



TOWN COUNCIL
Regular Meeting, Work Session & Executive Session
Cape Charles Civic Center
March 18, 2021
6:30 PM

At approximately 6:30 p.m. Mayor William “Smitty” Dize, having established a quorum, called to order the Regular Meeting, Work Session and Executive Session of the Town Council. In addition to Mayor Dize, in attendance were Vice Mayor Bennett, Councilmen Buchholz, Follmer and Grossman, and Councilwoman Holloway. There was one vacancy on the Council. Also, in attendance were Town Manager John Hozey, Chief Jim Pruitt, Community Relations Manager Jennifer Lewis and Town Clerk Libby Hume. There were no members of the public physically in attendance, and 19 viewers on Facebook.

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

RECOGNITION OF VISITORS / PRESENTATIONS:

A. *Proclamation Honoring Councilman L.G. “Chris” Bannon:*

Mayor Dize read Proclamation 20210318 Honoring Former Councilman L.G. “Chris” Bannon for His Service to the Town of Cape Charles.

Motion made by Councilman Grossman, seconded by Vice Mayor Bennett, to adopt Proclamation 20210318. The motion was approved by unanimous vote.

B. *Recognition of Town Employee Celebrating Significant Anniversary:*

Mayor Dize recognized Planning Technician Tracy Outten for five years of service to the town effective April 4, 2021.

PUBLIC COMMENTS:

Town Clerk Libby Hume read comments submitted in writing from Susan and Howard Thibodeau, Jim Granger, and Ellen O’Brien. (Please see attached.)

There were no other comments received in writing prior to the meeting or during the public comment period.

CONSENT AGENDA

A. Approval of Agenda Format

B. Approval of Minutes:

- i. February 6, 2021 Town Council/Planning Commission Strategic Planning Retreat – Day 1
- ii. February 7, 2021 Town Council/Planning Commission Strategic Planning Retreat – Day 2
- iii. February 18, 2021 Town Council Regular Meeting & Work Session
- iv. February 20, 2021 Town Council/Planning Commission Strategic Planning Retreat – Day 3
- v. February 23, 2021 Town Council Executive Session
- vi. March 4, 2021 Town Council Special Meeting

C. Approval of January 31, 2021 Financial Report

Motion made by Vice Mayor Bennett, seconded by Councilman Follmer, to approve the Consent Agenda as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business to review.

Motion made by Councilman Follmer, seconded by Vice Mayor Bennett, to recess to work session. The motion was approved by unanimous vote.

The regular meeting was recessed at 6:43 p.m.

WORK SESSION ORDER OF BUSINESS:

Review Public Comment and Amend the Draft Community Strategic Plan as Necessary

Town Manager John Hozey distributed the Citizen Comment – Main Take-Aways document and updated draft Community Strategic Plan which incorporated the comments received and proceeded to go through the documents explaining the changes.

There was discussion as follows: i) John Hozey mentioned that the most significant comment offered was to add an environmental responsibility goal to include recycling and electric car charging stations. While he did not disagree with the concept, he was concerned that if major changes were made, the public deserved the opportunity to review the document and provide additional input. This was also one person's comment. There had been over 500 views to his Facebook video, and he assumed hundreds of people reviewed the strategic plan and only 12 comments were provided. He felt that the majority of the people were satisfied with the plan or they would have commented; ii) Councilwoman Holloway stated that a couple of comments related to the protection of trees adding that she felt this was significant and an item that was missed during the discussions at the retreat; iii) Councilman Follmer stated that the quality of comments were excellent and most items could be addressed during implementation, but given the process that Council, the Commissioners and staff went through, he did not know if the plan needed to be amended; iv) Mayor Dize stated that the plan was a live document and would be updated when needed. The issues brought up were valid, but we needed to continue moving forward with adoption of this plan. John Hozey added that the plan would be updated in a year; and v) Councilman Grossman stated that he did not see any comments where the goals needed to be changed, but some attributed beneath the goals were worthy of discussion.

Council proceeded to review the updated draft plan by page and the following was discussed:

Page 3: Our Community Values was amended by combining "Diversity, Tolerance and Respect," deleting "Citizenship" since it was similar to "Sense of Community," and adding "Environmental Stewardship."

Page 4: In the seventh bullet, the metric was changed to read "increase in business licenses, increase in business-related revenues, and data from building permits issued and an annual questionnaire on employment."

Page 5: Item b. iv. was changed to holding an annual Town Hall meeting versus a semi-annual meeting.

Page 6: Recreation had not been discussed during the strategic planning sessions. It was added to item e. – "Promote the arts, entertainment and recreation." Item i. was revised to state "Providing services and venues at low or no cost to local non-profits." It was agreed that some events were larger and used more Town resources for setting up, monitoring and cleaning up. It was felt that the Town should not have to absorb all the costs for larger events. There was some discussion regarding fees currently charged to cover damages.

