

**TOWN COUNCIL
Regular Meeting
Cape Charles Civic Center
March 16, 2023
6:30 PM**

At approximately 6:30 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 Bennett, Councilmen Butta, Follmer and Grossman, and Councilwoman Holloway. Councilman Buchholz was not in attendance. Also, in attendance were Town Manager John Hozey, Planner/Zoning Administrator Katie Nunez, Police Chief Jim Pruitt, Special Assistant to the Town Manager Julie Pruitt, and Town Clerk Libby Hume. There were 6 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. Employees Celebrating Significant Anniversaries"

Mayor Charney recognized Police Officers Juana Diaz and Thomas Lynch for their five-year anniversaries with the Town on March 27th, and Public Works Crewman Ricardo Finley on his five-year anniversary on April 2nd. Chief Pruitt accepted the Certificates of Appreciation for his officers and Town Manager John Hozey accepted the Certificate for Ricardo Finley.

B. National Library Week 2023 Proclamation:

Mayor Charney read Proclamation 20230316 for National Library Week 2023.

Motion made by Councilman Grossman, seconded by Vice Mayor Bennett, to adopt Proclamation 20230316 designating April 23-29, 2023 as National Library Week. The motion was approved by unanimous vote.

PUBLIC COMMENTS: (3 MINUTES PER SPEAKER)

Laura Weigand, resident and business owner in Cape Charles

Ms. Weigand addressed the Council regarding an influx of 53' high cube trucks on Madison Avenue and requested the Town's support for VDOT to place signage restricting these trucks from entering the historic district. (Please see attached.)

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

CONSENT AGENDA

A. Approval of Agenda Format

B. Approval of Minutes:

- i. February 9, 2023 Town Council Work Session
- ii. February 9, 2023 Town Council Executive Session
- iii. February 16, 2023 Town Council Regular Meeting
- iv. March 2, 2023 Public Input Session & Special Meeting

C. Approval of January 31, 2023 Financial Report

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

UNFINISHED BUSINESS:

There was no unfinished business for review.

NEW BUSINESS:

A. *Harbor Development Certificates:*

Town Planner/Zoning Administrator Katie Nunez began with an overview of the procedures for the Harbor Area Review Board. Three applications were received from the Town of Cape Charles for properties within the Harbor District, with two of those applications also being within the Historic Overlay District. A joint meeting was held with the Harbor Area Review Board and the Historic District Review Board. The applications were for: i) the construction of a 1,337 square foot building for a visitors' center and public restrooms on a portion of the lot which the Town leased from Canonie Atlantic Railroad (Tax Map #83A3-A-9); ii) to perform exterior renovation work on the decommissioned rail car located on a portion of the lot which the Town leased from Canonie Atlantic Railroad (Tax Map #83A3-A-9); and iii) to construct a 15,494 square foot municipal building on a lot owned by the Town (Tax Map #83A3-4-14C), which was on Cassatt Parkway behind the Rosenwald School. Ms. Nunez went on to review each application. For applications 1 and 2 (Visitors Center & Restrooms, and Rail Car Restoration), the Historic District Review Board approved the Certificates of Appropriateness as described in the applications in accordance with the Historic District Guidelines Chapter 5.13. The Harbor Area Review Board deemed all three applications as sufficient, complete and compliant with the Harbor District Regulations and recommended Council approval for issuance of Harbor Development Certificates based upon the applications as submitted.

Motion made by Councilman Grossman, seconded by Vice Mayor Bennett, to approve the Harbor Development Certificate as presented for the Visitors Center and Downtown Restroom as recommended by the Harbor Area Review Board. The motion was approved by unanimous vote.

It was clarified that the silver bullet portable restroom unit would be removed upon completion of the visitors' center and restroom facility. It would be retained by the Town for use during events.

Motion made by Councilman Grossman, seconded by Vice Mayor Bennett, to approve the Harbor Development Certificate as presented for the Rail Car Restoration Work as recommended by the Harbor Area Review Board. The motion was approved by unanimous vote.

Motion made by Councilman Grossman, seconded by Councilman Butta, to approve the Harbor Development Certificate as presented for the Municipal Building as recommended by the Harbor Area Review Board. The motion was approved by unanimous vote.

