

**TOWN COUNCIL
Public Hearing & Regular Meeting
Cape Charles Civic Center
February 15, 2024
6:00 PM**

At approximately 6:00 p.m. Mayor Adam Charney, having established a quorum, called to order the Public Hearing & Regular Meeting of the Cape Charles Town Council. In addition to Mayor Charney, in attendance were Vice Mayor Bennett, Councilmen Buchholz and Grossman, and Councilwoman Holloway. Councilman Follmer was out of town and participated via teleconference from Minocqua, WI. Councilman Butta was also out of town and participated via teleconference from Richmond, VA. Also, in attendance were Town Manager John Hozey, Police Chief Jim Pruitt, Assistant to the Town Manager Julie Pruitt, and Town Clerk Libby Hume. There were 22 members of the public physically in attendance, and 14 viewers on Facebook.

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

PUBLIC HEARING:

A. Lease of Harbor Property to Maritime Institute:

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

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

The public hearing was closed at 6:02 p.m.

RECOGNITION OF VISITORS / PRESENTATIONS/RECOGNITIONS:

A. Certificate of Appreciation to Michael Strub

Mayor Charney read the certificate of appreciation honoring Mr. Michael Strub for his dedication to the Town of Cape Charles and its citizens for his 13+ years of service as a Planning Commission and 3+ years on the Historic District Review Board. (Please see attached.) Town Manager John Hozey accepted the certificate as Mr. Strub was not in attendance.

B. Cape Charles Main Street Semi-Annual Presentation to Council

Cape Charles Main Street Executive Director Karen Zamorski and President Bill Stramm presented the semi-annual report to the Town Council. (Please see attached.)

C. Cape Charles Memorial Library Board Presentation – 2023 Library Activities Overview

Library Board Chairman Richard Burger presented the 2023 Library Activities Overview to the Town Council. (Please see attached.)

D. Cape Charles Volunteer Fire Company Presentation

Cape Charles Volunteer Fire Company Treasurer Ryan Peake presented an overview of the fire company's background and activities. (Please see attached.)

PUBLIC COMMENTS: (3 MINUTES PER SPEAKER)

Susan Burger, resident

Ms. Burger stated that she and her husband had been out of town for a few days and had come home to learn about the evacuation of the Seabreeze Apartments. She noted that a lot of housing in Cape Charles was unused during this time of year and asked if there was a way for the Town to approach

the owners of short-term rental units to propose that they be offered as housing for the displaced individuals.

Dianne Davis, resident

Ms. Davis stated that her main concerns were the sidewalks and youth in Cape Charles. The Town was losing its youth, which was so sad, especially with the situation at the Seabreeze Apartments. Somebody should know how long this situation would last. The apartments sat on prime property, and as soon as the agreement was up, she knew that Seabreeze would be gone. She asked for assistance in obtaining contact information for the owners and/or company in charge of the complex. The loss of the kids in Town was a serious problem. She realized that the Town had no control over the Seabreeze Apartments but expressed her concern regarding how to help the residents of the complex as well as other year-round residents of the Town. Ms. Davis went on to comment about the citizens who worked for the Town and community through the years, especially those who served on boards for over 10 years. She felt that although a certificate was nice, they at least deserved a plaque.

Town Clerk Libby Hume read letters from Ms. Julie Jones and Mr. Stuart Smith which were submitted in writing. (Please see attached.)

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

CONSENT AGENDA

- A. Approval of Agenda Format
- B. Approval of Minutes:
 - i. January 4, 2024 Town Council Work Session
 - ii. January 18, 2024 Public Hearing & Regular Meeting
 - iii. January 18, 2024 Town Council Executive Session
- C. Approval of December 31, 2023 Financial Report

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

UNFINISHED BUSINESS:

There was no unfinished business for review.

NEW BUSINESS:

A. Cape Charles Marine Services Contract Amendment:

Town Manager John Hozey stated that on September 17, 2020, the Town Council approved a three-year contract with Cape Charles Marine Services (formerly Cape Charles Yacht Center) for management of the Town's harbor. The original contract was set to expire on December 31, 2023. To allow the time necessary to conduct an evaluation of harbor operations, the contract and Town agreed to a one-year contract extension to December 31, 2024. The gross revenue of the Harbor increased significantly under Cape Charles Marine Services' management, however, even with this increase in revenue, due to the percentages, the amount of their management fee had decreased annually. Much of the decrease was a result of regional and national economic changes, such as the pandemic, rising fuel prices, decrease in crabbing, and skyrocketing inflation. The higher revenues were maintained throughout these economic changes to the benefit of the Town, but Cape Charles Marine Services suffered rising costs of its operation and the unexpected loss of their boatyard business, which resulted in their operating costs exceeding the amount of the management fees collected from the Town. To ensure Cape Charles Marine Services' ability to maintain the harbor at the highest possible standards the following increases were proposed:

- i) Transient and non-resident rates: Rates had not increased in three years, even as Harbor expenses had risen dramatically. Until further evaluation could be performed, the dockage rates for transients and non-residents would be increased by 12%, and fuel rates would be increased

by \$0.20/gallon. These increases were less than the cost of inflation and was comparable to other marinas in our region and on the East Coast; ii) Contractor's percentage of the revenue share: Cape Charles Marine Services carried all the operational costs and staff responsibilities for the marina but received only 20% to 40% of the revenue. The contractor's fees would be increased from 40% to 50% for Dockage, from 20% to 30% for Utilities, from 40% to 50% for Wharfage, and from \$.06/gallon to \$.08/gallon for Fuel; iii) Contractor to perform repairs and maintenance at a discounted rate: We had been unable to obtain the necessary subcontractors to perform some of the repairs and maintenance on the facilities. Cape Charles Marine Services had outside staff with talents and capabilities able to perform the work. Instead of relying on outside subcontractors, Cape Charles Marine Services would allocate some of the Harbor's repair and maintenance budget to billable time from their other technicians at a reduced rate. Ultimately, the Town would see more improvements for a lesser cost. The net effect of these changes on the Town's budget would be minimal. The resulting budget for Cape Charles Marine Services' Harbor operations should now cover its operating costs.

Motion made by Councilman Grossman, seconded by Councilman Buchholz to approve the rate changes and Cape Charles Marine Services contract amendments as presented. The motion was approved by unanimous vote.

B. *Virginia Port Authority Aid to Local Ports Grant:*

John Hozey stated that over the years, the Town had been very successful with this program from the Virginia Port Authority (VPA). VPA Aid to Local Ports (ALP) grants paid for up to 75% of capital projects. The Town received a grant in the amount of \$228,687 in FY 2024 for the rehabilitation of the inner harbor bulkhead. We had hoped to award a contract for all three phases of the project, but the bids came in higher than expected so only Phases 1 and 2 were awarded. We had the opportunity to apply for a new grant to help fund Phase 3. This work was identified as a high priority in the evaluation of the harbor capital assets and was included in the approved Capital Asset Management Program. Based on the low bid received, the estimated cost for Phase 3 was \$221.5K including price escalation, contingency and construction administration. A maximum grant of 75% would fund \$166.1K of the project. Since only \$1M was available annually for the ALP program, the full amount of our request might not be approved, however there was a good chance of receiving a substantial award due to our performance in executing previous grants. The Town's share would be included in the FY 2025 budget - \$55.4K at 75% grant coverage or \$110.8K at 50% grant coverage. A letter signed by the Mayor needed to be submitted by March 1 for the new grant request. The VPA Board would consider the requests in May with approved funding becoming available July 1.

Motion made by Vice Mayor Steve Bennett, seconded by Councilman Buchholz, to authorize the Mayor to request a Virginia Port Authority Aid to Local Ports grant in the amount of \$166.1K for rehabilitation of the Inner Harbor Bulkhead, Phase 3. The motion was approved by unanimous vote.