New item ii. was added "Develop volleyball/basketball courts." Item g. – Foster a safe golf cart culture was amended deleting iii. "Establish charging stations."

Page 7: Under "Protect and maintain the harbor, there had been some confusion regarding the language "Issue a Request for Proposals (RFP) to determine market forces necessary to promote a healthy balance of commercial and recreational users." The phrase "Issue a Request for Proposals to determine" was deleted and replaced with "Research."

Page 8: A new item was added under "Meet our residents' expectation for Town services." "d. Evaluate the need for additional services" with sub items "i. Recycling; and ii. Electric automobile charging stations." Councilwoman Holloway added that recycling comes up often and the Town needed to explain why it was not offered. This could be added to the annual survey showing the

specific costs associated with recycling. It was noted that the electric automobile charging stations would have meters for payment.

John Hozey stated the following: i) The volleyball/basketballs courts were included in the category for 2023 or later; ii) He did not address the comment "Clean Water" because there was not enough specificity to address this item; iii) He also did not address pilons at the beach since it did not fit in any of the items and was probably better discussed during the review of the Capital Asset Management Program and Projects. He understood that the pilons were remnants of the old pier. Mayor Dize added that the pilons were on private property and the Town Code addressed removal of old broken piles. Several of the Council members felt that a lot of residents and visitors liked seeing the old pilons in the water.

Motion made by Councilman Follmer, seconded by Councilman Buchholz, to reconvene the regular meeting. The motion was approved by unanimous vote.

The regular meeting was reconvened at 7:16 p.m.

NEW BUSINESS:

A. *Adoption of Community Strategic Plan:*

Town Manager John Hozey stated that Council considered the comments received and reached a consensus on a substitute document that incorporated most of the comments.

Motion made by Councilman Grossman, seconded by Vice Mayor Bennett, to adopt the substitute Community Strategic Plan that was developed during the work session including the Main Take-Aways sheet as part of the record for purposes of addressing implementation, revenue and budget issues as described in the sheet. The motion was approved by unanimous vote.

B. *Petition to Schedule a Special Election:*

John Hozey stated that Councilman Bannon tendered his resignation from the Council on March 4, 2021. In accordance with Code of Virginia § 24.2-226, the Town Council needed to petition the Northampton County Circuit Court to issue a writ of election to fill the vacancy on Council within 15 days of the date of resignation, which would be March 19, 2021. Typically, special elections were scheduled to coincide with a general election. The next general election for the Commonwealth of Virginia was scheduled for November 2, 2021.

Notification of Mr. Bannon's resignation was issued along with a solicitation for qualified residents to submit their letters of interest to the Town Clerk by March 23, 2021. Interviews would be scheduled after that date for Council to appoint an interim Council member to serve until the special election.

Motion made by Councilman Grossman, seconded by Vice Mayor Bennett, to adopt Resolution 20210318 Petition to Schedule a Special Election. The motion was approved by unanimous vote. Roll call vote: Bennett, yes; Buchholz, yes; Follmer, yes; Grossman, yes; Holloway, yes.

C. *Set Public Hearing - Rezoning Application 303 and 309 Jefferson Avenue from R-1 to C-1:*

John Hozey stated that the action for this evening was only to schedule a public hearing for the rezoning application for 303 and 309 Jefferson Avenue. A proffer statement was offered by the applicant which was included in the agenda documentation.

Motion made by Vice Mayor Bennett, seconded by Councilman Grossman, to schedule a public hearing for April 15, 2021 for the rezoning application for 303 and 309 Jefferson Avenue. The motion was approved by unanimous vote.

D. *IT Support Services Contract Renewal:*

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 Town received excellent service and timely responses from Inversa Minds during the initial term of this contract. This was a very cost-

effective way to handle IT support and he recommended renewal of this contract for another two-year term to provide this critical support.

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

TOWN MANAGER COMMENTS

John Hozey commented on the following:

- 1) He continued to monitor the COVID numbers which were declining overall. There had been no word from the Governor regarding relaxing the standards. He was still planning for a phased reopening in April, similar to what was done in October 2020. The Department Heads were tasked with getting prepared for the reopening on April 5 unless something happened, or the Governor made other changes.
- 2) Five proposals were received in response to the request for proposals (RFP) for a PPEA Consultant. This would be an expert to help the Town evaluate the unsolicited proposals received to potentially acquire the water and wastewater systems. He thanked Vice Mayor Bennett for volunteering to serve on the evaluation team which would be reviewing the proposals over the next couple of weeks. He was hopeful that the team's recommendation could be presented at the April 15 meeting for Council approval.
- 3) The Historic District Review Board (HDRB) held an election for their chair and vice chair. Edward Wells was elected as the chair, and Herb Thom was elected as the vice-chair of the board. He was scheduled to meet with them tomorrow to review a number of items. It was an opportunity to coach the new chair and he would obtain their thoughts and input. The update to the HDRB guidelines and ordinances was an ongoing project. He met with Councilman Grossman and would like the opportunity to meet with him again. After things had been drafted, he would like to schedule a work session with the Town Council, Planning Commission and the HDRB.
- 4) The next scheduled meeting date was April 1, 2021. There was no current business on the agenda, but it would be an appropriate date to schedule interviews to fill the vacant Council seat. One letter of interest was received so far, and he received a phone call earlier today from an interested individual. The submittal deadline was next Tuesday, March 23rd.

MAYOR AND COUNCIL COMMENTS

Councilman Grossman commented as follows: i) He asked John Hozey to look into the situation regarding the tax penalty. John Hozey stated that he had looked into it and it was a Code issue and staff's hands were tied. The residents admitted to being late with the payment. If the treasurer removed the penalty, she would become personally responsible. He informed the Thibodeaus that the Town Council were the only ones who could change the law so that's why the letter came to Council; ii) He thanked Libby Hume for the six sets of minutes included in the meeting packet; iii) Northampton County's RFP for a regional housing study would be out soon. He would keep Council apprised; iv) He was recently named to the Accomack-Northampton Groundwater Commission and will be sitting on that board representing the town; and v) Once he submitted his financials reports and had them certified, he would be assigned to the Economic Development Authority, which was formerly the Northampton County Industrial Development Authority.

Vice Mayor Bennett thanked Chris Bannon for his service to the Town and added that it would be very strange moving forward without him. He went on to state that he was now the Council member with the longest service.

Councilwoman Holloway commented as follows: i) Cape Charles Main Street (CCMS) was working to establish a jobs listing to put on their website. They were working with the Eastern Shore Community College and the high school. So many businesses were posting their job openings on Facebook. Jen Lewis brought the idea to CCMS and had a good point in that all the businesses were posting on Facebook but the age group that they wanted to reach were not using Facebook. CCMS was having their strategic planning session this Saturday and would be moving forward on this and would keep

Jen Lewis in the loop. CCMS would also point people to Cape Charles Happenings, the Eastern Shore Post, etc. and hoped that it was not too late for this year; ii) CCMS was working with the Town and Jen Lewis to resurrect the Easter Egg Hunt on April 3rd. Businesses were running specials and the Easter Bunny would be handing out goodies on Mason Avenue before the Easter Egg Hunt in Central Park; iii) CCMS and Jen Lewis were also working together for a sidewalk sale in the commercial district from April 16 to 18, and a community yard sale on April 17; and iv) Robie Marsh resigned as executive director of the Eastern Shore of Virginia Tourism Commission and Eastern Shore Chamber of Commerce, to accept a position with A & N Electric Cooperative. The board was still trying to fill the joint position. Mr. Marsh's last day was April 1.

Councilmen Follmer and Buchholz had no additional comments.

Mayor Dize stated that over the past couple of weeks, he and John Hozey had been meeting with the offsite departments. i) There was much work to be done at the library such as repairing the leak in the front area of the building, installation of the ADA doors, and construction of ADA restrooms; ii) All seemed to be running smoothly at the water and wastewater plants although the staff at both plants were concerned about the potential sale of the facilities; iii) The public works crew finished installation of the new street signs and were working on the franksweeper. The crew had been doing a really good job. It was exciting about the purchase of the new water meters; iv) A number of things were discussed with the police department. He volunteered to meet with the golf cart rental companies regarding issues with golf carts; v) He still had to meet with the staff in the Town Hall, but he typically saw the Town Hall staff more than those offsite; and vi) He thanked Chris Bannon for all his years of service to the Town. Chris was a big part of the harbor and helped him considerably when he was the harbormaster.

Mayor Dize read the announcements adding that he was unsure whether he would be able to attend the meeting on April 1 since that was opening day at Cherrystone Campground.

Motion made by Councilwoman Holloway, seconded by Councilman Grossman, and unanimously approved to go into Closed Session in accordance with Section 2.2-3711-A of the Code of Virginia of 1950, as amended for the purpose of:

Paragraph 1: Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specified public officers, appointees, or employees of any public body.

Specifically: Town Manager Performance Evaluation.

Specifically: Discussion of Potential Candidates to Fill Town Council Vacancy

Mayor Dize asked the members of the public in attendance to leave the room and advised them that they would be invited back into the room at the conclusion of the executive session.

The members of staff in attendance, with the exception of John Hozey, left the room.