B. *IT Support Contract Amendment and Extension:*

John Hozey stated that the Town has had the same IT contractor for a number of years and were very satisfied with the services received. There had been no rate increases since the inception of the original contract in 2019. This was a two-year renewal contract with two proposed amendments: i) An increase in billable hourly rates to \$110.00 for standard support and \$140 for emergency support; and ii) The Town would reimburse the contractor for the cost of any third-party software or equipment used for providing services, mainly for the use of software for remote access. This software was used by the contractor to diagnose and maintain the Town's computers and network, but is also used by a number of employees to remotely access their computers when out of the office.

Motion made by Councilman Grossman, seconded by Vice Mayor Bennett, 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.

Councilman Grossman noted that IT support services was included in the approved budget and the contract was for less than \$30K annually, so technically, did not need to be brought to Council for approval of the contract renewal.

John Hozey explained that it was presented to Council for approval as had been done in previous years, but in the future would be handled administratively as outlined in the Town's procurement policy.

C. *USDA Rural Development Grant/Loan for Purchase of Police Vehicle & Public Works Equipment:*

John Hozey stated that this item was to formalize the USDA Rural Development grant application by adoption of a resolution by Council. The items had been originally approved in the Fiscal Year 2023 budget. During the mid-year budget review, the public works equipment had been removed, but the cost for the equipment was reappropriated in the budget amendment approved by Council last month.

Motion made by Councilman Grossman, seconded by Vice Mayor Bennett, to adopt Resolution 20230316 to complete the application package for the purchase of a new police vehicle and public works equipment. Mayor Charney moved for adoption of Resolution 20230316 of the Governing Body of the Town of Cape Charles as noticed and forwent reading of the Resolution. The motion was approved by unanimous vote. Roll call vote: Bennett, yes; Butta, yes; Follmer, yes; Grossman, yes; Holloway, yes.

TOWN MANAGER COMMENTS

John Hozey commented as follows: i) The original agenda posting included a public hearing regarding the annexation agreement, but that work was taking longer than anticipated and could not be completed for tonight's meeting. The discussion was moving along and the document should be ready for the April Council meeting; ii) A few weeks ago, the fully revised use of facility form and manual were sent to Council for review. He wanted to confirm that Council had no issues with the new form so it could be published; iii) As requested at the last Council meeting, Katie Nunez and Jeb Brady worked on a demolition by neglect report which was provided to Council for review. He asked if there were any questions regarding the report. Council expressed their appreciation for the excellent report and suggested that it be posted for public access; iv) Mayor Charney had brought up the possibility of the Town rejoining the Eastern Shore Chamber of Commerce. The membership was discontinued several years ago when the budget was tight, since it did not appear that the Town received any benefits from membership. He wanted to check with Council to get their thoughts regarding membership in the Chamber. There was some discussion, and Councilwoman Holloway felt that the businesses in the Town received many benefits and she felt that the Town should be a partner with the Chamber. John Hozey stated that there was funding in his budget, so the membership application would be submitted; v) Mayor Charney was working on bringing the Dock Dogs event to Cape Charles in the fall – September 28-October 1. He fully supported this event and there were no other events in Town during that timeframe. The event would be held in Central Park and we were hopeful to get enough sponsors to cover the cost. The Town would need to pay a \$2,500 deposit now with the remainder due after July 1. The full cost would be \$10K. Mayor Charney added that this was a national event so the Town would get assistance from national and state sponsors. The dogs participating in the event would come from all across the United States. Councilwoman Holloway thought that it would be a great off-season, pet-friendly event, and we would benefit as a Town. There was some concern about the impact to the park, but since the event would only last two to three days, the impact should not be significant. It was noted that the event had been held several years ago in Bay Creek; vi) The Town needed volunteers to serve on the Wetlands Board. We currently had three vacancies and were expecting an application to come in soon. Please contact the clerk if you are interested. Libby Hume stated that she had received two applications recently, and needed at least one more; vii) The Vacation Homeowners of Cape Charles organization developed a Good Neighbor program and he was contacted by a representative offering to do a presentation to Council. He asked if this was something Council would be interested in. Council expressed their

