Expended	FY22 YTD Expended	(Over)/Under Budget
General Capital Fund									
Multi-Use Trails, Phase 3 Construction	Pending Fall 2022	1%	$ 929,922	$ 848	$ 5,876	$ -	$ -	$ 6,724	$ 923,198
Mason Avenue Parking, Planning & Construction	Suspended	0%	$ 17,990	$ -	$ -	$ -	$ -	$ -	$ 17,990
Storm Sewer Video-Mapping, Phase 2	Suspended	0%	$ 30,000	$ -	$ -	$ -	$ -	$ -	$ 30,000
Municipal Center Replacement	In process	45%	$ 130,000	$ -	$ -	$ 36,401	$ 21,671	$ 58,072	$ 71,928
Central Park Gazebo Upgrades	Pending	0%	$ 10,000	$ -	$ -	$ -	$ -	$ -	$ 10,000
Central Park Fountain	Completed	109%	$ 52,250	$ -	$ -	$ -	$ 56,819	$ 56,819	$ (4,569)
Public Trash Cans	Early July delivery	0%	$ 25,000	$ -	$ -	$ -	$ -	$ -	$ 25,000
Final Installation of Zipline	Completed	42%	$ 2,600	$ 1,100	$ -	$ -	$ -	$ 1,100	$ 1,500
subtotal	$ -		**$ 1,197,762**	**$ 1,948**	**$ 5,876**	**$ 36,401**	**$ 78,490**	**$ 122,715**	**$ 1,075,047**
Utility Fund -Water									
Water Tank Mixer/Power Vent (FY2021 carryov	Suspended	0%	$ 55,000	$ -	$ -	$ -	$ -	$ -	$ 55,000
Remote Read Water Meters - starter setup carr	Suspended	0%	$ 51,985	$ -	$ -	$ -	$ -	$ -	$ 51,985
(AMI/AMR Auto Read Water Meters - Phase 2	Suspended	0%	$ 20,000	$ -	$ -	$ -	$ -	$ -	$ 20,000
Utility Fund - Wastewater									
Washington Avenue Pump Station Rehab Phase	Suspended	0%	$ 39,151	$ -	$ -	$ -	$ -	$ -	$ 39,151
Sewer Pod Controller Upgrades Phase 1 of 5	Completed	100%	$ 14,500	$ 14,500	$ -	$ -	$ -	$ 14,500.00	$ -
Membrane Replacement *new project*	**Deposit paid**		**$ 52,384**	**$ -**	**$ -**	**$ -**	**$ 52,384**	**$ 52,384.00**	**$ -**
subtotal	$ -		**$ 233,020**	**$ 14,500**	**$ -**	**$ -**	**$ 52,384**	**$ 66,884**	**$ 166,136**
Harbor Fund									
Harbor Capital Evaluation Plan	Completed	0%	$ 40,100	$ -	$ -	$ 40,100	$ -	$ -	$ 40,100
Structural Piling Repair	Deferred	#DIV/0!	$ -	$ -	$ -	$ -	$ -	$ -	$ -
In-Shore Breakwater Repair	Completed	100%	$ 121,380	$ -	$ -	$ -	$ 121,380	$ 121,380	$ -
subtotal	$ -		**$ 161,480**	**$ -**	**$ -**	**$ 40,100**	**$ 121,380**	**$ 121,380**	**$ 40,100**
TOTAL	$ -		**$ 1,592,262**	**$ 16,448**	**$ 5,876**	**$ 76,501**	**$ 252,254**	**$ 310,979**	**$ 1,281,282**