C. *Lease of Harbor Property to Maritime Institute:*

John Hozey stated that the Town authorized Mid-Atlantic Maritime Academy (MAMA) to install a lifeboat and davits in the Town Harbor for training mariners many years ago and that an actual lease was never executed, but the space was rented equivalent to a docking space at \$408.50 per month. MAMA was rebranded as Maritime Institute in 2021. The existing lifeboat and davits were antiquated, and the Maritime Institute proposed to replace them with a contemporary system now commonly found on merchant and government ships to better train mariners. In view of the proposed capital investment, Maritime Institute would like to lease the area where the new equipment would be installed. The term of the lease would be three years with three renewal options of one year each. The rent would be \$429 per month for the first year, subsequent years would be adjusted by the previous 12-month change in the Consumer Price Index – Urban published by the Bureau of Labor Statistics. The public hearing, required by Code

of Virginia § 15.2-1800.B, was held earlier this evening with no comments received. Code of Virginia § 15.2-2100.A required the lease of town property be made by an ordinance passed by three-fourths of all members elected to Council.

Motion made by Councilman Grossman, seconded by Council Buchholz, to adopt Ordinance 20240215 Granting Lease of Town Property to Maritime Institute. The motion was approved by unanimous vote. Roll call vote: Bennett, yes; Buchholz, yes; Butta, yes; Follmer, yes; Grossman, yes; Holloway, yes.

D. *USDA Grant/Loan Resolution for Police Vehicle:*

John Hozey stated that this police vehicle was one of four vehicles approved for purchase in FY 2024. Two vehicles would be funded by separate US Department of Agriculture Rural Development (USDA-RD) grant/loans. The Town would be paying for the third vehicle, and the fourth would be funded by a Department of Criminal Justice Services grant. This was the second USDA grant/loan. The approved application authorized the purchase of a new police vehicle and equipment in the amount of \$43K. USDA-RD required a Town Council resolution be adopted to accept the grant of \$15K and loan of \$28K along with the accompanying obligations and requirements. The resolution also authorized the town manager to sign the contractual documents.

Motion made by Councilman Grossman, seconded by Councilman Buchholz, to adopt Resolution 20240215 to accept the USDA Rural Development Grant and Loan for the purchase of a police vehicle and associated equipment. The motion was approved by unanimous vote. Roll call vote: Bennett, yes; Buchholz, yes; Butta, yes; Follmer, yes; Grossman, yes; Holloway, yes.

E. *Legislative Priorities Update:*

John Hozey asked Councilman Grossman to go through the report he provided.

Councilman Grossman provided an update for the six bills had had been following related to short-term rentals (STRs), Transient Occupancy Tax (TOT), Registration at the State level, and Accessory Dwelling Units (ADUs). (Please see attached.) Councilman Grossman added that the Town should go on the record regarding any legislation out there that could be harmful to the Town. He would be contacting Senator DeSteph.

John Hozey expressed his gratitude to Councilman Grossman for staying on top of the bills and also to Mayor Charney for making himself available to provide the Town's input to the various committees in Richmond.

TOWN MANAGER COMMENTS

John Hozey commented as follows:

- i) Cape Charles Day was scheduled for the first Saturday in March. As in previous years, Council members and all participants should plan to meet at the beach pavilion at 10:00 a.m. The Council members would form their teams and choose their areas for clean-up. The public works department would provide all the necessary equipment. Most of the time would be spent pruning, mulching, weeding, etc. with some general litter pickup. He distributed a map breaking down the various areas and work needed to be done. The Tree Advisory Board claimed Washington Avenue for pruning and mulching. Weeding would be done along Peach Street North, general litter pickup along Mason Avenue and Fig Street, and pruning along Monroe Avenue. Nothing was being scheduled on the beach since the Public Works beach week was scheduled beginning March 4, and the Historic District Civic League was organizing a Dune Clean Up Day on March 16. The Cape Charles Rotary Club scheduled their Route 184 clean up on March 2 as well. Afterwards, everyone would gather in Central Park for lunch. Staff and several organizations would have tables set up in the park to provide a variety of information.

This was one of two opportunities for the Council and staff to meet and mingle with the Cape Charles citizens. He hoped for good weather with a good turnout. He asked Council for confirmation of their availability to participate.

Councilmen Buchholz and Grossman would be participating. Vice Mayor Bennett and Councilman Butta would be out of town. Councilman Follmer stated that he was currently participating from car and did not have his schedule. Councilwoman Holloway would be out of town but her team, lead by Ms. L.D. Davis, would be there.

Councilwoman Holloway suggested that the 100 block of Peach Street be added to the list of areas to be cleaned up, and adding a note to the bottom of the flyer informing everyone of the March 16 Dune Clean UP Day so participants would understand why the beach was not included.

- ii) The State Corporation Commission's (SCC) hearing regarding the sale of the public utilities went well this week. All witnesses were excused from testifying. There were no questions about the stipulation agreement and things seemed to be moving along well. Virginia American Water submitted a rate case to the SCC which included a request for Cape Charles to be included in the interim rates effective May 1. He was hopeful that we would be able to close on the sale by the end of April if possible. The Town's current rates would be locked in as the rate case would not be decided until later this year. If approved, the Town's rate payers would see an immediate decrease in rates and would also receive a refund.
- iii) The strategic planning session was scheduled for February 24 in the YMCA gymnasium. In addition to the Mayor, Town Council and Planning Commission, some of the department heads and representatives from the five major non-profit organizations (Cape Charles Main Street, Historic District Civic League, Citizens for Central Park, Vacation Rental Homeowners, and the Bay Creek Association).
- iv) The Beachfront Master Plan Project kicked off last week with a meeting with our consultant. An online meeting room would be activated to gather information. He needed to meet with the Town Council in a work session to get direction. He proposed March 27 or 28 and asked for availability. A consensus was reached to schedule the work session for March 28. Councilman Grossman would check his calendar and provide his availability.
- v) Another work session was needed to discuss the status of major projects such as the visitors and municipal centers. A special meeting was scheduled for March 7 to review the health plan renewal. A work session could be scheduled following the special meeting to review options and obtain Council direction.

MAYOR AND COUNCIL COMMENTS

Councilman Grossman commented as follows: i) He expressed his gratitude to the individuals who made the presentations from the Cape Charles Memorial Library (CCML), Cape Charles Volunteer Fire Company (CCVFC) and Cape Charles Main Street (CCMS). The presentations were impressive; ii) In response to Julie Jones' comment, he stated that Cape Charles had taken action in the area of housing and wanted to make it known.

Councilman Follmer expressed his appreciation for the presentations earlier this evening. He congratulated CCML and CCMS for doing great jobs. He went on to state that he heard the CCVFC regarding some of the issues of inflation, numerous pressures, demands and the Town's contribution. He realized that the Town's contributions were static and hoped the issue could be revisited during the budget discussion.

Mayor Charney thanked all the presenters this evening, adding that it was wonderful seeing everyone in attendance. He also thanked Councilman Grossman for all his efforts staying on top of the status of the various bills, etc.

Mayor Charney read the announcements.

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

The Public Hearing & Regular Meeting adjourned at 7:23 p.m.

