



TOWN COUNCIL
Regular Meeting
Cape Charles Civic Center
May 15, 2025
6:00 PM

At approximately 6:00 p.m. Mayor Adam Charney, having established a quorum, called to order the Regular Meeting of the Cape Charles Town Council. In addition to Mayor Charney, in attendance were Vice Mayor Buchholz, Councilmen Grossman and Newman, and Councilwomen Ashworth and Holloway. Councilman Butta participated telephonically from Hilton Head, SC. Staff in attendance were Town Managers John Hozey and Rick Keuroglan, Planning & Zoning Director Katie Nunez, Police Chief Jim Pruitt, Planning Administrative Assistant Jack Steinmayer and Town Clerk Libby Hume. There were 10 members 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.

RECOGNITION OF VISITORS / PRESENTATIONS/RECOGNITIONS:

A. *Cape Charles Volunteer Fire Company – Ryan Peake, Treasurer*

Ryan Peake gave a presentation providing a summary of the history of the Cape Charles Volunteer Fire Company (CCVFC), their coverage area, the number of calls in calendar year 2024, number of volunteer hours, funding sources including grants for 2024 and 2025, their operating expenses, information related to the new apparatus which was recently brought into service, their priority list, and a summary of their reserve schedule. (Please see attached.)

Councilman Grossman asked if the CCVFC had an agreement with Virginia American Water (VAW) for water. Mr. Peake responded that VAW followed suit with the Town and an agreement was made to allow the CCVFC to fill up their tanker at the water tower for free, adding that they typically only used about 5,000 to 7,000 gallons of water per month. Cape Charles was the only place to fill up with water in the lower part of Northampton County.

Councilwoman Holloway asked if the CCVFC had any plans for future events. Mr. Peake stated that they were looking at holding an event in the September/October timeframe. The Deloreans concert that they hosted earlier in the year was the first concert held in their building since the 1990s and was very successful. He added that their building was open for use by the community at no cost, but board approval was necessary.

Councilwoman Holloway thanked Mr. Peake for all his work adding that she had spent a lot of time with him over the last year and it was nice to see his dedication and leadership and the number of grants that he had researched and brought forward. The Town appreciated his professionalism and all that he did for the CCVFC and the Town.

Mr. Peake thanked the Town for their support, adding that the CCVFC was growing with the community. Three firefighters just attended the academy and had 200 hours of training. He was one of the ones who just graduated.

B. *National Public Works Week Proclamation*

Mayor Charney read Proclamation 20240515 – National Public Works Week, May 18-25, 2025 and presented the proclamation to Rick Keuroglan to present to the Public Works crew.

PUBLIC COMMENTS: (3 MINUTES PER SPEAKER)

Ann Hayward Walker, resident

Ms. Walker stated that she had two items to address with the Town Council. I) She wanted to make them aware that her sister, who lived at 107 Mason Avenue, had been stalked for decades but proof was hard to obtain. She went to court 20 years ago and failed. She did not feel confident that Cape Charles was aware enough to act on this, but they will begin making reports again and hoped the Town would provide active consideration. She asked everyone to think about their daughter, wife or sister being in this situation. They would be motivated into action. Her sister was experiencing bullying by a superficial, charismatic kind of individual. One member of the Town Council was aware of this, and she would be willing to discuss this with any others; ii) The Beachfront Master Plan that was shared with the public was conceptual and not practical. She invited the Town to make efficient, year-round sand management a priority by adding it to the plan. The access points were wind tunnels and every time the dunes were disturbed, it created an opportunity for the wind to come through. This year was awful. We needed a way to catch the sand and redistribute it on to the beach. She worked on the Beach Management Plan that was developed in 2019. If we ever had a disaster, there were eligibility criteria to qualify for assistance from the Federal Emergency Management Agency (FEMA). The Town must have an established maintenance program, or we would not get any assistance. She provided the FEMA Public Assistance Program Beach Eligibility Tips. (Please see attached.)

Sam Jones, resident

Mr. Jones addressed Council as a representative of the Cape Charles Historic District Civic League. (Please see attached.)

Reverend Rickey Rouse, the new Pastor at First Baptist Church on Nectarine Street

Rev. Rouse stated that he wanted to put some faces to some names adding that he was not just here to be a pastor on Sunday mornings, but everyday for all of the residents of Cape Charles. He held his first community outreach at Kiptopeke Elementary School last week and will continue with his community outreach. His family owned a concrete business for 26 years in Virginia Beach. He noticed the sidewalks that went nowhere and hoped that it would be addressed, adding that he would be happy to be of assistance. He was also happy to find out that Cape Charles was a historically black community. His concern was affordable housing and did not know if the issue was being looked into. There was a home across from his church on the market for \$750K which was excessive. Growing up in a city, he knew who suffered – the seniors and minorities. He hope there was a plan so these individuals would not be pushed out of the community. He was excited to see the apartment complex at the beach in the past but was sorry to see that it had closed, adding that it would probably be redone with higher prices. Rev. Rouse stated that he would be back and hoped to get to know everyone better.

Town Clerk Libby Hume read two emails from Dora Sullivan and Julie Jones that were submitted prior to the meeting. (Please see attached.)

There were no other 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. April 17, 2025 Town Council Public Hearing & Regular Meeting
 - ii. April 17, 2025 Town Council Executive Session
- C. Approval of March 2025 Financial Report

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

UNFINISHED BUSINESS: None

NEW BUSINESS:

A. *Memorandum of Agreement for Maintenance of the Cape Charles Portion of the Rail Trail*

John Hozey stated that ever since the railroad ceased to operate in Cape Charles, there had been a desire to see the former railbed converted to a trail system. Canolie Atlantic had been working toward this end and in cooperation with the Eastern Shore Rail Trail Foundation and the Virginia Department of Transportation (VDOT), construction had begun. When this concept was first contemplated, the Town was approached to see if it would consider maintaining a portion of this trail after construction. On October 24, 2018, the Town Council approved an agreement that, among other things, committed the Town to maintaining the portion of the trail from the trail head near Mason Avenue to Route 13. During the intervening time, some of the components of the original 2018 agreement had become obsolete, but the need for the Town's continued commitment toward maintenance was critical to ensure the project's success. An updated agreement was drafted to focus on this maintenance commitment. The terms of the updated agreement were substantially similar to the 2018 agreement. Council action was required to rescind the previous agreement and adopt the new one, committing to maintenance of the Cape Charles portion of the Rail to Trail from Mason Avenue and Fig Street (the Hump) to the Route 13 crossing at Country Pl.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to adopt the Memorandum of Agreement between the Town of Cape Charles, Canolie Atlantic Co., and the Eastern Shore Rail Trail Foundation as presented.

There was much discussion as follows: i) Councilwoman Holloway commented that some of the area was overgrown and would be a challenge to cut and maintain and some of the ditch areas could not be mowed. Northampton County had some different equipment that could work and asked if the Town would have support from Northampton County in providing that equipment. She went on to ask if trees would be planted for shade along the trail: ii) John Hozey responded that the area would be cleared as part of the construction and the maintenance would be the Town's responsibility. The Town might need to purchase new equipment for the Public Works department. His concern was how to keep the golf carts off the path. He fought with the designers to install bollards to help keep the golf carts out, and some were added to the plan. The Town could add more if needed. The agreement stated that the maintenance responsibility fell 100% on the Town; iii) Councilwoman Holloway suggested that conversations begin with the county regarding the potential for landscaping and shared responsibilities, iv) Councilwoman Ashworth asked if we had any information related to the costs for maintenance. Councilman Buchholz noted that the Town was already cutting the grass along that area to Route 13. John Hozey stated that the concern was not the maintenance of the grassy areas but the asphalt if it buckled.