***ITEMS WITH CURRENT MONTH ACTIVITY ARE IN BOLD PRINT**

MUNICIPAL CORPORATION OF CAPE CHARLES
June 30, 2022

YTD 2021 Real Estate Tax Collections

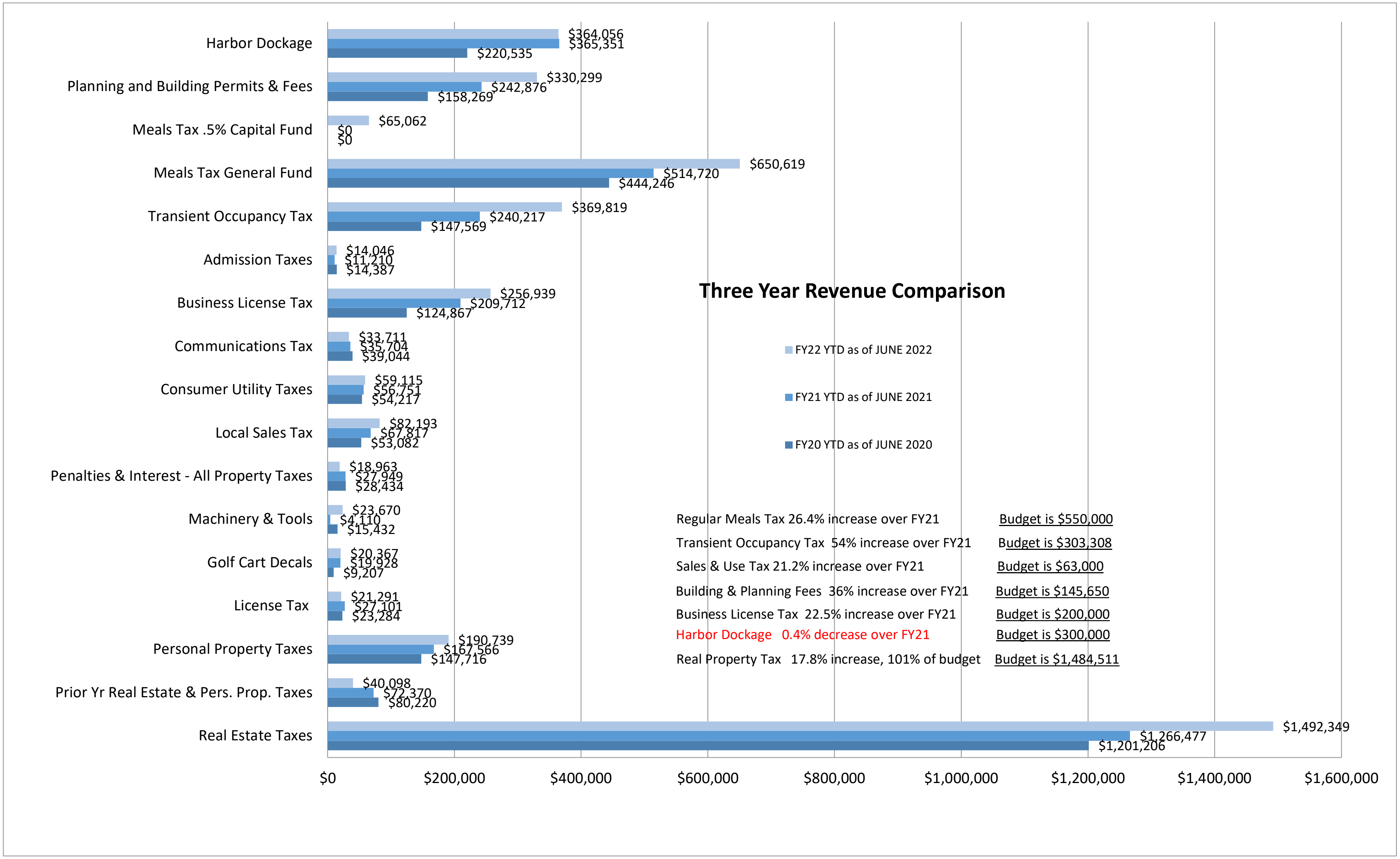
Total Taxable Land Value	179,657,188	
Total Improvement Value	306,863,500	
Exemptions	(4,196,393)	
Additional Assessments (SCC Utility)	3,702,099	
Total Real Estate Value (taxable)	**486,026,394**	
Total Budgeted	1,484,511	
Total Tax Billed	1,527,451	
Total Adjustments	(8,856)	
Total Collected YTD (percent of billed)	1,492,349	98%
Amount Due per Accounts Receivable	**26,246**	

YTD 2021 Personal Property Tax, Machinery and Tools Tax & 2021 License Tax Collections

Total Personal Property Value	23,415,700	
2021 Initial Assesement Exonerations & Proration	(424,083)	
Personal Property Value, billed	22,991,617	
2021 Supplemental Assessments	-	
2021 Supplemental PPTRA & Exonerations	-	
Personal Property Value, billed	-	
Total Value for 2021 and 2021 supplemental	22,991,617	
Total Budgeted	153,000	
Total Tax Billed less PPTRA	303,178	
2021 Supplemental Tax Billing	-	
Total Adjustments & Additional Exonerations	(46,929)	
Total Collected YTD (percent of billed)	235,699	92%
Amount Due per Accounts Receivable	**20,550**	

YTD Prior Year Real Estate Tax, Personal Property Tax, Interest and Penalty Collections

Total Budgeted	86,150	
Total Collected (percent of budget)	59,061	69%
Amount Due Per Budget	**27,089**	