interest in hearing the presentation. John Hozey would contact them to schedule their presentation at the May Council meeting; viii) We had two new additions to the Town staff: Adrian Oei was the new assistant treasurer and would be starting next week, and Harper Matthews was the new member of the public works team and would be starting the end of this month. We were very excited about both individuals joining our team; ix) The Public Works crew was busy preparing for the summer season. This week was beach week, and the crew was making progress. Next week will be the VDOT street sweeping, and flyers/notices would be distributed. The following week would be Central Park week, and maintenance and repairs would be made to the fishing pier the first week of April. The crew would be closing the pier while the work was being done. Councilwoman Holloway expressed her concerns regarding the work planned for the end of March and early April since a large number of visitors were expected to be in Town during Easter break beginning on March 31st, Good Friday, through Easter which was April 8th. The community yard sale and sidewalk sale were scheduled for April 1st, and she wanted to ensure that there would not be any heavy work being done on those dates. She also asked about the projected timing for landscaping along Mason Avenue. John Hozey stated that work was in progress to update the contracts for grounds maintenance, but the Town might need to rebid the contract; x) He needed to talk to Council in executive session regarding the capital improvement projects, which would impact the budget development. All capital improvement projects were on hold as the estimated costs across the board were coming in extremely high. There needed to be discussion regarding strategies to negotiate better pricing. He checked with the attorney to ensure that the discussion could be done in closed session. He went on to ask for Council's availability on March 23rd or 30th. The majority of Council were available on March 30th. He would check with Councilman Buchholz regarding his availability as well.

MAYOR AND COUNCIL COMMENTS

Councilman Follmer suggested that the notifications for people to move their vehicles for the VDOT street sweeping be firmer to include notice that any vehicles left on Mason Avenue would be towed.

Councilman Grossman commented as follows: i) He asked John Hozey to look into the issue brought up by Ms. Weigand related to trucks; ii) He asked for the cost estimates received for capital projects. John Hozey explained that they would be provided for review at the executive session; iii) He attended VDOT's advertised public hearing on the Rails to Trails project. It was more of a public information meeting rather than a public hearing. There were easels placed around the room with information and members of the public were able to ask questions. VDOT received 767 positive responses regarding the project versus only 41 negative responses. One farmer expressed his concern with spraying his fields with the trail being adjacent to the property. The VDOT survey deadline was March 31st so people could still submit their responses. VDOT would give a presentation at the March Community Transportation Board meeting and a vote would be taken at that time.

Councilman Butta commented as follows: i) He reminded all of the job fair scheduled for March 25th from 11:00 a.m. to 2:00 p.m. at the YMCA. There would be a large number of employers participating, including the school system, hospitality businesses, and others from the Shore; ii) He received questions regarding a timeframe for repairs to Strawberry Street where the underground tank was dug up. John Hozey responded that it was on private property and a contractor was doing the work, but he would get the information and provide it to Council. Katie Nunez added that a VDOT permit had been obtained and she believed the building official could provide the information since he had been in contact with the property owner and contractor.

Councilwoman Holloway commented that Cape Charles Main Street (CCMS) submitted two grants to the Virginia Tourism Corporation, one to AARP, one to T-Mobile, and one to Virginia Main Street for their Downtown Investment Grant. The applications for the Northampton County Infrastructure Grant would be submitted with the next month. CCMS would put out an announcement sharing the information regarding the Northampton County Infrastructure Grant.

Mayor Charney expressed his excitement about the Dock Dogs event. He hoped that it would be an annual event in Cape Charles. More information would be provided soon.

Mayor Charney read the announcements.

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

The Regular Meeting adjourned at 7:22 p.m.