Mayor Charney

Town Clerk

February 15, 2024 Town Council Public Hearing & Regular Meeting
Comments and Information Provided in Writing

#4A. Certificate of Appreciation to Michael Strub



#4B – Cape Charles Main Street Semi-Annual Presentation to Council



Meet the Team – Staff



Karen Zamorski
Executive
Director



Emily Martinez
Marketing
Administrator

Our Board of Directors



Bill Stramm
President



Patsy Harris
Vice President



John Hozey
Board Member
at Large



Jay Abella
Co-Chair
Economic Vitality



Ken Butta
Co-Chair
Economic Vitality



Jane McKinley
Co-Chair Design



David Gammino
Co-Chair Design



Tara Ashworth
Co-Chair
Promotions



Julie Crouse
Co-Chair
Promotions



Gerry Taylor
Co-Chair
Organization



Co-Chair
Organization



Business Liaison

What Cape Charles Main Street has delivered In our first 6 months of FY2024 (July 1, 2023 to Dec. 31, 2023)

BUSINESS/TOWN Mkt. SUPPORT - \$ 39,011
Plus \$363,223 in grants = \$402,234

- **\$363,223** (see break-down detail on next page)
 - Launched **Giving Tuesday** campaign raising **\$7630** for new Beach Wheelchairs*
 - Held Monthly Main Street Connect meetings for businesses **\$205**
 - Continued to update and build on the CCVC website with CCMS Microsite and social media pages **\$4645**
 - Buy Local Campaign on WESR Radio **\$300**
 - Marketed Cape Charles through various print/Digital campaigns **\$14,480** (see attached)
 - Cape Charles Gift Card Program **\$11,751***
- * More info to follow on program

BEAUTIFICATION/SPONSORED PROJECTS - \$120,116

- Beautification projects (benches, planters, landscaping)- **\$5,386**
- Train: Platform with move, steel work, new end platforms, priming - **\$63,730**
- Permanent Lighting Added to Mason Ave. **\$51,000**

EVENTS - \$42,341 Includes Marketing Costs for Events

- Cape Charles Main Street Annual Meeting – Heart & Soul in a Bowl **\$1,750**
- LOVEFEST in the Park - **\$6155**
- Festive Fridays - **\$34,436** (Does not count \$51,000 in permanent lighting for Mason Ave. shown under beautification)

Grants FY2024 and Carryover of FY2023 Detail

GRANT	AMOUNT	GRANT STATUS	Notes
Northampton Co. Cape Charles Map	\$6,000.00	Closed	
Northampton Co. Cape Charles Business District Enhancement	\$5,000.00	Closed	
Northampton Co. Love Run	\$3,500.00	Closed	
Northampton Co. Walking Tour	\$5,000.00	Open	
Northampton Co. Walking Tour from CC Museum	\$4,618.00	Closed	
Northampton Co. Cape Charles Virginia's Cape (CCVC) Visitors/Welcome Center	\$30,000.00	Closed	
DHCD VMS Grant	\$5,000.00	Closed	
Northampton Co. Commercial District Bathroom with Visitors' Center	\$87,969.00	Open	\$100,000 Grant we used \$32,334 for architectural work
Northampton Co. Cape Charles Bathrooms (Beach or Commercial District)	\$25,000.00	Open	
Northampton Co. Golf Cart Path	\$500.00	Closed	Grant was reissued for \$2995 and extended
Northampton Co. Visitor Center/Bathroom and Train Picnic Area	\$10,719.00	Open	
Northampton Co. Rockers Surrounding Visitors Center	\$4,908.00	Open	
Northampton Co. Train/Train Car Restoration	\$42,000.00	Closed	
Northampton Co. Train/Rail Car Storyboards	\$7,565.00	Open	Emily Smith is working on window facades now
Northampton Co. Love Fest	\$4,000.00	Closed	
Northampton Co. Love Run 2024	\$4,000.00	Open	
Northampton Co. Festive Fridays 2023	\$12,000.00	Closed	
Northampton Co. Map	\$6,000.00	Closed	
VTC/MLP: Festive Fridays 2023	\$7,500.00	Open	
VTC/DMO Grant	\$20,000.00	Open	
Northampton Co. Golf Cart Path	\$2,995.00	Open	
Drive Outdoor	\$10,000.00	Open	
Northampton Co./VTC ARPA Funding	\$40,000.00	Closed	\$30k of this grant was re-appropriated to the Mason Lighting project due to delay in Bathroom project originally planned
Northampton County Lighting for Mason Ave	\$39,252.13	Closed	\$30K Applied to the ARPA Grant. Will reappropriate \$30k to another project.
Remainder of Northampton County Infrastructure grant	\$30,000.00	Open	\$9252.13 was claimed on this grant
Total Open	\$195,353.00		
Total Closed	\$167,780.00		

Beach Wheel Chair Campaign



31 Donors with TOTAL \$7630!

Thank You Volunteers!



Our Volunteers ROCK!

Volunteer Hours First Half FY24:
4,266 hrs. = \$120,970

Total Volunteer Hours to Date for CCMS:
11,769 hrs. = \$333,731



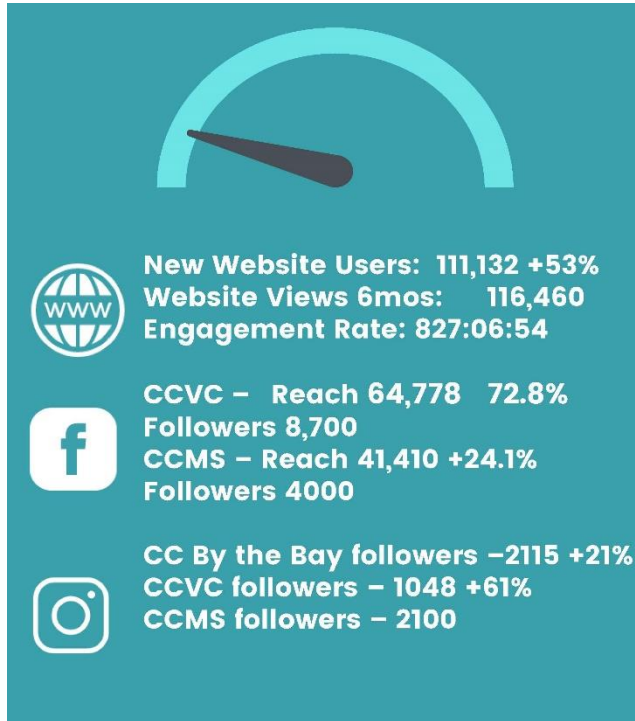
Cape Charles Gift Card Program

AMOUNT	TRANSACTIONS
\$11,751.00	Loaded
\$5,348.75	Spent
\$6,402.25	Outstanding

All-Time Amounts
Since June, 2023



Average \$\$/month =
\$1959

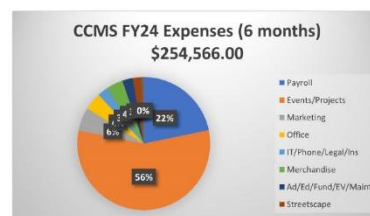


CCMS Financials FY24 – 6 Month Report

CCMS Financials FY24 – (6 months)



- Town - \$45,000.00
- Fundraising - \$28,257.00
- Grants - \$90,921.00
- Events/Projects - \$59,195.00
- Merch Sales - \$25,085.00



- Payroll - \$55,394.00
- Events/Projects - \$143,572.00
- Marketing - \$14,480.00
- Office - \$10,811.00
- IT/Phone/Legal/Ins - \$6,586.00
- Merchandise - \$10,407.00
- Ad/Ed/FGund/EV/Maint - \$6,668.00
- Streetscape - \$5,386.00
- Conf/TVI - \$1,262.00

WHAT'S NEXT?