Three Year Revenue Comparison
FY22 YTD as of JUNE 2022
FY21 YTD as of JUNE 2021
FY20 YTD as of JUNE 2020
Harbor Dockage
$364,056
$365,351
$220,535
Planning and Building Permits & Fees
$330,299
$242,876
$158,269
Meals Tax .5% Capital Fund
$65,062
$0
$0
Meals Tax General Fund
$650,619
$514,720
$444,246
Transient Occupancy Tax
$369,819
$240,217
$147,569
Admission Taxes
$14,046
$11,210
$14,387
Business License Tax
$256,939
$209,712
$124,867
Communications Tax
$33,711
$35,704
$39,044
Consumer Utility Taxes
$59,115
$56,751
$54,217
Local Sales Tax
$82,193
$67,817
$53,082
Penalties & Interest - All Property Taxes
$18,963
$27,949
$28,434
Machinery & Tools
$23,670
$4,110
$15,432
Golf Cart Decals
$20,367
$19,928
$9,207
License Tax
$21,291
$27,101
$23,284
Personal Property Taxes
$190,739
$167,566
$147,716
Prior Yr Real Estate & Pers. Prop. Taxes
$40,098
$72,370
$80,220
Real Estate Taxes
$1,492,349
$1,266,477
$1,201,206
$0
$200,000
$400,000
$600,000
$800,000
$1,000,000
$1,200,000
$1,400,000
$1,600,000
Regular Meals Tax 26.4% increase over FY21 Budget is $550,000
Transient Occupancy Tax 54% increase over FY21 Budget is $303,308
Sales & Use Tax 21.2% increase over FY21 Budget is $63,000
Building & Planning Fees 36% increase over FY21 Budget is $145,650
Business License Tax 22.5% increase over FY21 Budget is $200,000
Harbor Dockage 0.4% decrease over FY21 Budget is $300,000
Real Property Tax 17.8% increase, 101% of budget Budget is $1,484,511

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 August 18, 2022 (the "Meeting").

2. Attached hereto is a true, correct and complete copy of Ordinance 20220818 (the "Ordinance") 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 participating at the Meeting and the recorded vote with respect to the foregoing Ordinance as set forth below:

			Voting		
Member Name	**Present**	**Absent**	**Yes**	**No**	**Abstaining**
William Dize, Mayor	X				
Steve Bennett	X		X		
Andy Buchholz	X		X		
Andrew Follmer	X		X		
Paul Grossman	X		X		
Tammy Holloway	X		X		
Ellen O'Brien	X		X		

4. The Ordinance 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 18th day of August 2022.

____
Clerk of the Council
Town of Cape Charles, Virginia

(Seal)

ORDINANCE 20220818

UPDATING CAPE CHARLES TOWN CODE CHAPTER 66, ARTICLE VII. REAL ESTATE TAX EXEMPTION FROM TAXATION FOR CERTAIN ELDERLY OR HANDICAPPED PERSONS, §§ 66-118, 66-119, AND 66-120

WHEREAS, the Town of Cape Charles currently provides assistance in the form of real property tax credits to qualified persons who are elderly or physically disabled; and

WHEREAS, the applicants must meet certain income and health status substantiations. Currently the combined income, if married, cannot exceed $25,000; and

WHEREAS, Northampton County offers a similar program and on July 26, 2022, updated their ordinance increasing the maximum combined income for eligibility, the maximum tax credit, and re-opening the application period; and

WHEREAS, the Town generally follows suit with Northampton County with such tax matters; and

NOW, THEREFORE, BE IT ORDAINED by the Town Council of Cape Charles, this 18th day of August 2022, that Chapter 66, Article VII, Sections 66-118, 66-119 and 66-120 of the Cape Charles Town Code be revised as attached, to become effective upon adoption.

****

Adopted by the Town Council of Cape Charles on August 18, 2022.

By:_______________________________________
Mayor

ATTEST:

____
Town Clerk

Sec. 66-118. Eligibility for exemption.

Exemption shall be granted to persons subject to the following provisions:

(1) The title to the property for which exemption is sought is held or partially held, on December 31, immediately preceding the taxable year by the person or persons seeking the exemption. If the ownership of the property for which application for exemption is made is not held solely by the applicant or jointly with the applicant's spouse, then the amount of the tax exemption hereunder, shall be in proportion to the applicant's ownership interest in the subject real property, as the ownership interest may appear.

(2) The head of the household occupying the dwelling and owning title or partial title hereto is 65 years or older on December 31 of the year immediately preceding the taxable year. Such dwelling must be occupied as the sole dwelling of the person or persons seeking the exemption.

(3) The total combined income of the owners during the year immediately preceding the taxable year shall be determined by the treasurer to be an amount not to exceed $50,000. Total combined income shall include from all sources of the owners, spouses, and of the owners' relatives living in the dwelling for which exemption is claimed; provided, however, that the first $6,000.00 of annual income of the owners' relatives living in the dwelling other than the spouses' shall be excluded in computing total combined income.