Mayor Charney

Town Clerk

**March 16, 2023 Town Council Regular Meeting
Comments and Information Provided in Writing**

Laura Weigand, Cape Charles resident and business owner

My name is Laura Weigand, I reside at 632 Madison Ave. My wife, Michelle, and I have owned our home since 2016 and moved here full-time over 2 years ago. Since we have moved in, the business located two doors down from our property has had an influx of 53' (High Cube) trucks coming in. I understand they are zoned commercial; however, neither the streets of historic Cape Charles nor their loading dock are built for the additional 13 feet of truck that now come regularly vs. the past use of 40' trucks. This 53' is NOT including the truck cab with sleeper. Take into account that our lots are only 40' in width, so these trucks are longer than 2 residential lots. These trucks must drive over the sidewalk across the street, damaging curbs and landscape to fit into the indoor loading dock. The other not-so-skilled drivers just park in the street to unload, blocking through traffic and access to our driveways. Wendell's has a large parking lot on Fig and Madison that could be used for loading. Their height is also excessive as the trucks have hit lines and taken out our internet before.

I have spoken to the owner of the company, and she stated that the beer companies now use mostly the 53' trucks due to the shortage of drivers since COVID in order to maximize deliveries.

Last month I called VDOT to ask if anything can be done. They said they can absolutely put a limit on the height and length of the trucks entering the historic district with the approval of you, our town council. They would place a sign on Stone Rd, at the intersection of 642 to restrict these High Cube trucks, giving them ample time to be able to take that left and exit town. We ask that you please work with VDOT to put a restriction on these High Cube trucks entering the historic district that cause damage to the town infrastructure and greatly reduce the charming quality of life that we all cherish and value.



PROCLAMATION 20230316
NATIONAL LIBRARY WEEK
APRIL 23-29, 2023
“THERE’S MORE TO THE STORY”

WHEREAS, libraries provide the opportunity for everyone to pursue their passions and engage in lifelong learning, allowing them to live their best life; and

WHEREAS, libraries have long served as trusted institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status; and

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all; and

WHEREAS, libraries adapt to the ever-changing needs of their communities, continually expanding their collections, services, and partnerships; and

WHEREAS, libraries play a critical role in the economic vitality of communities by providing internet and technology access, literacy skills, and support for job seekers, small businesses, and entrepreneurs; and

WHEREAS, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals; and

WHEREAS, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all; and

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week.

NOW, THEREFORE, be it proclaimed that the Cape Charles Town Council hereby designates April 23-29, 2023 as National Library Week, and encourages all residents to visit their library to explore the wealth of resources available.

Adopted by the Town Council of Cape Charles on this 16th day of March 2023.

Mayor Adam Charney

ATTEST:

Town Clerk

January 2023 Treasurer's Report

Page 1 – Cash Position

- Debt service payments were made on the 2010 VML VACo and the Pinnacle Public Finance A and B bonds. Total of all payments was \$305,428.
- Total long-term debt at the end of January is \$5,325,148.
- The balance in the utility facility fees reserved account is \$2,853,998.

Page 2 – Revenue vs. Expenditures

- General Fund – Six percent of core revenue from the general fund was transferred to the capital fund, per FY2023 budget.
- Sanitation Fund – As budgeted, \$160,224 was transferred from the sanitation fund balance to the capital fund for FY2023 projects.

Page 3 – Capital Projects

- A payment of \$42,887 was made to HBA for work on the Municipal Center and Library project.

Page 4 – Tax Collection Rate

- Real property tax collection is at 99% of budget, 96% of what was billed.

Page 5 – Tax Revenue Trends

- The decrease in harbor dockage over last year is likely due to a change in accounting method. The end of the fiscal year will bring the two methods into alignment and will be a better gauge of performance.

MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
January 31, 2023

<u>Cash on Hand</u>	<u>12/31/2022</u>	<u>1/31/2023</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account	\$490,801	\$437,484	-\$53,317
Atlantic Union Bank Money Market Account	\$831,325	\$661,664	-\$169,661
LGIP Account 1 - Unrestricted	\$106,045	\$106,454	\$408
LGIP Account 2 - Unrestricted	\$307,032	\$308,329	\$1,297
Total Cash On Hand	\$1,735,203	\$1,513,931	-\$221,272