Three key Infrastructure/Beautification projects

- Continuation of New Visitor Center, Bathrooms, Offices FY24
- Shade for Strawberry Street Plaza FY24
- Entrance to Cape Charles Start in 2024/Phased approach
- 2024/2025 Grant Applications
- New Business Brochure
- Love the Locals Week February 8 – 14th
- Love Run 5k/10k, April 20, 2024
- Easter Bunny in the Park 3/30/24 TBD
- Sail Virginia 250



Entrance to Cape Charles Update

Concept: CCMS to head up project for the beautification of the entrance to Cape Charles from Route 13 to Fig Street

- Meeting with County, Canowie, Town took place late in 2023 – Agreement reached on desire to pursue this project.
- New Design team for Main Street started in January and has this project in their workplan
 - Research ownership/responsibility for both North and South sides of Route 184
 - Gather input from stakeholders on desired concepts and outcome
 - Consult with Landscape Architects for processes
 - Develop SOW for project to include: landscape design, installation, costs, maintenance, etc.
 - Get project out to bid for master plan



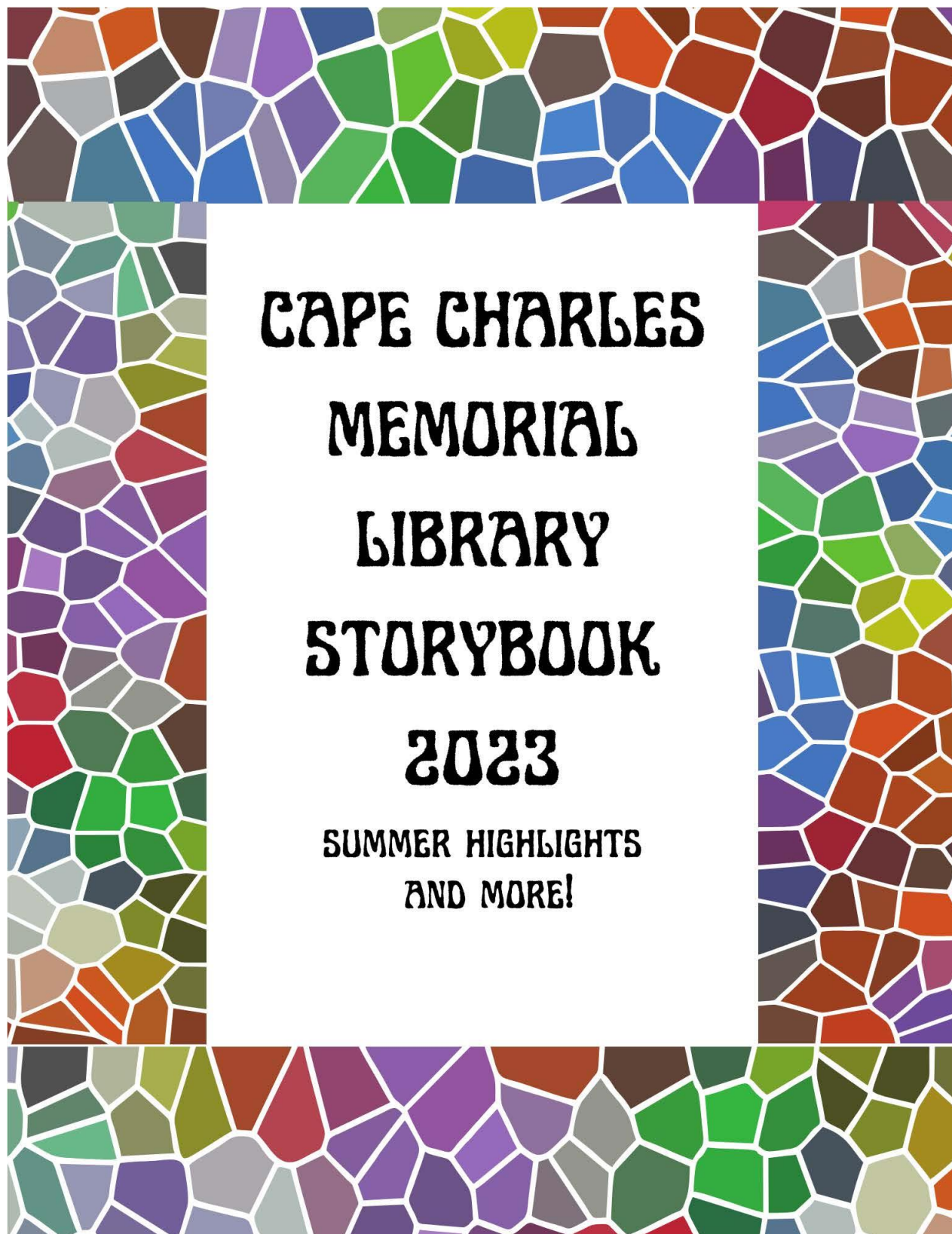
Sail250® Virginia will commemorate the semiquincentennial of the founding of the United States, in partnership with the ports of New Orleans, Baltimore, New York, Boston, and the national organization - Sail250®.

This national event of historical significance will include the visit of government owned tall ships, historic character vessels, and military vessels from around the world to Norfolk, localities in Hampton Roads, and in the Virginia Chesapeake Bay region.

Cape Charles has signed on to be one of the ports that will host the tall ships. Our events will take place June 19 – 22, 2026



Thank You All!



A Moment of Statistics!

July 2023

**Total Number of People
Crossing the Threshold:**

!! 2044 !!

(yes that is the correct number)

**For 21 work days in the
month, this translates
to**

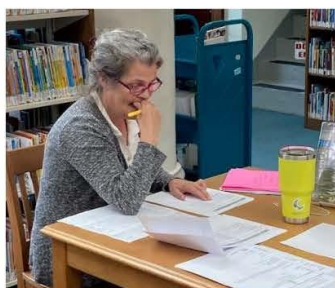
**!! 97 front facing
contacts per day !!**

**Like much of Cape Charles, we are struggling with
explosive growth vs. staffing/infrastructure to
support this growth.**

2023 vs 2022 Statistics

	2023	2022
Attendance	16,346	13,089
Computer Use	1,477	1,311
Library Cards	246	181
Total Circulation	18,907	16,449
Wifi use	1,093 unique users	1,943 unique users
Meeting space	414	n/a
Programs	59	38
Program Attendance	1,681	1,301
New items	1,456	1,336
Total items at CCML	20,006	
Notary service	103 began Feb. 2023	n/a

Staff at Work



Sharon Silvey
Library Manager

Betsy Doherty
Maureen Tamares-Meditz

Cape Charles Memorial Library Board



Chairman
Richard Burger

Sharon Silvey: Library Manager

Dianne Davis: Board Member

**Pat Tinkleman: Friends
representative**

Karen Mahaffy: Board Member

MaryBeth Eye: Board Member

Tara Ashworth: Board Member

Cathy Fox: Board Member

not pictured

**Andrew Follmer: Town Council
representative to CCML**



Friends of Cape Charles Memorial Library-our tireless fundraisers



For Sale!