The motion was approved by unanimous vote.

B. *FY 2025 Budget Amendment Correcting A Fund Appropriation*

John Hozey stated that following adoption of the FY 2025 Budget, the Council was approached by the CCVFC and asked to contribute \$250K toward a new fire engine replacement. Council agreed to the contribution and a budget amendment was developed and approved to appropriate this money from the General Fund Balance on October 17, 2024. The financial contribution for the fire engine was eligible to count against the last remaining ARPA funds the Town had received. However, the Town's auditor had booked the ARPA money to the Capital Improvement Fund (CIP) instead of the General Fund. Therefore, to correct our internal accounting, we need to correct the previous budget amendment to appropriate the money from the CIP Fund verses the General Fund.

Motion made by Councilman Grossman, seconded by Councilman Newman, to approve the FY 2025 Budget Amendment correcting the appropriation for the Town's contribution of the new fire engine. The motion was approved by unanimous vote.

C. *IT Support Services Contract Extension*

John Hozey stated that on April 24, 2019, the Town entered into a two-year, non-exclusive contract with Inversa Minds, LLC for IT Support Services. The contract included a provision for subsequent renewals at two-year intervals. The current contract expired on April 24, 2025 and staff had been working with Inversa Minds, LLC regarding the contract renewal. The proposed rates for the 2025-2027 term were \$130 per hour for standard support and \$150 per hour for emergency support, billable in 30-minute increments. This was a two-year renewal contract and either party could withdraw from the agreement with at least 30 days' notice. The Town received exceptional service and timely responses from Inversa Minds and enthusiastically recommended continuation of this contract.

Motion made by Councilman Grossman, seconded by Vice Mayor Buchholz, to authorize the town manager to execute the two-year contract renewal with Inversa Minds, LLC for IT Support Services. The motion was approved by unanimous vote.

D. *Resolution Requesting Speed Limit Reduction on a Portion of Old Cape Charles Road*

John Hozey stated that Cape Charles was a golf cart friendly community which contributed to the town's character. Due to the existing speed limits on Cassatt Parkway and Old Cape Charles Road, there was currently not a safe, convenient passage for golf carts between the town's two primary population centers – Bay Creek and the Historic District. The Bay Creek Homeowners' Association (BCHOA) recently committed to the construction of an improved golf cart path across Cassatt Parkway from their main entrance, along the north side of Cassatt Parkway to Old Cape Charles Road near the Rosenwald School. This would significantly upgrade the old, unusable path in that same area. The developer provided the BCHOA with an easement and the Association was committed to maintaining the path going forward. The only remaining obstacle to providing this safe passage was the speed limit on Old Cape Charles Road between Bayshore Road and Cassatt Parkway, which was currently 35 MPH. Speed limits were regulated by VDOT and a Town Council resolution was required for VDOT to consider such a change. An additional benefit of reducing the speed limit would be to permit golf cart traffic to the Rosenwald School once their renovation was completed.

Motion made by Councilwoman Holloway, seconded by Councilwoman Ashworth, to adopt Resolution 20250515 Requesting the Virginia Department of Transportation to Modify the Speed Limit on a Portion of Old Cape Charles Road. The motion was approved by unanimous vote. Roll call vote: Ashworth, yes; Buchholz, yes; Butta, yes; Grossman, yes; Holloway, yes; Newman, yes.

TOWN MANAGER COMMENTS

John Hozey commented as follows: i) He announced a new hire, Ben Gomez, at the library adding that the Town was fortunate to have him join the team; ii) A request was received from the post office to install signs in front of their building along Randolph Avenue to limit parking to 15 minutes. He spoke to Chris Isdell from VDOT, and he was also in agreement. A resolution was not necessary, but a letter would be sent to VDOT requesting permission for the signage; iii) Although Ms. Ann Hayward Walker had left the meeting, he wanted to assure her that beach maintenance was part of the scope of work for the Beachfront Master Plan.

MAYOR AND COUNCIL COMMENTS

Councilwoman Ashworth stated that her Coffees were going well adding that Councilman Newman joined her this morning. Her Coffees were held the morning of all regular meetings at the Cape Charles Coffee House from 9:30 to 11:00 and everyone was welcome.

There were no additional comments.

Announcements:

- May 26, 2025 – Town Offices Closed for Memorial Day
- May 27, 2025 – Town Council Town Hall Meeting re: Options for the New Municipal Building
- June 5, 2025 – Town Council Public Hearing re: FY 2026 Budget
- June 18, 2025 – Town Council Regular Meeting
- May 13, 2025 – Town Council Work Session
- June 19, 2025 – Town Council Closed for Juneteenth Federal Holiday

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

The Regular Meeting adjourned at 7:04 p.m.

Mayor Charney

Town Clerk

**May 15, 2025 Town Council Regular Meeting
Comments & Information Provided in Writing**

Sam Jones, resident, President of the Cape Charles Historic District Civic League
Members of the Town Council, Mr. Mayor and Town Manager:

Having reviewed the Town's draft Capital Improvement Budget for FY 26, I write on behalf of the Cape Charles Historic District Civic League to say that we support the \$100,000 included for Sidewalk Infill.

We also strongly recommend that this project be classified "high priority" given safety and accessibility concerns associated with current deficiencies in the Historic District's sidewalk infrastructure. It is ironic to see handicapped accessible curb cuts that do not attach to any sidewalks even as we have made accessibility to the beach a high priority. The current classification of "low priority" basically means sidewalk improvements will only occur if funds are available after all other projects have been completed.

For long-term planning, we recommend that the long-term capital plan under consideration accelerate funding for this project and not skip any years. The current draft skips FY 27 before recommending additional funds be made available in FY 28, 29, and 30.

You will recall that during the public comment session with the Town Council on the strategic plan update, the Civic League, as well as individual speakers, recommended that the town take action to complete sidewalks throughout the Historic District. The Civic League affirmed this position at our recent meeting, supporting sidewalk infill as a high priority for the town's full-time residents and visitors consistent with the December 2022 Comprehensive Plan and the March 2020 recommendations of the town's Sidewalk Committee. We note that the recommendations of the 2020 Sidewalk Committee address many of the issues surrounding these improvements and believe they are a good starting point for moving forward.

You only need to walk around the Historic District to see that the north side of the district has been neglected. As a result, we recommend that the town's investment focus on the avenues in this area of town to create uninterrupted walkways. Infill work on Jefferson and Madison avenues as well as along Fig Street will do much to improve the safety, accessibility, and walkability of the Historic District. All destinations throughout the town (Mason Avenue including the library, Central Park, Rayfield's, the beach, churches, etc.) will benefit from this investment.

To the extent that the Town needs to review or change existing policies, the Civic League is ready to participate to ensure progress is made each year.

Sam Jones
President, Cape Charles Historic District Civic League

Dora Sullivan, resident
Good evening, Town Manager, Mayor and Council Members.

What makes living in a small town so special and unique is that we are a walking town. We can walk to everything that we need, the doctor, pharmacy, post office, library and hopefully we can include walking to the old Meat Land to pay bills or take care of town business.

Dora Sullivan

Julie Jones, resident
Good evening, Mayor Charney, Town Council, and Town Manager.

My name is Julie Jones. My husband, Sam, and I live at 538 Monroe Avenue, in the Historic District, and are members of the Historic District Civic League.

Recently, Town Manager Hozey suggested that the Civic League assist the Town staff with research on some issues of interest to the Civic League. One of those issues pertains to the sidewalks, specifically the lack of sidewalks, in the Historic District.