<u>Restricted and Reserved Cash Balances</u>	<u>12/31/2022</u>	<u>1/31/2023</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account - Police Funds	\$431	\$431	\$0
LGIP Account 2 - Restricted for USDA loan covenant	\$30,033	\$30,033	\$0
Atlantic Union checking Acct Library CD converted to cash	\$11,131	\$11,131	\$0
Atlantic Union Bank Checking Acct - E-Summons Revenue Rsrvd	\$9,890	\$10,010	\$120
US Bank - Reserved per VRA Interest Free Loan Requirements	\$258,834	\$259,623	\$788
Wells Fargo 2010 Debt Service pass through account #300	\$2,947	\$2,947	\$0
Wells Fargo 2010 Debt Service pass through account #308	\$771	\$771	\$0
Atlantic Union Money Market # ARPA CRF #5847	\$884,792	\$885,168	\$376
Virginia Investment Pool Liquidity Acct#1 Facility Fees Rsrvd (Utilities)	\$2,774,161	\$2,853,998	\$79,836
Virginia Investment Pool Liquidity Acct#2, Surety Bond Escrow Rsrvd	\$105,206	\$105,612	\$406
Virginia Investment Pool Liquidity Unassigned	\$2,506,788	\$2,516,468	\$9,680
Total Cash Held in Reserve	\$6,584,984	\$6,676,191	\$91,207
Total Cash - All Accounts	\$8,320,187	\$8,190,122	-\$130,065

DEBT SERVICE

Net Debt as of Current Reporting Month End
(Excludes USDA vehicle and equipment loans)

\$5,325,148

MUNICIPAL CORPORATION OF CAPE CHARLES

TREASURER'S REPORT

January 31, 2023

REVENUE VS. EXPENDITURES

<u>FUND</u>	<u>CURRENT MONTH</u>	<u>PRIOR YEAR-TO-DATE</u>	<u>CURRENT YEAR-TO-DATE</u>	<u>INCREASE/ (DECREASE) YTD</u>	<u>ANNUAL BUDGET</u>	<u>% REALIZED/ EXPENDED FY23</u>
-						
REVENUE	\$248,232	\$2,957,261	\$3,298,798	\$341,537	\$4,030,694	81.84%
EXPENDITURES	\$588,777	\$1,783,889	\$2,425,978	\$642,089	\$4,030,694	60.19%
NET	(\$340,546)	\$1,173,372	\$872,820	(\$300,552)	\$0	
GENERAL Capital						
REVENUE	\$379,822	\$45,868	\$428,515	\$382,648	\$1,950,314	21.97%
EXPENDITURES	\$42,887	\$6,724	\$217,010	\$210,286	\$1,950,314	11.13%
NET	\$336,935	\$39,143	\$211,505	\$172,362	\$0	
GENERAL Debt Service						
REVENUE	\$117,942	\$222,069	\$222,440	\$371	\$249,571	89.13%
EXPENDITURES	\$117,942	\$222,069	\$222,440	\$371	\$249,571	89.13%
NET	\$0	\$0	\$0	\$0	\$0	
GENERAL Special Activities						
REVENUE	\$8,982	\$357,179	\$576,253	\$219,073	\$919,350	62.68%
EXPENDITURES	\$0	\$333,529	\$61,460	-\$272,069	\$919,350	6.69%
NET	\$8,982	\$23,650	\$514,793	\$491,143	\$0	