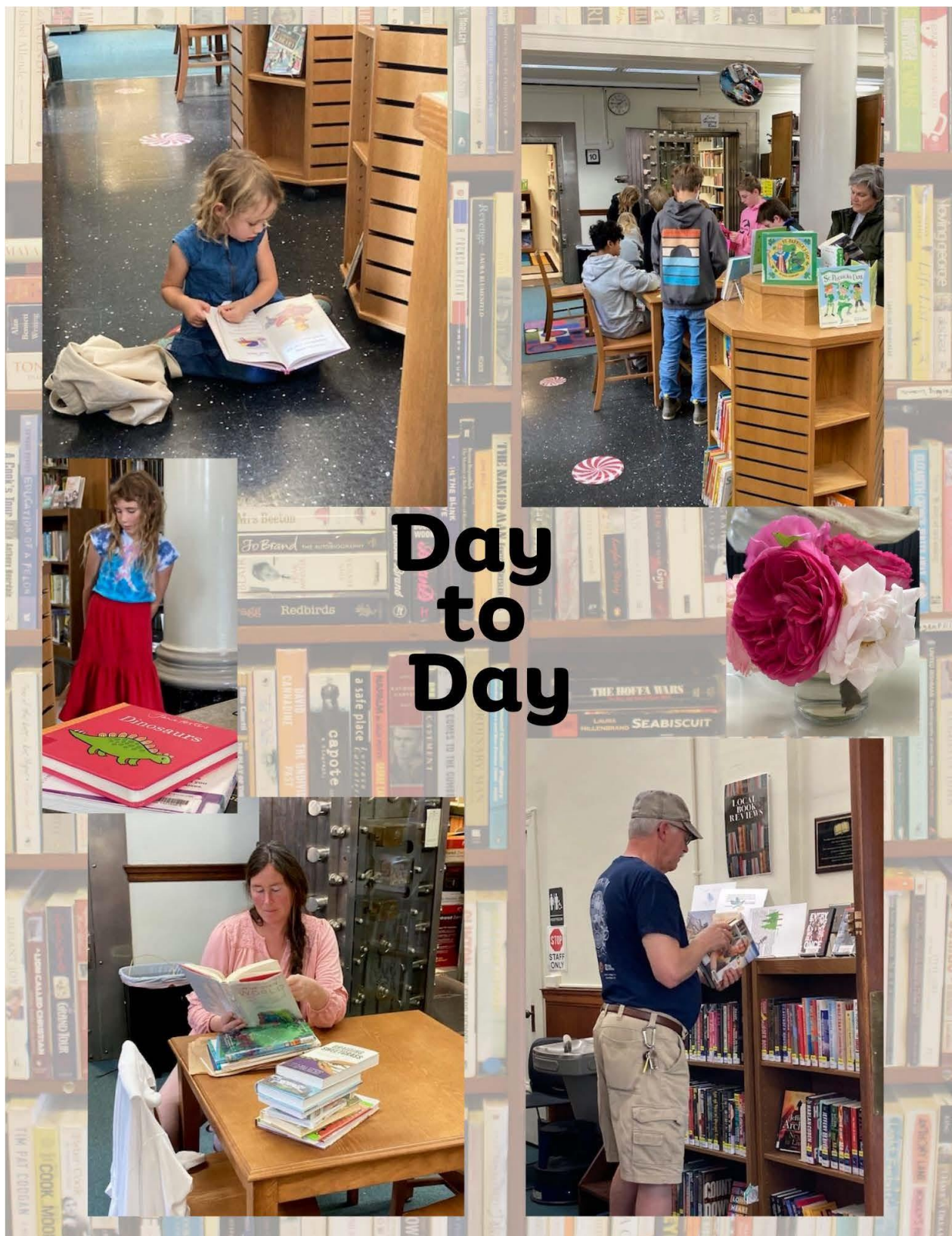


**Elizabeth Forker,
Treasurer**



**Pat Tinkelman
(President) &
husband**

**who provided funds
for computers, seed
cart & supplies, &
other numerous
much needed items**



HOW CAN WE HELP YOU?

above and beyond

- Find a place to eat , find a place to stay
- Explain why.....
- Find a bathroom, not a port a potty
- Give directions to.....
- Answer CC and ES history questions
- Discuss ocean/bay activities and how to do/reserve them
- Discuss coastal weather, pollution, and current issues
- Find state parks, activities & local groups
- Find a tour guide
- Promote all CC and ESVA activities with equal zeal
- Entertain the family
- Locate banking services, locate medical services
- Recognize local flora and fauna

And YES, it was a bank!



- Add library apps to your device and teach how to use them
- Copy obituaries, documents, blueprints, 100 page agendas, photos, your unorganized family recipe book, class projects, thesis
- Help create email account or access email account
- Host groups of all types
- Read aloud for children
- Properly format, annotate, and edit a paper
- Assist with resumes, job applications, and crab reports
- Maintain front lobby with all local and shore related publicity and brochures
- Receive donated items
- Notary Public service



- 
- organize, shelve & pull books
 - check in/check out library items
 - review and locate items on lost and missing list
 - overdue lists & notifications sent out
 - tabulate daily statistics
 - research collection development
 - coordinate services with other ESPL branches
 - daily/weekly reserve books
 - assist with finding the perfect book for patrons (like the one with a blue cover or the one that the guy who used to be a lawyer wrote?)
 - help you to discover your ancestral history through library computer programs, library catalog, or Local History vault

- coordinate with home, private, and public schooling groups
- policy/procedure development
- themed weekly and monthly displays
- drafting STEM/STEAM lesson plans
- grant applications and accompanying statistics and reports
- ongoing collaboration with many ES non-traditional educators
- research and develop weekly story time programs and craft activity
- circulation development - review publication journals/reviews, order new items, discard worn and dated items
- plan and coordinate all summer programs
- create and assemble educational grab & go bags - free to all

Cape Charles Memorial Library

Free Vegetable & Native Flower Seeds

sponsored by
Friends of CCML



+/- 385 seed packets given away



**Total
Attendance: 24**



**Let's explore
the secret life
of water
under the
street!
with
Patrick Christman**

**Community Helpers visit
Cape Charles
Memorial Library
on JUNE 26**



**Cape Charles
Volunteer Fire Company
with Firefighter Jeb Brady**



**CHRIS "HOOPOE" YERLIG
RETURNS TO
CCML JUNE 16TH**

**FRENCH MIME SHOW,
A CLASSICAL STYLE ROUTINE WITH
MAGIC, LOTS OF PARTICIPATION, AND A
BIT OF A FRENCH LESSON!**

Total Attendance: 46



**Join Julie Head at the library for a
reading of Tales of a Dairy
Godmother and to make a small
bag of ice cream!**



total attendance: 10



**Sponsored by Eastern Shore Soil & Water
Conservation and
Cape Charles Memorial Library**

CCML BEACH SEINING SUCCESS



**JULY 27TH
AUG 3RD**

**Total
Attendance:
110**



**CAPE CHARLES MEMORIAL
LIBRARY AND UVA'S
COASTAL RESEARCH
CENTER SHOWED KIDS
HOW TO CATCH, IDENTIFY,
AND RELEASE SEA
CRITTERS.**





June, July,
August, Sept
total
attendance: 36



Notice
the
owls on
the hat!



**FRIDAY NIGHT
OWL PROWLs!**
*SPONSORED BY
CAPE CHARLES
MEMORIAL LIBRARY
Led by local Owl Whisperer
Bill Dyas*

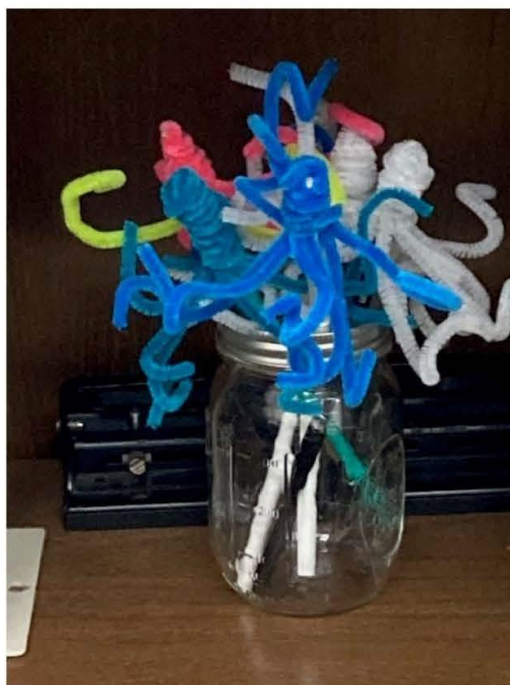


Friday
Virginia



Creative Craft Time

June July August attendance: 72



Cape Charles Memorial Library with
Virginia Commission for the Arts

presents

**BAREFOOT
PUPPETS**

Galapagos George

July 6th

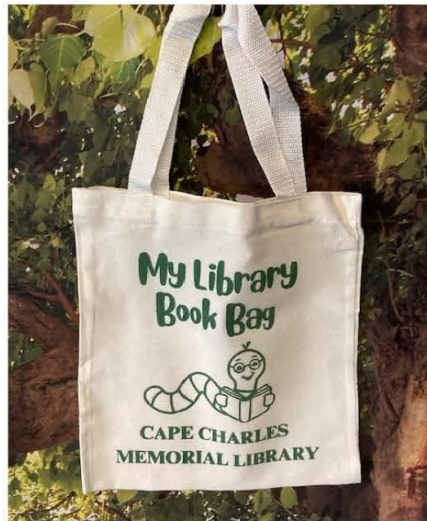


**Total
Attendance:
44**

AUGUST 1ST
CASCADING
CARLOS
THE JUGGLER

Total Attendance: 24





Storytime

June July August attendance: 121



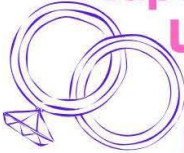
Display by Metal Detectorist Bill Dyas Metal Detector donated by Matt Howell of Gone Diggin'