I was able to locate the Town's comprehensive plan from April 1989, in which the issue of sidewalks was discussed. Similar to today, there were places where sidewalks were non-existent, or in need of maintenance. At that time, Cape Charles was the poorest town, in the poorest county in the state of Virginia, but the people who wrote that comp plan had great optimism that better days were coming, and that there would be funds at a later date for addressing this need.

Further research yielded a very comprehensive study by a sidewalk committee, presented at the March 2020 Town Council meeting. (see attachment) Members of this committee included Councilman Paul Grossman and Ms. Dianne Davis. They identified where sidewalks were missing or in need of repair, and suggested a four-year plan, in priority order, to achieve the goal of having continuous sidewalks throughout the Town. They had been unsuccessful in getting a response from VDOT and requested that Mayor Dize contact VDOT. As far as I can tell, nothing further was done with this report.

This brings me to the 2025 Town of Cape Charles Community Strategic Plan. While sidewalks are not always directly addressed, by inference sidewalks are an integral part of the goals and objectives of this plan:

Goals related to sidewalks:

- To retain the small-town character of Cape Charles
- To enhance the visitor experience in Cape Charles
- To meet our residents' expectation for Town services

Objectives related to sidewalks:

- c) Maintain/improve walkability
 - ii. Promote improvements to, and additions to sidewalks
 - c. Identify specific strategies and prioritization for sidewalk infill and provide capital funding as available
 - g) ii. Improve accessibility for people of all groups and abilities

In Appendix A, under Transportation, "enhance walkability" is mentioned.

However, in Appendix B, there is no mention of sidewalks, either under "still in progress," or "new items."

In the Capital projects section of the budget work session, sidewalks fall into the low priorities category, even though it would seem that it would fit into the #1 criteria category, Health/Safety/Welfare.

Given that sidewalks have been an ongoing concern of this town, since at least 1989, I would think that the time has come for this town council to muster the political will to revisit the study that was presented in March 2020. The town has successfully obtained grant money in the past, to provide the Community Trail, Rails to Trails, etc., as well as managed to have VDOT come and make repairs to existing sidewalks. This is an opportunity for this Town Council to meet the needs of both the citizens who live in the Historic District, as well as the tourists who visit and enjoy walking the picturesque streets of our beautiful town.

Thank you so much for your service to our town.
Julie Jones



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".

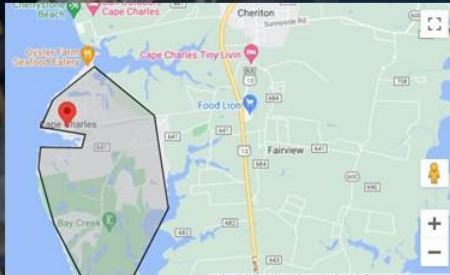
The Cape Charles Volunteer Fire Company engages in mutual aid with the specified stations, which reciprocally provide mutual aid in return :

- 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 39.5 square miles. In total, the primary area of responsibility for the fire company covers roughly 43 square miles.



CCVFC Secondary Coverage area/Mutual Aid:



CCVFC Primary Coverage area:

Off Season

5500 people in 43 square miles.

High Season

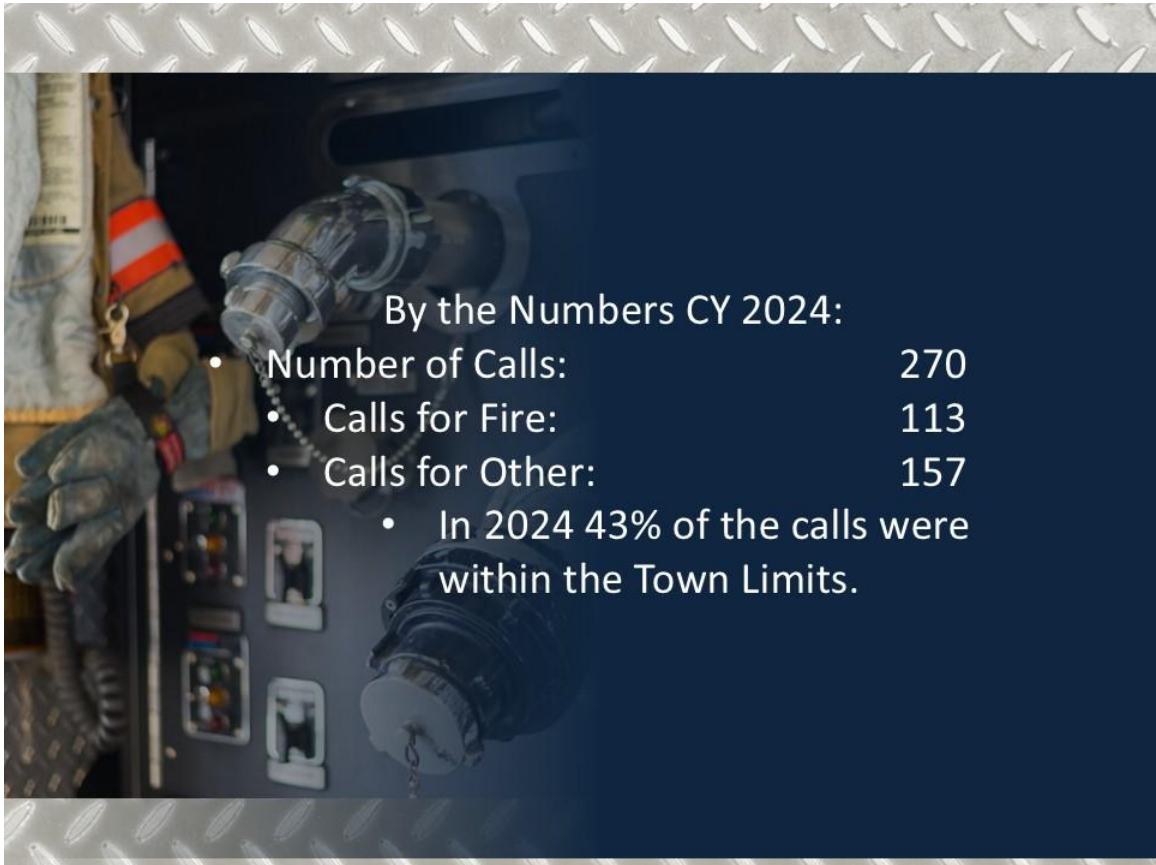
12,000+ people in 43 square miles.

New Homes

From 2018-2024 the town of Cape Charles added 261 new homes and 5 commercial buildings with an additional 29 housing unit's

Hwy 13

Over 4 million cars travel through our first due every year.



By the Numbers CY 2024:

- Number of Calls: 270
- Calls for Fire: 113
- Calls for Other: 157
 - In 2024 43% of the calls were within the Town Limits.



By the Numbers CY 2024:

- Volunteer hours worked: **2,346**
- Responding to calls: 810
- Monthly meetings, training, and administrative duties: 934
- Fundraising: 602
 - 3 total fundraisers in 2024
 - Tool Mania, 1 BBQ, Fishing Tournament

By the Numbers CY 2024 Funding Sources:

ACTUAL RECEIPTS	Actual YTD*	
Donations	\$12,227.87	5%
Northampton County	\$75,050.00	31%
Town Of Cape Charles	\$50,000.00	21%
Town of Cape Charles (Pass through Grant)	\$15,000.00	6%
Town of Cape Charles Building permit	\$25,121.20	10%
Northampton County Fire rescue comission	\$3,186.65	1%
Tool Mania	\$60,437.10	25%
Fishing tournament	\$9,640.00	4%
TOTAL RECEIPTS	\$241,022.82	

- The average yearly total income from 2019 to 2023 was \$176,273.
- In 2024, Northampton County continued to use the cigarette tax proceeds to fund the five volunteer fire departments within the county. The annual contribution from the county is \$75,000.