(4) The net combined financial worth as of December 31 of the year immediately preceding the taxable year of the owners and of the spouse of any owner shall be determined by the treasurer to be an amount not to exceed $100,000. Net combined financial worth shall include the value of all assets, including equitable interest of the owners and the spouse of any owner, excluding the fair market value of the dwelling and the land, not to exceed one acre, upon which it is situated and for which exemption is claimed.

(5) The person or persons seeking the exemption must file annually with the treasurer an affidavit as hereinafter provided.

Sec. 66-119. Application for exemption.

Annually after January 1, and before April 15 of the taxable year, the person or persons claiming exemption shall file with the treasurer, on forms supplied by such treasurer, an affidavit setting forth the location and assessed value of the property, the names of all the related person occupying such real estate; the total combined income of the person as specified in section 66-118(3) above; and the net combined financial worth of the persons as specified in section 66-118(4) above. If such person is under 65 years of age, such form shall have attached thereto a confirmation by the social security administration, the veterans administration, or the railroad retirement board, or if such person is not eligible for certification by any of these agencies, a sworn affidavit by two medical doctors licensed to practice medicine in the commonwealth, to the effect that such person is permanently and totally disabled, as herein defined. The affidavit of at least one of such doctors shall be based upon a physical examination of such persons by said doctor. For Tax Year 2022, there shall be a second application window between August 19, 2022 and September 30, 2022 to be considered using the higher exemption levels adopted by the Town Council on August 18, 2022. Applications received during the first Tax Year 2022 window (January 1, 2022 – March 31, 2022), shall be considered using the most recently-adopted exemption levels.

The affidavit of one of the doctors may be based upon medical information contained in the records of the civil services commission which is relevant to the standards for determining permanent and total disability as herein defined. The treasurer shall also make such further inquiry of persons seeking exemption requiring answers under oath, as may be reasonably necessary to determine qualification therefore, including qualifications as permanently and totally disabled. The treasurer is hereby authorized to require the reproduction of certified tax returns to establish the income or financial worth of any applicant for exemption from tax hereunder.

If, after audit and investigation, the treasurer determines that the person or persons are qualified for exemption he or she shall so certify the same and shall determine the percentage of exemption allowable and issue non-negotiable exemption certificates in the amount of the exemption determined to be applicable to the claimant's real estate tax liability.

Such exemption certificate shall apply only to the tax year for which issued. The person or persons to whom an exemption certificate has been issued shall, on or before the past due date established for payment of such real estate tax, present such exemption certificate to the treasurer or his or her duly authorized deputies or agents, together with payment of the difference between such exemption and the full amount of the tax payment then due on the property for which the exemption was issued. Any exemption certificate not presented in settlement of such taxes on or before the date specified for payment shall be null and void and unusable thereafter and the treasurer may not reissue a certificate for such tax year.

Sec. 66-120. Exemption schedule.

Where the person or persons seeking exemption conforms to the standards and does not exceed the limitation contained herein, the real estate tax exemption shall be as shown on the following schedule:

Total Combined Income from all Sources	Tax Exemption Net Worth (not to exceed $100,000)
0-20,000	90%
20,001-30,000	80%
30,001-40,000	60%
40,001-50,000	40%

Provided, however, that the maximum annual exemption on any one property shall not exceed $600.00.

TOWN COUNCIL
Executive Session
Cape Charles Civic Center
August 18, 2022
Immediately Following the Regular Meeting

At approximately 7:09 p.m. Mayor William "Smitty" Dize, having established a quorum, called to order the Executive Session of the Cape Charles Town Council. In addition to Mayor Dize, in attendance were Vice Mayor Bennett, Councilmen Buchholz, Follmer and Grossman, and Councilwomen Holloway and O'Brien. Also, in attendance was Town Manager John Hozey.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, and unanimously approved to go into Executive Session in accordance with Section 2.2-3711.A of the Code of Virginia for the purpose of: Paragraph 3: Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Specifically: Negotiation Strategy for Potential Utility System Sale

There were no members of the public in attendance at this time.

Council went into executive session at 7:10 p.m.

Motion made by Councilman Buchholz, seconded by Vice Mayor Bennett, to return to open session. The motion was approved by unanimous vote.

The open portion of the meeting resumed at 7:57 p.m. There were no members of the public waiting to return to the meeting.

Certification, to the best of each member's knowledge, that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body. Roll call vote: Bennett, yes; Buchholz, yes; Follmer, yes; Grossman, yes; Holloway, yes; O'Brien, yes.

Motion made by Councilman Buchholz, seconded by Vice Mayor Bennett, to adjourn the Town Council Executive Session. The motion was approved by unanimous vote.

The Executive Session adjourned at 7:57 p.m.

____
Mayor Dize

____
Town Clerk