**Bill Dyas instructing
winning
family on detector use**

join storyteller
DEBORAH ALSKO as she takes you
"on the road again" with stories of
her family's 60s and 70s summer
trips



**Cape Charles Memorial
Library presents
Storyteller
Deborah Alsko
sharing humor about
JUNE BRIDES:
For Those Soon to be
or Already Married**

**Total
Attendance: 27**



**CCML
presents**
**VIRGINIA
Living
museum**

**June 29th
July 7th
Total
Attendance: 41**



CCML had 143 uses over
June, July, and August



JOIN US FOR THE STREAMING LIBRARY SERIES KINDLY EVER AFTER



SCAN QR CODE OR CLICK [HERE](#) TO ACCESS THE INTERACTIVE SERIES



USERNAME:

xxxxxxx

PASSWORD:

xxxxxxxxx

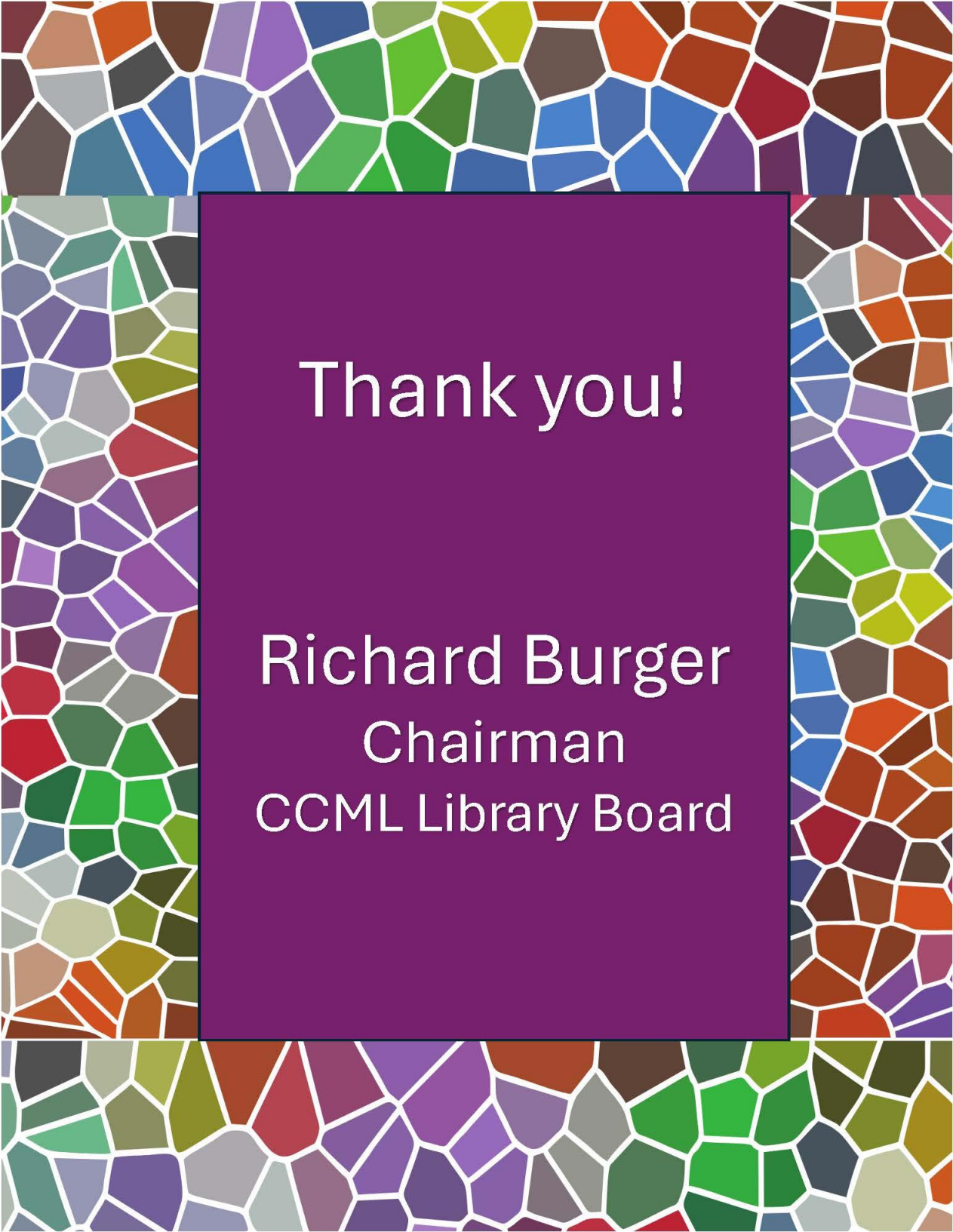


**CC Memorial Library Fantastic Four Board
Members who graciously gave of their time
to help out for 2023 Festive Friday
Children's Crafts**



Questions?

Comments?



Thank you!

Richard Burger
Chairman
CCML Library Board

PROGRAMS MONTH TO MONTH

Programs

- **January**
 - Grab & Go bags (25)
 - **February**
 - Grab & Go bags (25)
 - **March**
 - Grab & Go bags (25)
 - **April**
 - Storytime for ages 0 to 4 (8)
 - Grab & Go bags (20)
 - Earth Day Grab & Go bags (25)
 - Seed Cart kick-off (61)
 - 400 +/- seed packs assembled
 - 114 total participants
 - 4 total programs
-

- **May**
 - Storytime for ages 0 to 4 (8)
 - Owl Prowl (8)
 - Grab & Go bags (25)
 - Friends of CCML book sale
 - 41 total participants
 - 3 total programs

- **June/July**

- Storytime for ages 0 to 4 (41)
 - Storytime for ages 5 to 12 (32)
 - Grab & Go bags (25)
 - “Galapagos George” (42)
 - Virginia Living Museum (20)
 - Storyteller Deborah Alsko (14)
 - “Dairy Godmother” (9)
 - Beach Seining (35)
 - Grab & Go bags (100)
 - Friends of CCML book sale
 - 317 total participants
 - 14 total programs
-

- **August**

- Cascading Carlos, the Juggler (54)
 - Beach Seining (75 +)
 - Storytime for ages 0 to 4 (60)
 - Storytime for ages 5 to 12 (6)
 - Owl Prowl (20)
 - Grab & Go bags (25)
 - Friends of CCML book sale
 - 240 total participants
 - 8 total programs
-

- **September**

- Storytime for ages 0 to 4 (22)
- Owl Prowl (10)
- Grab & Go bags (25)
 - 57 total participants
 - 4 total programs

- **October**

- Yoga storytime (5)
 - Storytime for ages 0 to 4 (16)
 - Read Aloud with CCCS pre-k (20)
 - Owl Prowl (24)
 - Halloween storytime (12)
 - Grab & Go Halloween bags (30)
 - Grab & Go bags (30)
 - Halloween seed packets (30)
 - Pumpkin Jack outreach (109)
 - 276 total participants
 - 9 total programs/2 total outreach
-