By the Numbers CY 2024 2024 Operating Expense:

Total 2024	
Utilities	\$3,244.09
Loans(Tanker 15-7)Balance \$29,000	\$11,462.52
Insurance	\$24,526.67
Monthly Dues	\$3,656.87
Supplies	\$25,909.20
Capital Expense	
• \$20,000 for new turnout gear	
• \$15,000 Equipment for new brush	
• \$3,000 New Water Heater	
• \$18,000 Balance for new skid unit	
Brush Truck	
• \$3,000 Misc tools for trucks	\$59,200.37
new truck	\$100,000.00
Total Expense for 2023	\$227,999.72
Net for 2024	\$13,023.10

New Apparatus in service for CY 2024-2025



Engine 15-3

- 2024 E-One Engine
- Replaced our 1997 E-One Engine. Brakes failed in late 2024 and was take out of service. Truck was sold for scrap for \$1,000

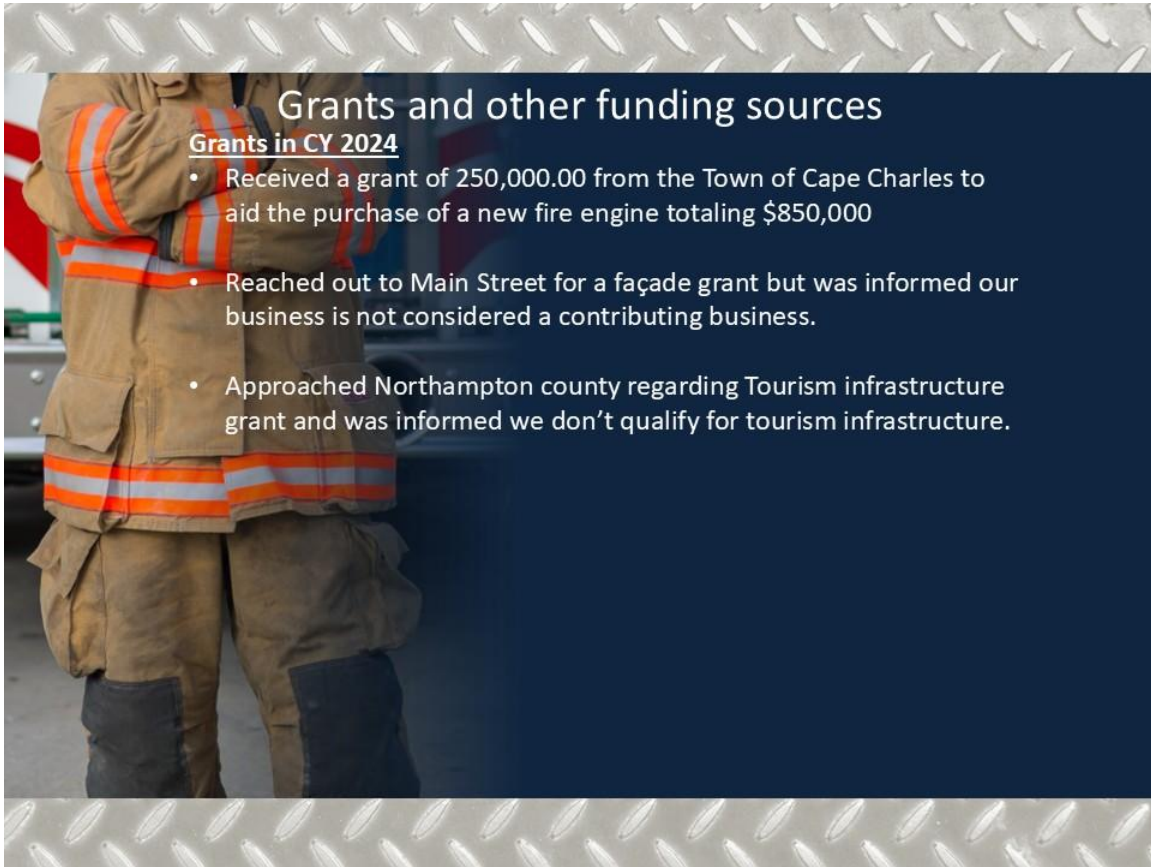
Brush Truck

- 2021 Ford F250 was donated by Cape Charles Volunteer Rescue Squad
- Replaced our 1989 GMC Brush Truck which was sold for \$5,000



Priority List

Expense	Cost	
Replace roof	\$72,000.00	
1 Drainage back of the station	\$9,850.00	Sump Basin System
2 Replace body supports for rescue 15	\$25,000.00	
3 New SCBA Cascade machine	\$62,500.00	
4 Update front of building	\$40,000.00	
5 Paint back and sides of building	\$30,000.00	
6 Upgrade hurst tools on rescue	\$95,000.00	Jen Kiggans
7 New air bags	\$85,000.00	
8 Upgrade SCBA packs/mask	\$120,000.00	Federal Grant
9 maintenance to Rescue 15	\$150,000.00	Engine/Transmission
10 New Stove Kitchen	\$10,000.00	
11 Replace ceiling fans	\$15,000.00	
	\$642,350.00	



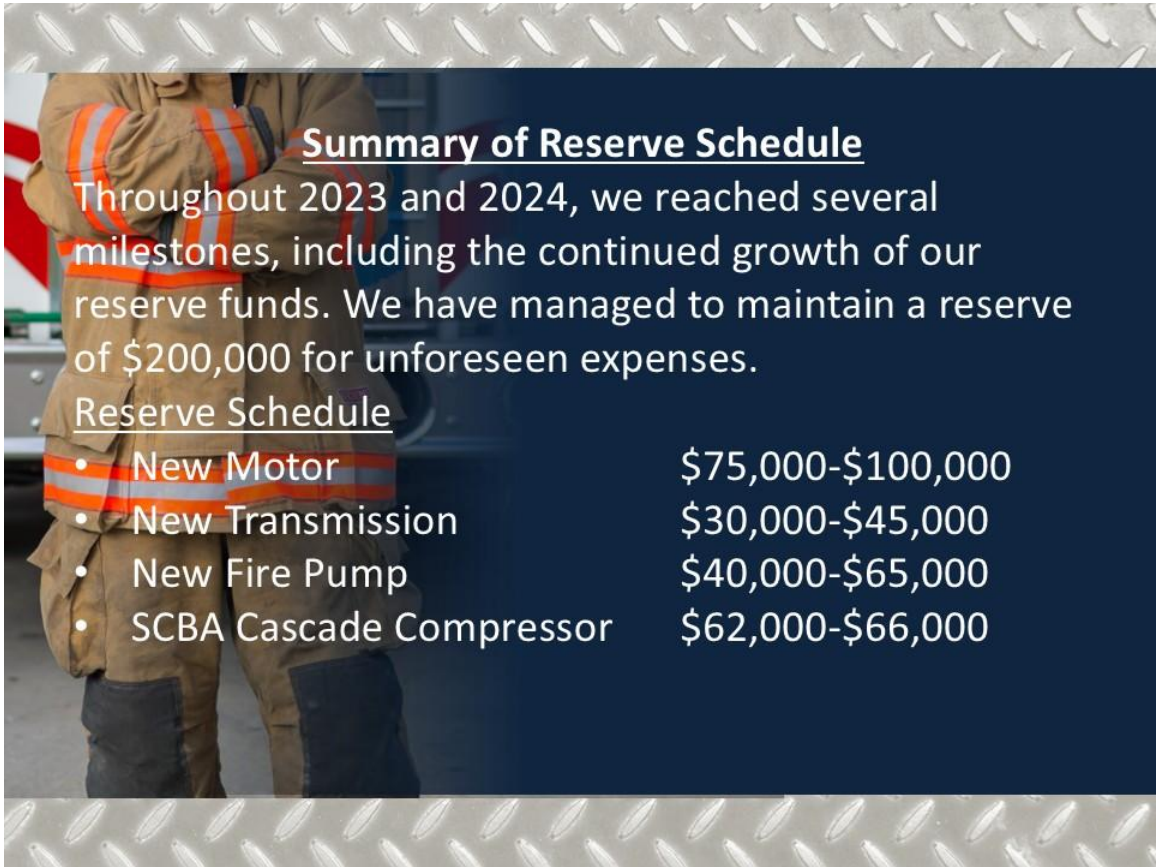
Grants and other funding sources

Grants in CY 2024

- Received a grant of 250,000.00 from the Town of Cape Charles to aid the purchase of a new fire engine totaling \$850,000
- Reached out to Main Street for a façade grant but was informed our business is not considered a contributing business.
- Approached Northampton county regarding Tourism infrastructure grant and was informed we don't qualify for tourism infrastructure.