Council went into executive session at 7:39 p.m.

Town Clerk Libby Hume rejoined the meeting at 8:19 during the discussion regarding potential candidates to fill the Town Council vacancy.

Libby Hume went outside to notify the members of the public of the end of the closed portion of the meeting. There were no members of the public waiting to return to the meeting.

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

The open portion of the meeting resumed at 8:24 p.m.

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.

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

The meeting adjourned at 8:25 p.m.

Mayor Dize

Town Clerk

**Comments & Information Provided in Writing
March 18, 2021 Town Council Regular Meeting**

Susan and Howard Thibodeau

Dear Council Members,

We write to you after numerous verbal and written attempts with the town treasurer, manager, and a letter to the mayor to resolve this problem. Last week, more than **two months** after the tax due date we received a penalty notice for late payment. We contacted the treasurer and asked her to waive the penalty plus interest of \$150.35. Her response was "We always send out the delinquent letters in January) after the dust has settled from the flood of payments and cleaning up accounts that people have called us about that have errors with addresses and property sales and the like. The bill was actually due on December 7th, but I stated the 5th." Where does it state you can tell citizens that the date is different than the code? I asked to see our mailing envelop which she said in conversation she kept. She sent me a copy of an envelope that was not ours. I asked again by email and received no response. We have a copy of our check which was cancelled on December 11th. We spoke to the Postmaster in Virginia Beach who said there were numerous delays in December due to the pandemic compounded by the holidays.

Additionally, the treasurer stated in her email: "I am aware that Virginia Beach did offer a tax relief program, however our small town has no method of offering such – real property taxes are a primary source of revenue and we have no means by grant or other revenue source to fill the void that such a program would cause. I have not heard of any similar relief being offered anywhere else, certainly not in a small town or Northampton County." Depending on penalties and interest as a primary source of revenue can be a serious problem for the town.

Several towns and cities in Virginia offered some form of leniency due to the pandemic as noted on their web sites. These are unprecedented times and to penalize residents for **paying** their taxes is unacceptable and an unexpected financial hardship for us. Additionally, both my spouse and I were sick with the virus when we made a trip to the post office to ensure the taxes got mailed.

We did not ask that the taxes be waived, they were paid in full. We asked to have the PENALTY PLUS INTEREST the waived. The delinquency notice was sent to us **two months** after the tax due date which is hardly good customer service.

We would greatly appreciate having this penalty removed. Our credit has always been excellent and to have an inappropriate penalty reported to the credit bureau would be so wrong and unnecessarily costly to us in a time when finances are so poor.

We are appealing to you as the council and hope you can understand our situation. Please review this with whoever needs to be involved. We would appreciate hearing back from you.

Thank you,
Susan and Howard Thibodeau

Jim Granger

Subject: Opposition to Rezoning of 303 and 309 Jefferson Avenue

Members of the Planning Commission and Town Council,

I strongly oppose the rezoning of 303 and 309 Jefferson from R-1 to C-1. I have lived on Jefferson Avenue since 2015, first at 408 Jefferson, and now at 524 Jefferson, and feel that C-1 zoning is incompatible with the neighborhood.

The description of C-1 zoning - "These commercial activities are characterized by heavy traffic, noise, and congestion of people and passenger vehicles and by large office buildings and retail establishments," says it all. That location is surrounded by residences and a church, and is only a block from Central Park. Operating a small eating establishment under variance like CC Kool EatZ is acceptable, but rezoning to C-1 would potentially open the area up to any type of industry. With C-1 zoning, someone could open up an auto repair shop, nightclub, Porta Potty service, etc – all incompatible with the character of the surrounding area. We have worked very hard on Cape Charles Main Street as the ideal location and climate for businesses; Jefferson Avenue needs to stay residential.

Sincerely,
Jim Granger

Ellen O'Brien

Subject: Thursday, March 18, 2021 Town Council Regular Meeting, Work Session & Executive Session

Hello Town Council,

I am writing to express my **opposition to the rezoning request for the properties at 303 and 309 Jefferson Avenue**. Thanks to the background provided by Katie Nunez, we now have an understanding of the accurate zoning of this property.

The Comprehensive Plan Future Land Use (Section III.2.1.3) lists this area as continued Traditional Residential, which is described as primarily as single-family dwellings with some multi-family housings, including row houses containing two to four dwelling units per structure and single-family house which have been converted into two-or multi-family dwelling units. **This category is intended to promote and encourage a suitable environment for family life where there are children, and to restrict all activities of a commercial nature.**

It is important to recognize that the owner is able to operate the business planned without rezoning the property.

However, it appears rezoning is sought to permit the addition of a 'golf cart drive thru'. Worth mentioning too, is there has **already been work completed to offer entrance and exit for golf cart passage.**

Jefferson Avenue is a two way street, that allows for on street parking on both sides of the street.