- **November**

- Storytime for ages 0 to 4 (27)
 - Storytime with Nan Carlton (18)
 - Grab & Go bags (30)
 - STEAM Night outreach (116)
 - 191 total participants
 - 5 total programs/1 outreach
-

- **December**

- Storytime for ages 0 to 4 (16)
- Festive Fridays (293)
- Pajama storytime (23)
- Grab & Go bags (30)
- Table craft passive program (8)
 - 370 total participants
 - 7 total programs

EDUCATION & TRAINING

Education/Training

- “Communicating with Elected Officials About Your Library” (Sharon)
- “Inclusivity” webinar – February 2023
- Summer Reading Program symposium – February 2023 (Betsy)
- CPR recertification – March 2023 (Sharon and Betsy)
- ESPL in-service (all in March)
- “Strategies for Outreach to Marginalized Populations” – March 2023 (Sharon)
- “Walking Classroom: Inspiration for Summer” – March 2023 (Maureen)
- Virginia Library Association Professional Associates Forum held in Newport News, VA – April 2023 (Betsy)
- Storytelling workshop via Page Turner Adventures – March 2023 (Maureen)
- “Building Resilient Communities: Storytelling and Cultural Reclamation” – May 2023 (Sharon)
- ESPL in-service (all in July)
- VRSA Civility Training (all in October)
- Virginia Library Association Conference in Chantilly, VA – October 2023 (Sharon)
 - Keynote speaker Jason Reynolds
- “Living Our Values Out Loud” – November 2023 (Betsy)
- “Understanding and Programming for Homeschool Students and their Parents” – November 2023 (Sharon)
- ESPL in-service (all in December)
- “Climate Action: Stronger Together” – December 2023 (Betsy)
- All staff completed VisitAble’s Disability Etiquette and Inclusion Training – December 2023
- VRSA supervisor training – December 2023 (Sharon)

Collaborations/Outreach

- Dolly Parton's Imagination Library – promote and assist applicants with online application
- ES Soil & Water Conservation District – programming and grant
- UVA Coastal Reserve
- Cape Charles Day with Town – March 2023
- YMCA ribbon cutting and Community Event – June 2023
 - Table with free books and summer program information
- Friends of CCML book sales
- Community Helpers (Jeb with CC Fire Station and Patrick with Town of CC public works) – June 2023
- Delivered items to homebound patrons.
- Teen volunteers
- KES pre-k camp – July 2023
- ESPL ribbon cutting ceremony – September 2023
- STEM Community of Practice began monthly meetings September 2023
- Hootenanny with Town – October 2023
- Pumpkin Jack story and STEM program with CCCS and KES
- CCCS weekly student class visits
- STEAM Night in Cheriton w/Ebenezer Baptist Church – November 2023
- Festive Fridays – December 2023

Special

- Seed Cart
 - Project led by B. Doherty; sponsored by Friends of CCML; completed cart delivered to CCML 2/13/23; kick-off April 2023
- Book Reconsideration Challenge
- Child's metal detector giveaway (Matt Howell of "Gone Diggin")

Grants

- Booklist Reader ALA/Mellon Foundation – January 2023 - \$375.00 approximate value
 - CCML received monthly copies of “Booklist Reader” magazine from American Library Association
- Virginia Commission for the Arts Touring Grant - \$400.00 towards performance cost – April 2023
 - Summer program “Galapagos George” with Barefoot Puppet Theatre
- STAR Library Network – 500 pair solar glasses - \$500.00 approximate value
- Billie Fitzgerald Memorial Conservation Grant for Environmental Education – April 2023 - \$400.00
- Department of Environmental Quality (DEQ) Litter Prevention and Recycling Program FY23 - \$1,595.00
- Coastal Virginia Libraries Informal Science, Technology, Engineering, and Math (STEM) Learning Community of Practice (CoP)
 - Purpose is to expand STEM awareness, literacy, and skill development in library setting
 - Total grant (for two participants)
 - \$3,000.00 towards creation of STEM kits for Library
 - \$100.00/month towards STEM programs (8 months)
 - \$1,000 stipend to be used towards STEM programming
 - James Webb Space Telescope kits via Center of Science and Industry (COSI) - \$400.00 approximate value
- American Library Association and FINRA Investor Education Foundation – November 2023 - Thinking Money for Kids Kit - \$2,000.00

TOTAL FUNDS FOR 2023 PROGRAM SPECIFIC GRANTS
\$10,070.00

Cape Charles Volunteer Fire Co.



Chief
Jay Bell

Deputy Chief
Jeb Brady

Assistant Chief
Matt Pruitt

President
Bill Powell

Treasurer
Ryan Peake

A Brief History of the Cape Charles Volunteer Fire Co.

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

CCVFC Coverage area:

CCVFC is a mutual aid Fire Department.

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

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

- Cheriton VFC
- Eastville VFC

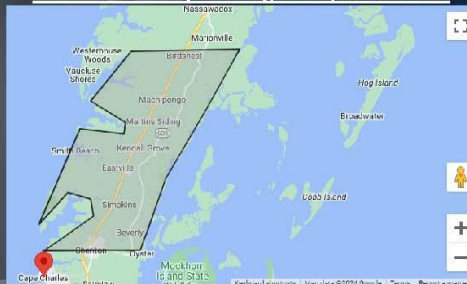
CCVFC Coverage area:

CCVFC Primary Coverage area:

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



CCVFC Secondary Coverage area/Mutual Aid:



CCVFC Primary Coverage area:

Off Season

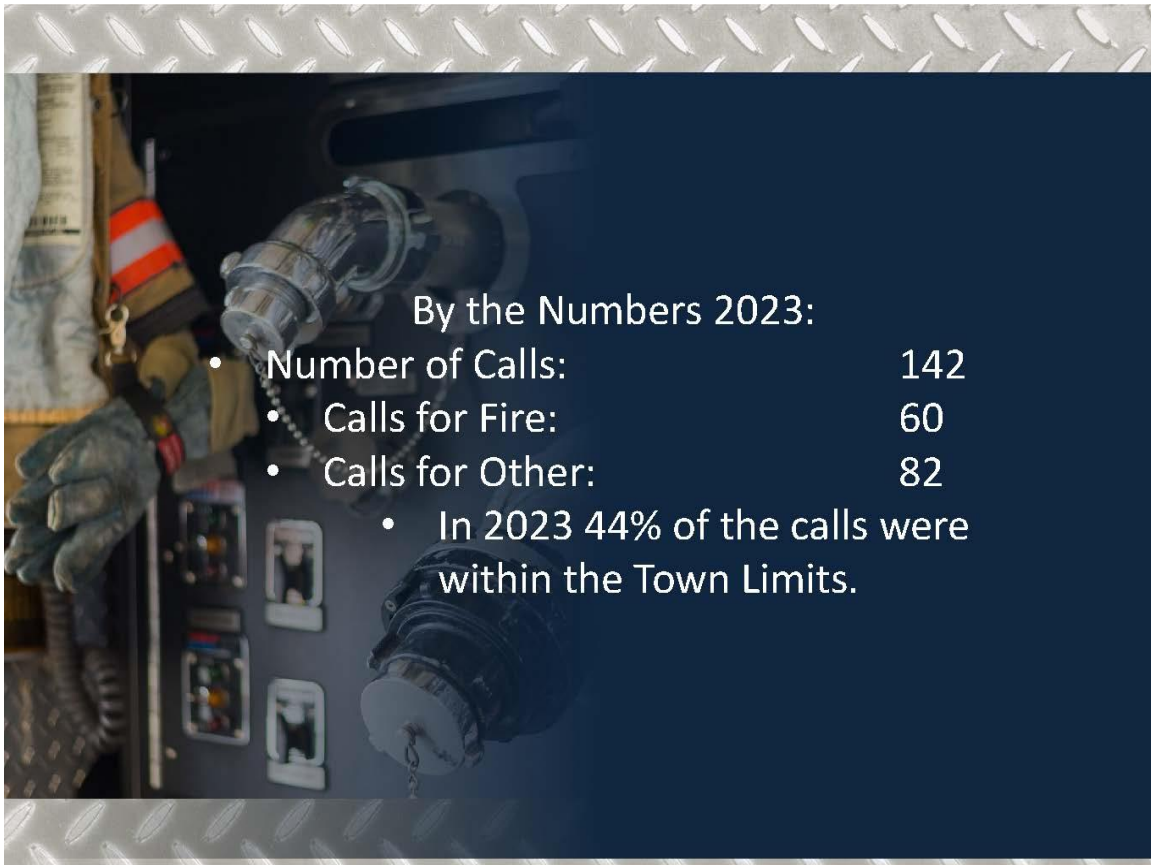
5500 people in 38 square miles.