Grants and other funding sources in CY 25

- April 2025, we held a fundraiser to support the cost of replacing the roof. In addition, Northampton County contributed \$42,000. Together, these efforts fully covered the \$72,000 roof replacement cost, allowing us to complete the project without using any reserve funds.
- April 2025, we applied for a grant through Firehouse Subs to replace our SCBA compressor at a cost of \$62,000. We expect to hear back from this grant in June
- May 2025, we applied through Congresswoman Jen Kiggans' office for discretionary funding to help replace our 25-year-old extrication equipment, with an estimated cost of \$130,000–\$150,000. We expect to hear whether we were approved in June.
- December 2025, we plan to apply for a federal grant to replace our 18-year-old SCBAs, which exceed the recommended replacement age of 15 years. The estimated cost for this project is \$140,000.
- Northampton county raised the FY26 contribution from \$75,000 to \$100,000.
- We submitted a \$75,000 funding request for FY26 to the Town of Cape Charles to support operational needs that continue to enhance public safety and emergency response.
- Additional expenses going into FY26
 - \$48,000 loan payment for new fire engine.
 - \$5,000 insurance increase
 - \$4,000 professional federal grant writer for SCBA grant.



Summary of Reserve Schedule

Throughout 2023 and 2024, we reached several milestones, including the continued growth of our reserve funds. We have managed to maintain a reserve of \$200,000 for unforeseen expenses.

Reserve Schedule

• New Motor	\$75,000-\$100,000
• New Transmission	\$30,000-\$45,000
• New Fire Pump	\$40,000-\$65,000
• SCBA Cascade Compressor	\$62,000-\$66,000



FEMA's *Public Assistance Program and Policy Guide*, <http://www.fema.gov/public-assistance-policy-and-guidance> provides detailed information regarding Public Assistance (PA) grant eligibility requirements. This document provides the language from the guide that specifically addresses beaches; however, there are overarching PA eligibility requirements detailed in the guide that also apply.

PA eligibility is divided into: emergency work and permanent work.

Emergency Work - Berms on Beaches

If a natural or engineered beach has eroded to a point where a 5-year flood could damage improved property, cost-effective emergency protective measures on the beach that protect against damage from that flood are eligible.

Eligible measures typically include the construction of emergency sand berms to protect against additional damage from a 5-year flood. Emergency sand berms are not intended to permanently restore the beach; they are intended only to provide protection from immediate threats. The Applicant may construct emergency berms with sand recovered from the beach or with imported sand. If the Applicant constructs the berm with imported sand, FEMA will only provide PA funding if the sand is from a source that meets applicable environmental regulations and one of the following circumstances exists:

- Recoverable quantities are insufficient; or
- State, Territorial, Tribal, or local government regulations prohibit placement of the recovered sand.

Based on the average expected erosion for a 5-year flood, FEMA only provides PA funding for emergency berms constructed with up to 6 cubic yards per linear foot of sand above the 5-year stillwater elevation or the berm's pre-storm profile, whichever is less. Stillwater elevation is the maximum storm-induced water-surface elevation. In some cases, placing sand below the 5-year stillwater elevation may be necessary to provide a base for the berm. The placement of that sand is also eligible as part of the emergency protective measure.

Placement of dune grass on an emergency berm is only eligible if it is required by permit and is an established, enforced, uniform practice that applies to the construction of all emergency berms within the Applicant's jurisdiction, regardless of the circumstance. The Applicant must include the dune grass replacement cost in the berm construction cost when evaluating cost-effectiveness. Any maintenance of the dune grass after the initial installation is not eligible.

Permanent Work on Beaches

Replacement of sand on beaches is only eligible under certain conditions, described below. A beach is considered an eligible facility when all of the following conditions exist:

- The beach is not a federally constructed shoreline under the specific authority of USACE;
- The beach was constructed by the placement of imported sand—of proper grain size—to a designed elevation, width, and slope;¹ and

¹ 44 CFR § 206.226(j)(2)(i).

- The Applicant has established and adhered to a maintenance program involving periodic renourishment with imported sand to preserve the original design.² Placement of sand under the following circumstances does not meet this requirement:
 - Emergency or “one-time” nourishment, even if to a design
 - Emergency or “as-needed” renourishments when the beach has eroded to a critical condition where all of the original nourishment is gone
 - Partial renourishments or “hot-spot” nourishments
 - Renourishment using material from a channel maintenance project, because dredge spoils do not meet compatibility design criteria and the amount placed is dependent on the amount dredged, not the beach design

The amount of sand eligible for replacement is limited to the amount lost as a result of the incident. FEMA uses the pre- and post-storm profiles of the beach to determine the eligible volume of sand for replacement. If pre-storm profiles are not available, FEMA estimates the amount of sand lost using design documents and renourishment history.

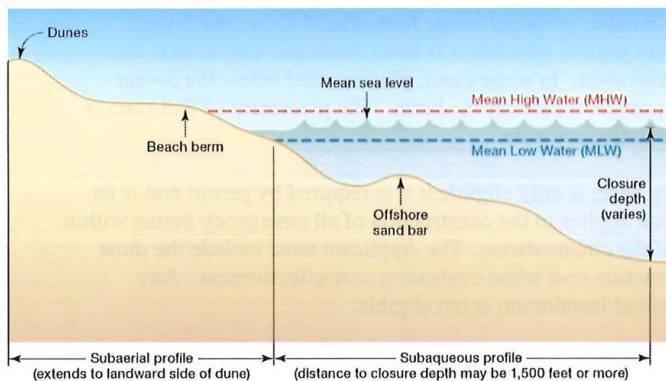


Documentation Supporting Eligibility of a Beach

To document eligibility of a beach as a designed and maintained facility, the Applicant should provide the following information:

- All design studies, plans, construction documents, and as-builts for the original nourishment;
- All studies, plans, construction documents, and as-builts for every renourishment;
- Documentation and details of the maintenance plan, including how the need for renourishment is determined and funded; and
- Pre-and post-storm profiles that extend at least to the seaward edge of the sub-aqueous nearshore zone (closure depth, usually -15 to -20 feet). (See Figure 1)

Figure 1. Typical Beach Profile



Replacing sand that eroded prior to the incident is not eligible. However, the Applicant is encouraged to renourish the project to achieve the design profile.

If removal of sand from a maintained facility is eligible, disposal of the sand spoils on a public beach may be eligible as part of that project when it is the most cost-effective method of disposal.

² 44 CFR § 206.226(j)(2)(ii).

March 2025 Treasurer's Report

Page 2 – Revenues vs. Expenditures

- Pepup has finally corrected their fuel invoicing issue, and the harbor expense numbers reflected in this report include some fuel costs from prior months.
- The lag in the Sanitation Fund mentioned in last month's report continues. The April report will reflect revenue collected on garbage bills for the quarter ending 3/31/2025.