There is a residential driveway directly across from the area where the proposed 'golf cart drive thru' is proposed.

This request is clearly not considering the potential risks associated with current vehicle and pedestrian traffic. Furthermore, the property in question is **located on the corner of Jefferson and Strawberry**, vehicles and pedestrians on foot and bicycle's would be put at **risk** with the addition of a 'golf cart drive thru'.

The business owner has made the decision to NOT allow indoor seating and this decision should not drive the requirement or request for a 'golf cart drive thru', nor should it drive the requirement for off street golf cart parking.

It is important to point out: The owner is fully able to operate the business planned without rezoning the property and creating of a golf cart drive thru.

The proposed expansion of the business into the vacant adjacent lot for expanded outdoor seating and a drive-thru window for golf cart patrons is changing the character and nature of the historic nature of the usage on this property and the neighborhood as a whole.

It is not compatible with the Comprehensive Plan, and should NOT be considered for re-zoning with Special Conditions, especially since the business can open their doors today without making a zoning change that will have far reaching implications in the future.

Vote NO and you will be doing something today, that your future self will thank you for.

Respectfully,
Ellen O'Brien

PROCLAMATION 20210318

HONORING FORMER COUNCILMAN L.G. “CHRIS” BANNON FOR HIS SERVICE TO THE TOWN OF CAPE CHARLES

WHEREAS, in 1988 visionaries Lawrence Glen “Chris” Bannon and his partner Jim Wells moved to Cape Charles and purchased a house with the intent of opening the first bed and breakfast in Town; and

WHEREAS, Seagate B&B was a success which brought numerous visitors and future residents to the Town, as well as prompting the opening of additional bed & breakfasts; and

WHEREAS, Chris began his public service career on July 1, 1992 when he began his first term on the Cape Charles Town Council; and

WHEREAS, Chris served a total of 25 years on the Cape Charles Town Council with the only break from July 1, 2002 until June 30, 2006; and

WHEREAS, during his 25 years on the Town Council, Chris was elected and served as the Vice Mayor for 12 years, from July 1, 2006 until June 30, 2018; and

WHEREAS, Chris served on the Cape Charles Memorial Library Board and is an ardent supporter and member of the Friends of the Cape Charles Memorial Library, and through their fundraising efforts, provide a valuable service to the library and its various programs for people of all ages; and

WHEREAS, Chris also is a member of the Citizens for Central Park and through their support and fundraising, assisted the Town of Cape Charles in the design and construction of Central Park; and

WHEREAS, Chris regularly volunteers his time with the Eastern Shore of Virginia Tourism Commission at the Chesapeake Bay Bridge Tunnel Welcome Center in his role as one of the Town’s best cheerleaders; and

WHEREAS, during his tenure on the Cape Charles Town Council, Chris strived to make Cape Charles a better place to live and dedicated his efforts for the best interests of the community. Cape Charles has seen much change during that time; and

WHEREAS, the Town of Cape Charles is deeply indebted to Chris Bannon for serving with such devotion, earning the respect, admiration and friendship of all the citizens of our community through his professional leadership and dedication;

NOW, THEREFORE, by virtue of the authority vested in me as Mayor of the Town of Cape Charles, I, William “Smitty” Dize, in recognition of Chris Bannon’s many contributions to our community and its citizens, hereby express the Town’s deep appreciation for his service to our community and wish him the best in his retirement.

Adopted by the Town Council of Cape Charles on this 18th day of March 2021.

Mayor William “Smitty” Dize

ATTEST:

Town Clerk

January 2021 Treasurer's Report

Page 1 – Cash Position

- There was a \$137,000 debt service payment made on the Pinnacle Loans.

Page 2 – Revenue vs. Expenditures

- The Annual Budget column was updated to reflect the mid-year budget amendments.
- The YTD Harbor performance is much improved over FY20. Dockage is already at budget estimate for the year. The revenue estimate had been reduced due to COVID-19 projections.

Page 3 – Capital Projects

- Public Works lawn maintenance equipment was purchased.
- The Inner Harbor rehab project is in process.

Page 4 – Tax Collection Rate

- No comments.

Page 5 – Tax Revenue Trends

- The very high increase in dockage may be partially due to a corrective change in invoicing practices at the harbor in FY20 and FY21 for seasonal and annual slip-holders. If this is the case, the increase should level out by the end of this fiscal year, except for natural growth.
- Business License (BPOL) is higher by 55.6% than 2020, however the due date for BPOL was extended from April to September.
- Sales and Use tax revenue is 14% higher than in 2020.

MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
January 31, 2021

<u>Cash on Hand</u>	<u>12/31/2020</u>	<u>1/31/2021</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account	\$605,499	\$494,219	-\$111,281
Atlantic Union Bank Money Market Account	\$2,428,337	\$2,428,733	\$396
LGIP Account 1 - Unrestricted	\$104,177	\$104,188	\$11
LGIP Account 2 - Unrestricted	\$305,236	\$305,272	\$36
Total Cash On Hand	\$3,443,249	\$3,332,412	\$0

<u>Restricted and Reserved Cash Balances</u>	<u>12/31/2020</u>	<u>1/31/2021</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Savings Account - Facility Fees Rsrvd (Utilities)	\$1,079,281	\$1,079,281	\$0
Atlantic Union Bank Checking Account - Police Funds	\$431	\$431	\$0
LGIP Account 2 - Restricted for USDA loan covenant	\$25,890	\$25,890	\$0
Atlantic Union Bank Checking Acct - E-Summons Revenue Rsrvd	\$4,465	\$4,628	\$163
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,584	\$257,585	\$1
Wells Fargo 2010 Debt Service pass through account #300	\$2,898	\$2,898	\$0
Wells Fargo 2010 Debt Service pass through account #308	\$761	\$761	\$0
Total Cash Held in Reserve	\$1,371,310	\$1,371,474	\$164
Total Cash - All Accounts	\$4,814,559	\$4,703,886	-\$110,674

DEBT SERVICE

Net Debt as of Current Reporting Month End (Excludes USDA vehicle and equipment loans)	\$6,889,081
---	-------------

MUNICIPAL CORPORATION OF CAPE CHARLES

TREASURER'S REPORT

January 31, 2021

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY21
GENERAL						
REVENUE - Operating	\$218,220	\$2,289,042	\$2,573,405	\$284,362.60	\$4,177,677	61.60%
EXPENDED - Operating	\$184,529	\$1,446,668	\$1,763,218	\$316,550.33	\$3,866,830	45.60%
NET	33,691	842,374	810,187	(32,188)	310,847	
REVENUE - CAPITAL GRANTS & LOANS	0	2,042	0	(2,042)	329,817	0.00%
EXPENDED - CAPITAL PROJECTS & DEBT SVC	46,559	242,637	126,824	(115,813)	640,664	19.80%
TRANSFER TO HARBOR TO TRUE UP FUND						
BALANCE	0	0	0	0	0	
TOWN CONTRIB. & PENDING GRANTS	(46,559)	(240,595)	(126,824)	113,771	(310,847)	
PUBLIC UTILITIES						
REVENUE - Operating	140,379	1,004,735	1,048,345	43,610	1,750,836	59.88%
EXPENDED - Operating	43,898	486,964	383,876	(103,088)	1,604,799	23.92%
NET	96,481	517,771	664,469	146,698	146,037	
REVENUE - CAPITAL GRANTS, LOANS, & FACILITY FEES	33,550	184,868	223,610	38,742	275,551	81.15%
EXPENDED - CAPITAL PROJECTS, DEBT SVC, & FACILITY FEES	149,978	564,648	504,958	(59,690)	421,588	119.78%
TOWN CONTRIB. & PENDING GRANTS	(116,428)	(379,780)	(281,348)	98,432	(146,037)	
HARBOR						
REVENUE - Operating	15,020	408,061	609,721	201,660	761,102	80.11%
EXPENDED - Operating	29,306	429,848	478,948	49,100	681,900	70.24%
NET	(14,286)	(21,787)	130,773	152,560	79,202	
REVENUE - GRANTS & LOANS	0	18,803	0	(18,803)	95,054	0.00%
TRANSFERRED FM GEN FUND TO TRUE UP FUND BALANCE	0	0	0	0	110,101	
EXPENDED - Capital Projects, Debt Svc	8,613	164,891	108,285	(56,606)	284,357	38.08%
TOWN CONTRIB. & PENDING GRANTS	(8,613)	(146,088)	(108,285)	37,803	(79,202)	
SANITATION						
REVENUE	16,900	117,962	118,642	679	220,274	53.86%
EXPENDED	17,727	115,824	118,311	2,487	220,274	53.71%
NET	(827)	2,138	331	(1,807)	0	