MUNICIPAL CORPORATION OF CAPE CHARLES

TREASURER'S REPORT

January 31, 2023

REVENUE VS. EXPENDITURES

<u>FUND</u>	<u>CURRENT MONTH</u>	<u>PRIOR YEAR-TO-DATE</u>	<u>CURRENT YEAR-TO-DATE</u>	<u>INCREASE/ (DECREASE) YTD</u>	<u>ANNUAL BUDGET</u>	<u>% REALIZED/ EXPENDED FY23</u>
PUBLIC UTILITIES						
REVENUE - Operating	\$185,243	\$764,624	\$1,212,710	\$448,087	\$2,137,020	56.75%
EXPENDITURES - Operating	\$71,107	\$419,437	\$830,749	\$411,312	\$1,120,101	74.17%
NET	\$114,136	\$345,187	\$381,962	\$36,775	\$1,016,919	
REVENUE - CAPITAL GRANTS, LOANS	\$0	\$348,480	\$0	-\$348,480	\$0	#DIV/0!
REVENUE - FACILITY FEES	\$58,300	\$283,952	\$379,014	\$95,062	\$466,400	81.26%
EXPENDED - FACIL FEES, CAPITAL PROJECTS,DEBT SVC	\$239,786	\$632,433	\$728,025	\$95,592	\$1,016,919	71.59%
TOWN CONTRIB. & PENDING GRANTS	(\$181,486)	\$0	(\$349,011)	(\$349,011)	(\$1,016,919)	
HARBOR						
REVENUE - Operating	\$13,859	\$474,467	\$585,003	\$110,536	\$1,007,545	58.06%
EXPENDITURES - Operating	\$16,353	\$385,971	\$504,489	\$118,518	\$957,438	52.69%
NET	(\$2,494)	\$88,496	\$80,514	(\$7,983)	\$50,107	
REVENUE - GRANTS & LOANS	\$0	\$30,754	\$0	-\$30,754	\$41,893	0.00%
TRANSFERRED FM GEN FUND FOR DEBT SERVICE	\$70,674	\$102,954	\$103,499	\$546	\$104,950	98.62%
EXPENDED - Capital Projects, Debt Svc	\$70,674	\$143,054	\$103,499	-\$39,554	\$196,950	52.55%
TOWN CONTRIB. & PENDING GRANTS	\$0	(\$9,346)	\$0	\$9,346	(\$50,107)	
SANITATION						
REVENUE	\$24,063	\$144,100	\$164,058	\$19,957	\$442,253	37.10%
EXPENDITURES	\$184,152	\$112,651	\$312,215	\$199,565	\$442,253	70.60%
NET	(\$160,089)	\$31,449	(\$148,158)	(\$179,607)	\$0	

FY 2023 Capital Improvement Project Tracking Report

As of:
1/31/2023

	FY23 Status or Start Date	Percent of Completion	FY23 Budgeted	QTR 1 Expended	QTR 2 Expended	QTR 3 Expended	QTR 4 Expended	FY23 YTD Expended	(Over)/Under Budget
General Capital Fund									
Multi-Use Trails, Phase 3 Construction	<u>Pending</u>	1%	\$ 929,922	\$ 12,070	\$ -	\$ -	\$ -	12,070	\$ 917,852
Municipal Space Replacement Planning (ARPA)	<u>In process</u>	26%	\$ 550,000	\$ -	\$ 101,211	\$ 42,887	\$ -	144,098	\$ 405,902
Library Upgrade & Condo-ization	<u>In process</u>	0%	\$ 34,000	\$ -	\$ -	\$ -	\$ -	-	\$ 34,000
Mason Avenue Parking Lot Improvement	<u>Pending</u>	0%	\$ 20,000	\$ -	\$ -	\$ -	\$ -	-	\$ 20,000
Mason Avenue Restroom	<u>Pending</u>	0%	\$ 110,000	\$ -	\$ -	\$ -	\$ -	-	\$ 110,000
South Beach Restroom Renovation	<u>Pending</u>	0%	\$ 40,000	\$ -	\$ -	\$ -	\$ -	-	\$ 40,000
Gator for Public Works Staff	<u>Pending</u>	0%	\$ 26,500	\$ -	\$ -	\$ -	\$ -	-	\$ 26,500
Grounds Maintenance Equipment for PW	<u>In process</u>	73%	\$ 33,270	\$ 24,228	\$ -	\$ -	\$ -	24,228	\$ 9,042
Central Park Game Area for Adults (CCP)	<u>Pending</u>	40%	\$ 29,000	\$ -	\$ 11,614	\$ -	\$ -	11,614	\$ 17,386
Storage Facility (3 x conexes + roofing)	<u>In process</u>	0%	\$ 20,000	\$ -	\$ -	\$ -	\$ -	-	\$ 20,000
Capital Project Contingency		0%	\$ 75,040	\$ -	\$ -	\$ -	\$ -	-	\$ 75,040
Public Trash Can Replacements, late FY22 project	<u>completed</u>	100%	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	25,000	\$ -
subtotal	\$ -		\$ 1,892,732	\$ 61,298	\$ 112,825	\$ 42,887	\$ -	217,010	\$ 1,675,722
Utility Fund -Water									
Keck Well Connection (Engineering)	<u>Pending</u>	0%	\$ 60,000	\$ -	\$ -	\$ -	\$ -	-	\$ 60,000
Utility Fund - Wastewater									
Sewer Pod Controller Upgrades Phase 2 of 5	<u>Pending</u>	0%	\$ 14,500	\$ -	\$ -	\$ -	\$ -	-	\$ 14,500
subtotal	\$ -		\$ 74,500	\$ -	\$ -	\$ -	\$ -	-	\$ 74,500
Harbor Fund									
Fuel System-Relocate Emergency Stop Switches	<u>Pending</u>	0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	-	\$ 10,000
Fuel Management System Replacement	<u>Pending</u>	0%	\$ 42,000	\$ -	\$ -	\$ -	\$ -	-	\$ 42,000
Inner Harbor King Pile & Waler Replacement Design	<u>Pending</u>	0%	\$ 40,000	\$ -	\$ -	\$ -	\$ -	-	\$ 40,000
subtotal	\$ -		\$ 92,000	\$ -	\$ -	\$ -	\$ -	-	\$ 92,000
TOTAL	\$ -		\$ 2,059,232	\$ 61,298	\$ 112,825	\$ 42,887	\$ -	217,010	\$ 1,842,222