Page 3 – Capital Projects

- A payment of \$12,357 was made to Jimenez Builders for completion of their work on the Strawberry Street Sidewalk Project.
- A payment of \$61.60 was made to the Eastern Shore Post to publish an IFB for the Mason Avenue Electrical Project. Nothing is budgeted for this project because it is not scheduled to start until next fiscal year. Other de minimis costs associated with this project will be charged to this account for the remainder of the fiscal year.
- A payment of \$56,025.73 was made to Bay Coastal Contracting towards phase III of the inner harbor bulkhead repair.

MUNICIPAL CORPORATION OF CAPE CHARLES TREASURER'S REPORT March 31, 2025

<u>Cash on Hand</u>	<u>2/28/2025</u>	<u>3/31/2025</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account	-\$2,156	\$13,772	\$15,928
Atlantic Union Bank Money Market Account	\$1,398,511	\$1,213,562	-\$184,949
LGIP Account 1 - 0565 - Unrestricted	\$118,583	\$119,029	\$447
LGIP Account 2 - 0195 - Unrestricted	\$346,794	\$378,334	\$31,540
Virginia Investment Pool Liquidity Unassigned - 5003	\$16,384,894	\$16,447,056	\$62,162
Virginia Investment Pool 1-3 Year Unassigned 0001	\$1,092,902	\$1,097,744	\$4,842
Taylor Bank Operating Cash Account	\$197,963	\$13,802	-\$184,161
Taylor Bank Sweep Account	\$400,400	\$401,486	\$1,087
Total Cash On Hand	\$19,937,889	\$19,684,784	-\$253,105

<u>Restricted and Reserved Cash Balances</u>	<u>2/28/2025</u>	<u>3/31/2025</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	\$19,968,440	\$19,715,335	-\$253,105

MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
March 31, 2025

REVENUE VS. EXPENDITURES

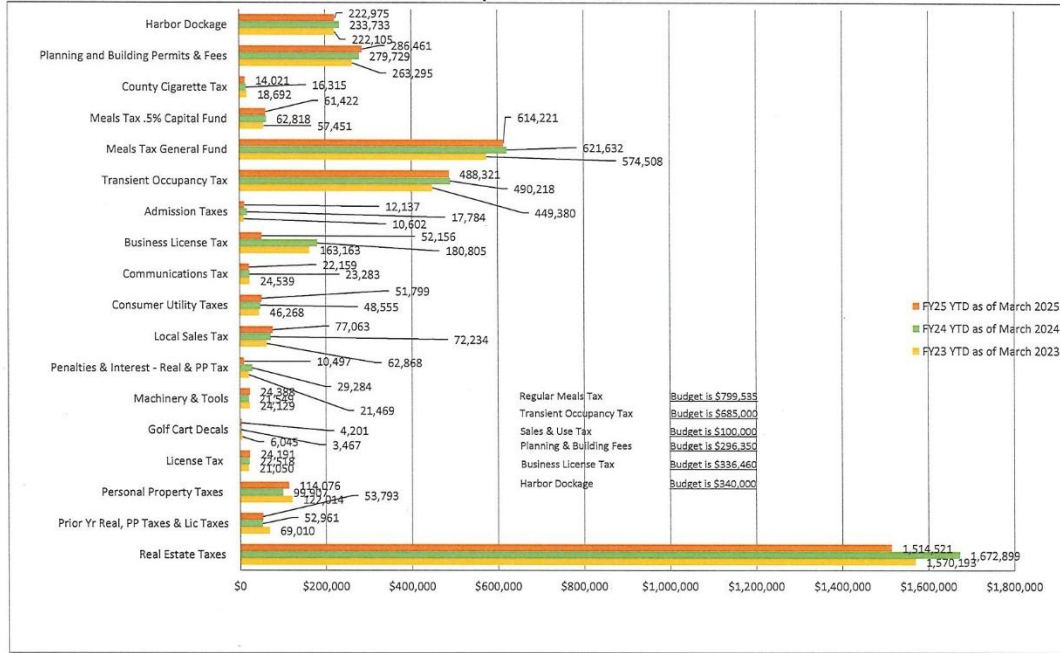
FUND	CURRENT MONTH	CURRENT YEAR-TO-DATE	ANNUAL BUDGET	% REALIZED/EXPENDED FY25
GENERAL Fund				
REVENUE	\$113,299	\$4,217,301	\$5,727,599	73.63%
EXPENDITURES	\$270,235	\$3,241,810	\$5,727,599	56.60%
NET	(\$156,936)	\$975,491	\$0	
GENERAL Capital Fund				
REVENUE	\$50,491	\$245,764	\$11,127,130	2.21%
EXPENDITURES	\$12,519	\$51,225	\$11,127,130	0.46%
NET	\$37,973	\$194,540	\$0	
GENERAL Debt Service Fund				
REVENUE	\$0	\$0	\$25,121	0.00%
EXPENDITURES	\$0	\$16,032	\$25,121	63.82%
NET	\$0	(\$16,032)	\$0	
GENERAL Special Activities Fund				
REVENUE	\$0	\$58,604	\$25,500	229.82%
EXPENDITURES	\$4,575	\$21,285	\$25,500	83.47%
NET	(\$4,575)	\$37,319	\$0	
PUBLIC UTILITIES Fund				
REVENUE	\$640	\$112,986	\$9,576,514	1.18%
EXPENDITURES	\$988	\$16,882	\$9,576,514	0.18%
NET	\$1,629	\$96,104	\$0	
HARBOR Fund				
REVENUE	\$27,495	\$483,349	\$1,165,287	41.48%
EXPENDITURES	\$108,014	\$609,861	\$1,165,287	52.34%
NET	(\$80,519)	(\$126,512)	\$0	
SANITATION Fund				
REVENUE	\$263	\$170,633	\$345,884	49.33%
EXPENDITURES	\$26,442	\$252,814	\$345,884	73.09%
NET	(\$26,178)	(\$82,181)	\$0	

FY 25 Capital Improvement Project Tracking Report

As of:
3/31/2025

	FY25 Status or Start Date	% of Current Year Budget	FY25 Budgeted	QTR 1 Expended	QTR 2 Expended	QTR 3 Expended	QTR 4 Expended	FY25 YTD Expended	(Over)/Under Budget
General Capital Fund									
Multi-Use Trails, Phase 3 Construction	Completed in FY24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Municipal Space Replacement	In Process	0%	\$ 3,250,000	\$ -	\$ -	\$ -	\$ -	\$ -	3,250,000
Welcome Center Design & Construction	In Process	2%	\$ 750,000	\$ -	\$ 1,222	\$ 10,654	\$ -	\$ 11,876	738,124
Library Upgrade & Condoization	In Process	1%	\$ 250,000	\$ 2,895	\$ 450	\$ 53	\$ -	\$ 3,398	246,602
Beachfront Revitalization	Pending		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Beach Restroom/Bathhouse	Pending		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Sidewalk Infill	In Process	72%	\$ 50,000	\$ 274	\$ 84	\$ 35,532	\$ -	\$ 35,889	14,111
Mason Ave. Electrical	Pending		\$ -	\$ -	\$ -	\$ 62	\$ -	\$ 62	(62)
Keck Wells Water Line Return	Pending	0%	\$ 565,000	\$ -	\$ -	\$ -	\$ -	\$ -	565,000
Subtotal			\$ 4,865,000.00	\$ 3,169	\$ 1,756	\$ 46,301	\$ -	\$ 51,225	\$ 4,248,775
Harbor Fund									
Inner Harbor Bulkhead Rehab, Phase 3	Pending	28%	\$ 221,537	\$ 4,750	\$ 1,695	\$ 56,029	\$ -	\$ 62,474	159,063
Fixed Dock Rehab	Pending	6%	\$ 20,000	\$ 1,287	\$ -	\$ -	\$ -	\$ 1,287	18,713
Replace Boardwalk With Concrete	Pending	0%	\$ 43,000	\$ -	\$ -	\$ -	\$ -	\$ -	43,000
Subtotal			\$ 284,537	\$ 6,037	\$ 1,695	\$ 56,029	\$ -	\$ 63,761	\$ 220,776
TOTAL			\$ 5,149,537	\$ 9,206	\$ 3,451	\$ 102,330	\$ -	\$ 114,985	\$ 4,469,552