FY 2021 Capital Improvement Project Tracking Report

As of:
1/31/2021

	FY21 Status or Start Date	Percent of Completion	FY21 Budgeted	FY21 QTR 1 Expended	FY21 QTR 2 Expended	FY21 QTR 3 Expended	FY21 QTR 4 Expended	FY21 YTD Expended	(Over)/Under Budget
General Fund									
Police Vehicle	Pending	0%	\$ 38,940	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,940
Permit Department Software	Pending	0%	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000
Public Works Shop Heaters	Complete	100%	\$ 6,868	\$ -	\$ 6,528	\$ -	\$ -	\$ 6,528	\$ 340
Grounds Maintenance Equipment	Complete	132%	\$ 22,240	\$ -	\$ -	\$ 29,412	\$ -	\$ 29,412	\$ (7,172)
Central Park Zipline	Pending	0%	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000
Portable ADA Equipped Restroom Trailer	On Hold	0%	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Mason Avenue Re-striping	On Hold	0%	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Parking Lots (Mason & Harbor Shanty Area)	Pending	0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Video Surveillance System	Bid award	0%	\$ 35,000	\$ -	\$ 56	\$ -	\$ -	\$ 56	\$ 34,944
Municipal Building Project Evaluation	Preliminary process	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Multi-Use Trail Phase 2 Closeout	Pending	0%	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
subtotal			\$ 519,048	\$ -	\$ 6,584	\$ 29,412	\$ -	\$ 35,995	\$ 483,053
Water Fund									
SCADA System	pending	0%	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Remote Read Water Meters - starter setup	pending	0%	\$ 51,985	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,985
Pickup Truck	pending	0%	\$ 32,766	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,766
Water Tower Mixers	pending	0%	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000
subtotal			\$ 154,751	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154,751
Harbor Fund									
Inner Harbor Rehabilitation Phase I carryover	Complete	100%	\$ 60,390	\$ 60,390	\$ -	\$ -	\$ -	\$ 60,390	\$ (0)
WiFi/Security Cameras/Lighting Project	In process	26%	\$ 35,000	\$ -	\$ 8,201	\$ 1,010	\$ -	\$ 9,211	\$ 25,789
Inner Harbor Rehabilitation Phase II	In process	14%	\$ 85,700	\$ -	\$ 5,359	\$ 6,957	\$ -	\$ 12,316	\$ 73,384
subtotal			\$ 181,090	\$ 60,390	\$ 13,559	\$ 7,967	\$ -	\$ 81,917	\$ 99,173
Sanitation Fund									
Trash Can Replacements	Complete	100%	\$ 11,796	\$ -	\$ 11,796	\$ -	\$ -	\$ -	\$ 11,796
subtotal			\$ 11,796	\$ -	\$ 11,796	\$ -	\$ -	\$ -	\$ 11,796
TOTAL			\$ 866,685	\$ 60,390	\$ 31,939	\$ 37,379	\$ -	\$ 117,912	\$ 748,773