*ITEMS WITH CURRENT MONTH ACTIVITY ARE IN BOLD PRINT

MUNICIPAL CORPORATION OF CAPE CHARLES

January 31, 2023

YTD 2022 Real Estate Tax Collections

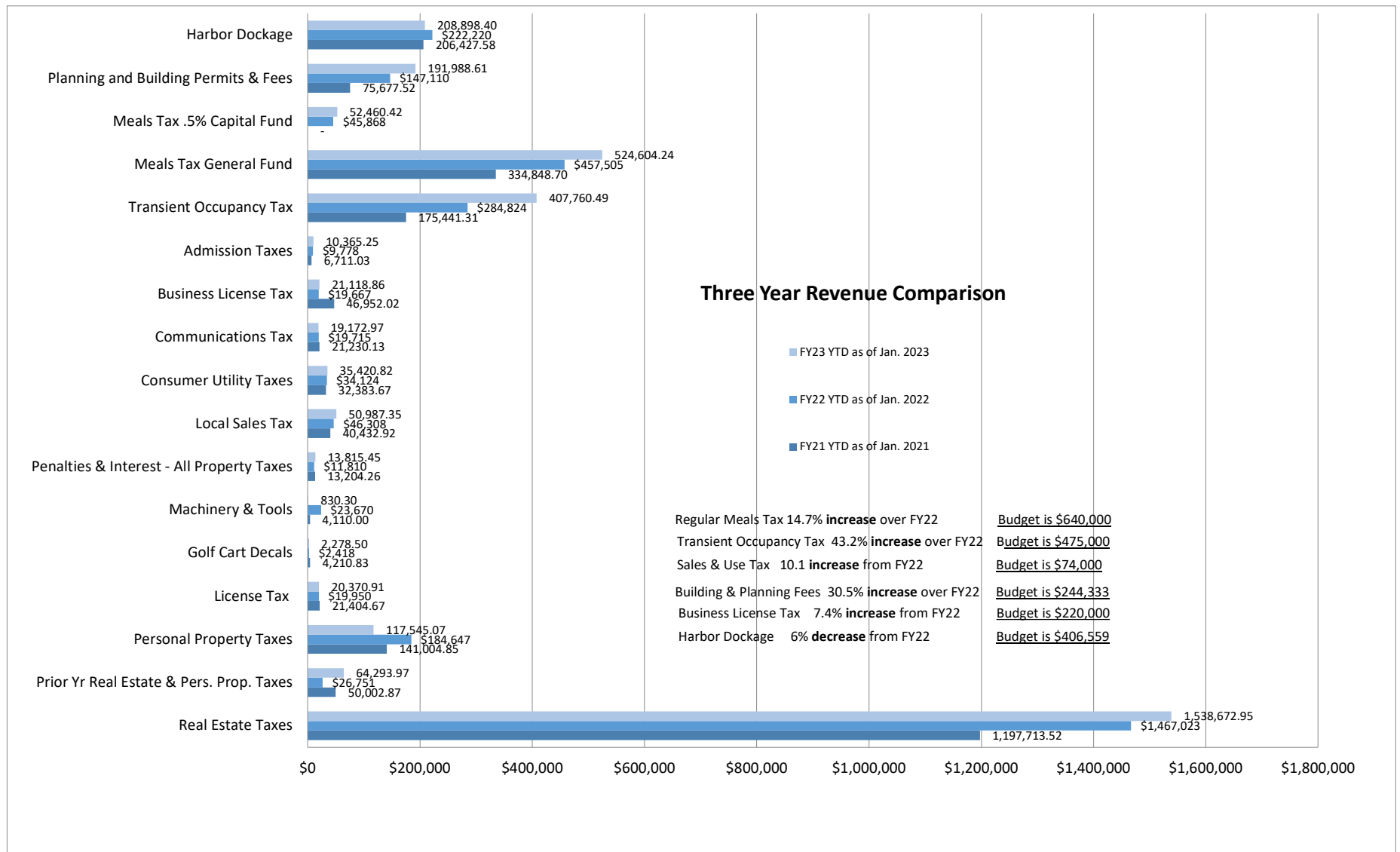
Total Taxable Land Value	302,643,900	
Total Improvement Value	447,005,000	
Exemptions	(9,455,398)	
Additional Assessments (SCC Utility)	4,074,010	
Total Real Estate Value (taxable)	744,267,512	
 Total Budgeted	 1,559,242	
Total Tax Billed	1,606,830	
Total Adjustments	(121)	
Total Collected YTD (percent of billed)	<u>1,538,673</u>	96%
Amount Due per Accounts Receivable	68,036	