Specific Sources of Revenue as of 3.31.2025



RESOLUTION 20250515

REQUESTING THE VIRGINIA DEPARTMENT OF TRANSPORTATION TO MODIFY THE SPEED LIMIT ON A PORTION OF OLD CAPE CHARLES ROAD

WHEREAS, the Town of Cape Charles was designated a Golf Cart Community by the Virginia General Assembly and the use of golf carts is promoted as an alternative means of transportation within the town; and

WHEREAS, due to safety concerns, golf carts may only operate within speed zones of 25 MPH or less; and

WHEREAS, the Town of Cape Charles has two primary population centers, the Bay Creek Development and its Historic District; and

WHEREAS, there is currently no safe, convenient way to travel by golf cart between these two population centers; and

WHEREAS, the Bay Creek Homeowners Association has recently committed to the construction and maintenance of a dedicated golf cart path to provide safe transit of golf carts from their main entrance, along the north side of the Cassatt Parkway, to the area of Old Cape Charles Road near the Cape Charles Rosenwald School; and

WHEREAS, the Virginia Department of Transportation (VDOT) has already approved a golf cart crossing of the Cassatt Parkway at the entrance to Bay Creek; and

WHEREAS, the Cape Charles Rosenwald School, located at 1500 Old Cape Charles Road, is under major renovation and will soon be used as a multi-purpose community center; and

WHEREAS, a significant increase in golf cart traffic is expected on Old Cape Charles Road between Bayshore Road and the Cassatt Parkway as a result of the opening of the Rosenwald School and the continued aggressive construction in Bay Creek.

WHEREAS, the current speed limit on that portion of Old Cape Charles Road is 35 MPH; and

WHEREAS, the adjacent speed limit north of Bayshore Road is 25 MPH, which continues into the entire Historic District.

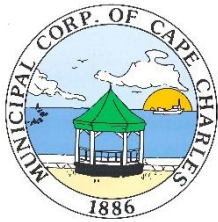
NOW, THEREFORE, BE IT RESOLVED that the Town Council of Cape Charles, Virginia requests the extension of the existing 25 MPH speed limit on Old Cape Charles Road to include the area between Bayshore Road and the Cassatt Parkway.

Adopted by the Town Council of the Town of Cape Charles on May 15, 2025.

By: _____
Mayor Charney

Attest:

Town Clerk



TOWN COUNCIL
Work Session
Cape Charles Civic Center
May 15, 2025
Immediately following the Regular Meeting

At 7:24 p.m. Mayor Adam Charney, having established a quorum, called to order the Work Session of the Town Council. In addition to Mayor Charney, in attendance were Vice Mayor Buchholz, Councilmen Grossman and Newman, and Councilwomen Ashworth and Holloway. Councilman Butta participated telephonically from Hilton Head, SC. Also, in attendance were Town Manager John Hozey, Treasurer Jerry Murphy, Assistant Treasurer Adrian Oei, Planning & Zoning Administrator Katie Nunez and Town Clerk Libby Hume. There were three members of the public in attendance.

John Hozey noted that all the changes from the May 6, 2025 work session were highlighted in blue on the new handouts.

WORK SESSION ORDER OF BUSINESS:

A. *FY 2026 Town Budget Review and Discussion:*

General Fund Revenue: i) the Personal Property Tax 2025 line was adjusted based on historical data; ii) The License Tax lines from 8 2024 were placed in the correct column for 2025 Actual as of March 31, 2025. They were shown in the FY 2026 proposed revenue column in error; iii) The Rental Inspections Fee line item was eliminated and the Short Term Rental (STR) Administrative Fee line item was added; iv) The Reappropriated Funding-Carryover Projects line was updated adding a \$6K bonus from our healthcare deferral and \$150K from the sale of the library; v) The Grant Other-Northampton County line was corrected to show the revenue from the two grants that the Town applied for - \$10K for the July 4th fireworks and \$4K for DockDogs; vi) The Core Operating Revenue was updated to \$5,362,607.62.

Building, Planning & Zoning Fee Schedule: i) The Rental Certificate of Occupancy/STR Inspection Fee was eliminated; ii) The STR Administration Fee of \$450 was added; iii) Notation added stated that "Advertising costs, Actual + Adjacent Property Owner Notification Mailing Costs, Actual" would be refunded if an appeal was approved.

General Fund Expenditures

Legislative & Town Clerk: The Conference, Education and Travel lines were reduced by 20%. Councilman Grossman noted that these lines could be adjusted during the mid-year budget review for training the remainder of the year.

Town Manager: i) The Relocation Assistance was deleted since it would be expended in FY 2025 and unnecessary for FY 2026; ii) The allocation for SailFest 250 was updated to \$20,200 as discussed at the last meeting; iii) The Conference, Education and Travel lines were reduced by 20%.

Finance: i) Contract Labor included \$12K for a possible CPA consultant for the finance department; ii) 20% reduction in Conference, Education and Travel.

Information Technology: All IT related expenses were moved from the departmental budgets into a consolidated IT budget.

Police Department: i) The Training and Travel lines were not reduced for the Police Department since they were mostly for the academy and there were currently two vacant positions.

Code Enforcement: i) 20% reduction in Conference, Education and Travel. There were no other changes or comments made.

Public Works: i) The seasonal wages line was increased since we had the seasonal workers starting sooner this year. Each year the season seemed to start earlier. This year we had requests to open the bathrooms at the end of March; ii) The Travel lines were reduced by 20%; iii) There was much discussion about the Repair & Maintenance Supplies Tree Canopy line which included \$10K which was requested last year by the Tree Advisory Board (TAB) and carried over to FY 2026 as a placeholder. During discussion regarding the strategic plan, although the TAB had disbanded, Council expressed their interest in continuing with this if someone from the community would step up to do what the TAB used to do for the Town. Councilwoman Holloway stated that she had spoken with a resident who was interested in spearheading a committee. Ms. Elise McMath informed Council that the Cape Charles Historic District Civic League had a tree committee as well. There was a general consensus to increase this budget item to \$20K to allow for tree and stump removal as well as the planting of new trees. Councilman Grossman asked that the Civic League submit a plan regarding trees; iv) Funding was included in Vehicles & Equipment to purchase a new SUV for the department, a new mower to replace the oldest mower, which was purchased in 2008, and replacement trimmers which were five years old.

There was much discussion about ADA beach access and the placement of an ADA mat. The Beachfront Master Plan (BFMP) showed plans for two ADA accesses, but Councilwoman Ashworth felt that ADA access was needed immediately versus having to wait years until the BFMP had been adopted and construction was ready to begin. John Hozey stated that he did not recommend this idea for safety reasons but added that the Town currently had a legal ADA parking space by the LOVE sign, and could convert the steps at the fishing pier into a ramp for placement of an ADA mat onto the beach. Councilwoman Holloway agreed with this strategy adding that staff should contact other communities who have installed ADA mats on their beaches successfully. John Hozey stated that the funding for this project would be added to the Capital budget.