*ITEMS WITH CURRENT MONTH ACTIVITY ARE IN BOLD PRINT

MUNICIPAL CORPORATION OF CAPE CHARLES
January 31, 2021

YTD 2020 Real Estate Tax Collections

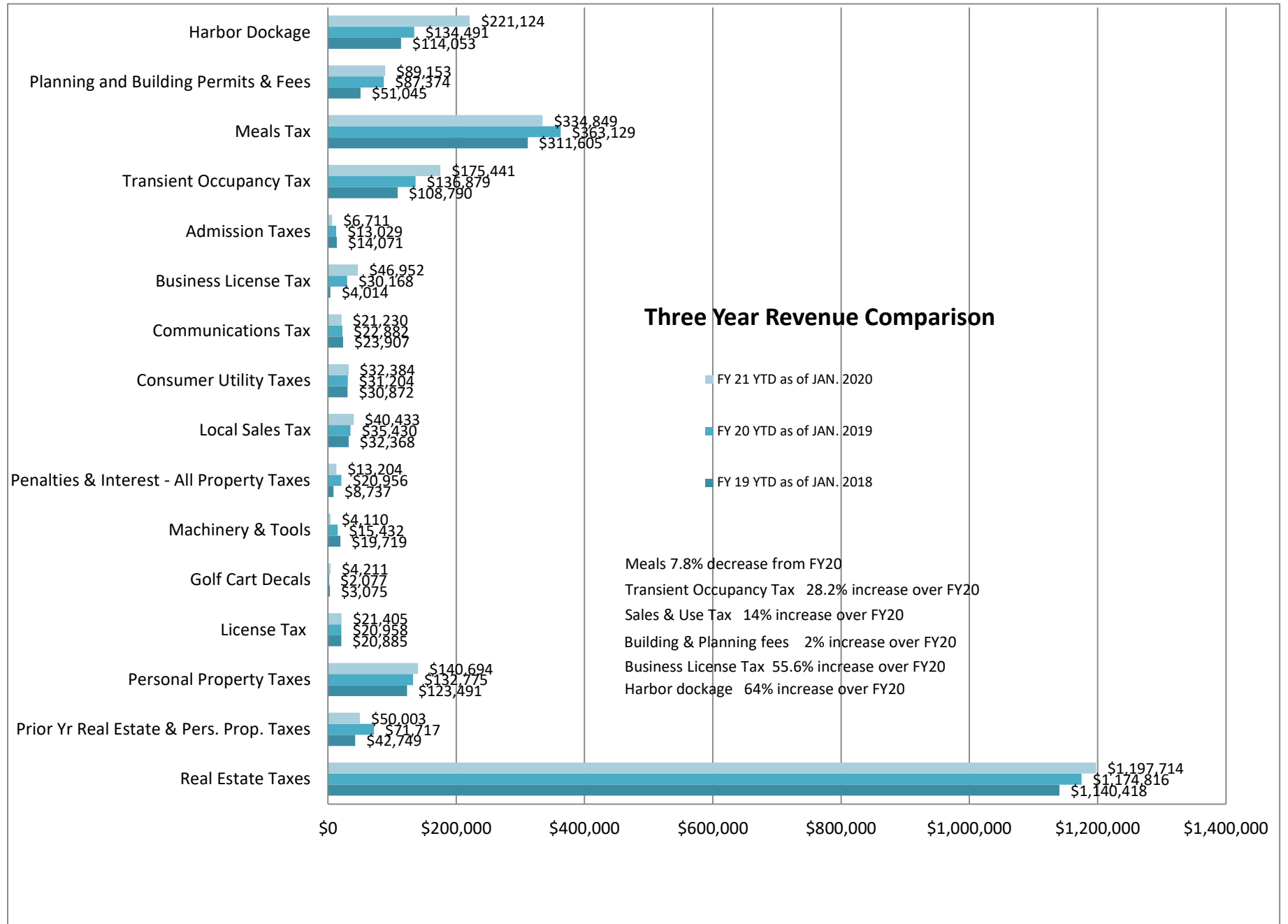
Total Taxable Land Value	179,736,100	
Total Improvement Value	291,966,800	
Exemptions	(2,650,000)	
Additional Assessments (SCC Utility)	3,796,381	
Total Real Estate Value (taxable)	472,849,281	
Total Budgeted	1,223,505	
Total Tax Billed	1,291,310	
Total Adjustments	(3,919)	
Total Collected YTD (percent of billed)	<u>1,197,714</u>	93%
Amount Due per Accounts Receivable	89,678	

**YTD 2020 Personal Property Tax, Machinery and Tools Tax
& 2020 License Tax Collections**

Total Personal Property Value	13,824,800	
2020 Initial Assessment Exonerations	(393,342)	
Personal Property Value, billed	13,431,458	
Total Budgeted	175,000	
Total Tax Billed less PPTRA	207,905	
Total Adjustments & Additional Exonerations	(7,043)	
Total Collected YTD (percent of billed)	<u>166,209</u>	83%
Amount Due per Accounts Receivable	34,653	

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

Total Budgeted	75,300	
Total Collected (percent of budget)	<u>63,207</u>	84%
Amount Due Per Budget	12,093	





*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 March 18, 2021 (the “Meeting”).
2. Attached hereto is a true, correct and complete copy of Resolution 20210318 (the “Resolution”) 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 present or absent at the Meeting and the recorded vote with respect to the foregoing Ordinance as set forth below:

<u>Member Name</u>	<u>Present</u>	<u>Absent</u>	<u>Voting</u>		
			<u>Yes</u>	<u>No</u>	<u>Abstaining</u>
William Dize, Mayor	X				
Steve Bennett	X		X		
Andy Buchholz	X		X		
Andrew Follmer	X		X		
Paul Grossman	X		X		
Tammy Holloway	X		X		

4. The Resolution 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 March 2021.

Clerk of the Council
Town of Cape Charles, Virginia

(Seal)

RESOLUTION 20210318
PETITION TO SCHEDULE A SPECIAL ELECTION

WHEREAS, Mr. Lawrence G. “Chris” Bannon was elected to be a member of the Town Council of Cape Charles effective July 1, 2018; and

WHEREAS, Mr. Bannon tendered his resignation on March 4, 2021; and

WHEREAS, in accordance with the Code of Virginia, Section 24.2-228(A), within 45 days of the date the vacancy occurred, the Town Council of Cape Charles will be appointing a qualified voter of the Town to fill the vacancy until a special election can be held; and

WHEREAS, the Code of Virginia, Section 24.2-226 requires the governing body to petition the circuit court to issue a writ of election to schedule a special election within 15 days of the date the vacancy occurred; now

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Cape Charles, this 18th day of March 2021, that the Northampton County Circuit Court be petitioned to schedule a special election for this purpose on November 2, 2021 to coincide with the Commonwealth’s general election if possible.

Adopted by the Town Council of the Town of Cape Charles on March 18, 2021.

By: _____
Mayor

ATTEST:

Clerk of Council / Town Clerk