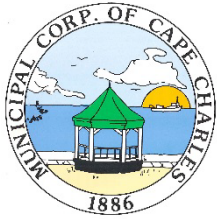
YTD 2022 Personal Property Tax, Machinery and Tools Tax & 2021 License Tax Collections

Total Personal Property Value	23,243,305	
2022 Reduction Due to Proration	(879,146)	
Personal Property Billable Valuation	22,364,159	
2022 PPTRA Valuation Reduction	(9,568,117)	
 2022 Supplemental Assessments	 -	
2022 Supplemental PPTRA & Exonerations	-	
Personal Property Value, billed	-	
Total Value for 2022 & 2022 Supplemental	22,364,159	
 Total Budgeted	 140,000	
Total Tax Billed less PPTRA	204,003	
2022 Supplemental Tax Billing	-	
Total Adjustments & Additional Exonerations	(39,284)	
Total Collected YTD (percent of billed)	<u>117,545</u>	71%
Amount Due per Accounts Receivable	125,742	

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

Total Budgeted	76,462	
Total Collected (percent of budget)	<u>78,109</u>	102%
Amount Due Per Budget	(1,647)	





*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 16, 2023 (the “Meeting”).
2. Attached hereto is a true, correct and complete copy of Resolution 20230316 (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 participating at the Meeting and the recorded vote with respect to the foregoing Resolution 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>
Adam Charney, Mayor	X				
Steve Bennett	X		X		
Andy Buchholz		X			
Ken Butta	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 16th day of March 2023.

Clerk of the Council
Town of Cape Charles, Virginia

(Seal)

RESOLUTION 20230316
OF THE GOVERNING BODY OF THE TOWN OF CAPE CHARLES

The Town Council of the Town of Cape Charles, consisting of six members, in a duly called meeting held on the 16th day of March, 2023, at which a quorum was present **RESOLVED** as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the purchase of a police vehicle and public works equipment, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the Town Manager of the Town of Cape Charles be authorized to execute on behalf of the Town Council the above-referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Council.

TOWN OF CAPE CHARLES
[ENTITY NAME]

By: _____, Mayor
[SIGNATURE AND TITLE]

Attest: _____, Town Clerk
[SIGNATURE AND TITLE]

CERTIFICATION

I hereby certify that the above Resolution was duly adopted by the Governing Body of the Town of Cape Charles in a duly assembled meeting on the 16th day of March, 2023.

Secretary/Clerk