Library: 20% reduction in Conference, Education and Travel. There were no other changes or comments made.

Planning: 20% reduction in Conference, Education and Travel. There were no other changes or comments made.

Capital Fund & CAMP: i) The estimated cost of the Mason Avenue Electrical Upgrade was updated with the amount of the quote received - \$164K, increased from \$150K. This was for the south side of Mason Avenue only. The cost for the north side would be much more. There was much discussion about this expense. John Hozey stated that an application had been submitted for the Northampton County Infrastructure Grant in the amount of \$50K. Councilwoman Holloway confirmed the grant award of \$50K for this purpose. This project would be used for the tree lights along Mason Avenue but would also be beneficial for other events and activities and would increase the safety aspect since the use of extension cords from the buildings to the trees were unsafe and created a liability issue for the town. John Hozey added that it would help the existing streetlights that went out when it rained. Councilwoman Ashworth expressed her concern about spending \$164K for this project when there were other projects that were needed throughout the town such as sidewalk infill. John Hozey responded that a sidewalk program needed to be developed first and it needed to be addressed on Appendix B of the Community Strategic Plan (Town Priorities). After further discussion, the development of a sidewalk infill program was added to Appendix B as item #2, after the development of a harbor/railroad area conceptual master plan. Discussion about the electrical upgrade continued. Councilwoman Ashworth stated that it was initially her idea to light the trees along Mason Avenue, but she felt that a \$400K total cost to light the trees for approximately eight weeks was outrageous and there were many more areas to spend this money. A poll was taken with Vice Mayor Buchholz, Councilman Grossman and Councilwoman Ashworth in opposition of funding this project, and Councilmen Butta and Newman, Councilwoman Holloway and Mayor Charney I favor of the project. With the majority in favor, the project remained in the budget; ii) The funding for the new municipal building was split over FY 2026 and 2027; iii) The library upgrade would be done in FY 2025 but we would not be billed until FY 2026; iv) \$750K was included for the Visitors' Center/Restroom for the original location on the railroad property. If Council decided on the second option to lease the building on

Peach Street, the majority of this funding could be removed, and an endowment would be funded to help offset the rental payments which would be added to the Debt Service Fund. Council agreed on option 2 so \$710K was transferred to the Fund Balance and \$40K was moved to the ADA Parking at Central Park; v) \$45K each was included for the Beachfront Revitalization and the Beachfront Restroom/Bathhouse in case the town did not receive grant funding; vi) \$100K was included for Sidewalk Infill. We would see how far staff could get in developing a plan; vii) The ADA Parking at Central Park was increased from \$20K to \$60K with the additional \$40K taken from the Visitors' Center/Restroom project. Councilwoman Holloway stated that she was happy to hear about ADA parking being added by Central Park but was disappointed in the location on Park Row by the tennis/pickleball courts and playground, adding that she felt they needed to be closer to the restrooms. John Hozey stated that the Citizens for Central Park (CCP) supported the addition of two ADA parking spots on Plum Street and offered to contribute \$5K to help the town with these additional spots. John Hozey went on to state that a total of \$60K was needed to install three ADA spots on Park Row and two spots on Plum Street. All of Council were in support of this.

Debt Service Fund: i) The Debt Limit set by Council was 8% of General Fund Core Operating Revenues and amounted to \$429,009; ii) The Debt Service Revenue was increased to \$140K based on the increased endowment of \$3.5M for the purchase of the Meatland property and the Visitors' Center lease; iii) A new expenditure line was added for the Visitors' Center lease in the amount of \$90K; iv) The Transfer from General Fund was increased by \$30K to \$313,103 to balance. Councilwoman Holloway added that it was Cape Charles Main Street's (CCMS) idea to make this an official Virginia Visitors Center which allowed for some support from the Virginia Tourism Corporation, and with the criteria involved it would increase CCMS's responsibilities.

Due to the advertising deadline for the June 5 public hearing, John Hozey pointed out two options for the public hearing advertisement: 1) Remove the Meatland purchase and add it back in as an amendment at the June 18 Regular Meeting if Council decided to pursue purchasing the property after the May 27 Town Hall Meeting, or 2) Include it in the public hearing advertisement and pull it out as an amendment if Council decided not to purchase the property. He recommended option #2 as it was easier to reduce the budget than increase it. Council agreed to option #2.

Harbor Fund: i) There had been no significant rate increases since 2021, but Harbormaster Paula Davis was currently doing a rate study, and any rate changes would be effective in January 2026; ii) The Harbor Fund was an enterprise fund and should be self-sustaining. In the past, the Harbor Fund usually broke even in Operations, but the Capital had to be subsidized by the General Fund. Last year, the Town had to subsidize both Operations and Capital. We would be doing so again in FY 2026; iii) After some discussion, Council agreed to increase the revenue from Misc. Sales-Snacks, Drinks, Ice, Clothing from \$8K to \$12K; iv) Council increased the Marketing expenditure from \$5K to \$9K. It was noted that this could be adjusted again during the mid-year review if needed.

Harbor Fund Capital: When the harbor boardwalk replacement work was done earlier this year, the concrete bulkhead was exposed and found to be in good shape. That project was removed and replaced with the Inter Harbor Reconfiguration. No funding was included in FY 2026 but was spread over FYs 2027, 2028 and 2029.

Before moving on to the Sanitation Fund, the General Fund Expenditures was revisited since \$163K remained for allocation, \$150K of that was from the library sale. John Hozey stated that he was not recommending a tax increase this year, but an increase would be necessary for FY 2027 unless the Town found another source of revenue. He recommended pursuing revenue sharing with Northampton County as a possibility. He went back to the proposed change to the exempt employee pay scale which amounted to \$42,500. This increase would continue to impact the budget in future years but was necessary. He went on to explain that the release of his assistant was very bad timing with July 4th around the corner, but three or four exempt staff stepped in to get things done. These employees are not getting paid anything extra for doing this on top of their regular duties, and he strongly asked for Council approval of the pay scale. After much debate, Council reached unanimous support for the new exempt employee pay scale.

Sanitation Fund: John Hozey stated that there was only one contractor in the area and their rate increased by 45¢ per receptacle per month. The budgeted amount reflected this increase.

John Hozey informed Council of an issue that had recently been brought to his attention in that the Town had been overcharging the Wilson building for sanitation services. The Town had been charging per unit but the building only had one receptacle. We could not go back years due to the budget but had enough in the Sanitation Fund Balance to reimburse the Wilson Building Homeowners Association, and they would reimburse each unit's resident(s). \$8,043 would be appropriated from the Sanitation Fund Balance to cover this one-time expense and expended after July 1.

Strategic Revenue Program: John Hozey stated that we needed to look beyond one year. Although the trends showed an annual increase, but it was leveling out. Council reduced the real estate tax rate in FY 2025 from .2159 to .1481 per \$100, which was .0225 less than the equalized rate. After much discussion, Council reordered the priority items on Appendix B moving pursuing the development of a shared revenue agreement with the county to #1, development of a harbor/railroad area conceptual master plan, new design guidelines, and Article IX update to #2, and developing a sidewalk infill program to #3. John Hozey would bring the amendment of Appendix B for adoption at the June 18th regular meeting.

John Hozey stated that any adjustments made this evening would be updated and the transfer to Fund Balance would be adjusted to balance the budget. The June 5th public hearing notice would be prepared and submitted to the Eastern Shore Post for publication with budget adoption at the June 18th regular meeting.

Motion made by Councilwoman Ashworth, seconded by Councilwoman Holloway, to adjourn the Town Council Work Session. The motion was approved by unanimous vote.

The meeting was adjourned at 9:48 p.m.

Mayor Charney

Town Clerk