High Season

12,000+ people in 38 square miles.

New Homes

From 2018-2023 the town of Cape Charles added 221 new homes and 5 commercial buildings with an additional 29 housing unit's
(**FOIA Request 01-31-2023**)



By the Numbers 2023:

- Number of Calls: 142
- Calls for Fire: 60
- Calls for Other: 82
 - In 2023 44% of the calls were within the Town Limits.



By the Numbers 2023:

- Volunteer hours worked: **2,369.3**
- Responding to calls: 533.3
- Monthly meetings, training, and administrative duties: 934
- Fundraising: 902
 - 5 total fundraisers in 2023
 - Tool Mania, 2 BBQ, 4th of July, Fishing Tournament

By the Numbers 2023 Funding Sources:

ACTUAL RECEIPTS	2023	
	Northampton County	42%
	Fundraisers/donations	37%
	Town Of Cape Charles	10%
Earmarked for new personal Air Tanks	Town allocation of ARPA Grant	8%
	Community foundation	2%
	Northampton County Fire rescue commission	1%

- The average yearly total income from 2019 to 2023 was \$176,273.
- In 2023, Northampton County introduced a cigarette tax, the proceeds of which are distributed among the five volunteer fire departments within the county. The annual contribution from the county increased from \$35,000 to \$75,000. Additionally, one-time funds were received in 2023.
- Before 2023, 65% of our revenue came from fundraisers and donations. The extra funding from Northampton County has enabled us to complete deferred maintenance work on several fire engines. By the end of 2024, we anticipate having completed all deferred maintenance tasks.

By the Numbers 2023: 2023 Operating Expense:

total 2023	
utilites	\$ 3,205.07
Loans(Tanker 15-7)	\$ 15,050.44
Insurance (This will increase by (\$7,000 for 2024)	\$ 16,627.45
Monthly Dues	\$ 960.00
Supplies/gas	\$ 54,377.38
Capital Expense/Repairs	\$ 70,737.38
Total Expense for 2023	\$ <u>160,957.72</u>



Summary of Reserve Schedule

Throughout 2023, we reached several milestones, including the continued growth of our reserve funds. Given the significant age of our apparatus and building, with all apparatus being more than 24 years old, we set aside \$200,000 for reserves

Reserve Schedule

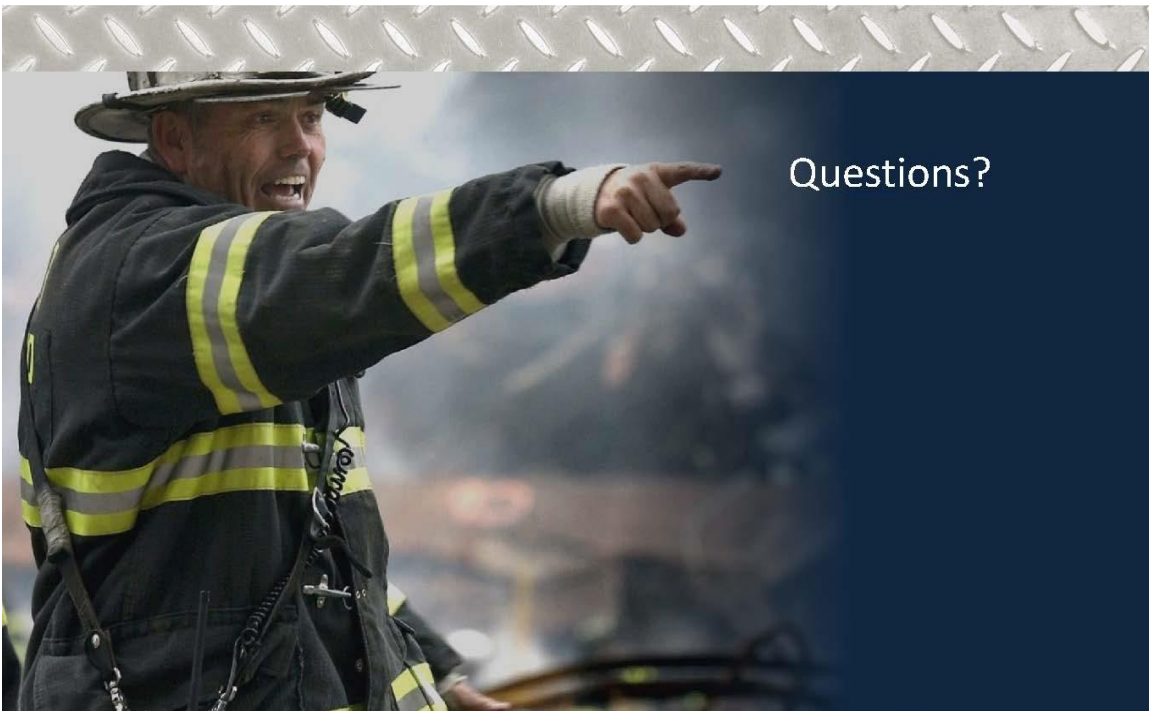
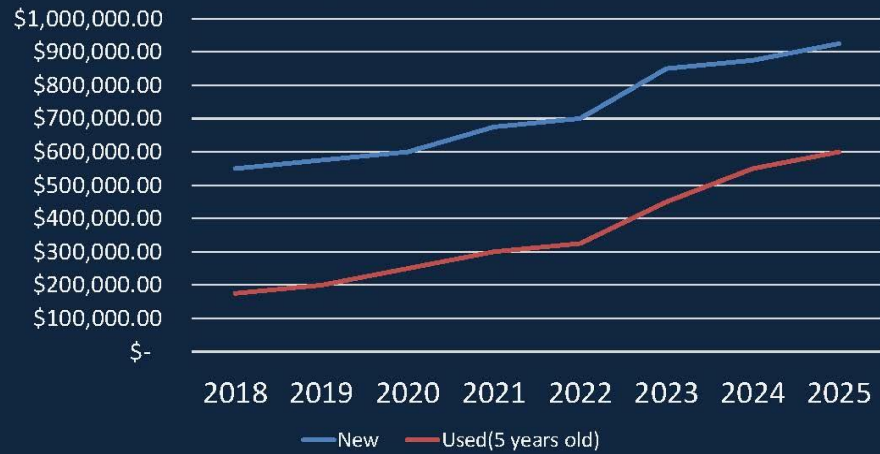
- New Motor \$75,000-\$100,000
- New Transmission \$30,000-\$45,000
- New Fire Pump \$40,000-\$65,000
- Replacement of Building Roof \$35,000-\$40,000

Looking forward:

1. The CCFVC qualifies for municipal financing rates. Eligibility for these rates requires the CCFVC to enter into a formal written contract with a municipality, agreeing to deliver fire services throughout the duration of the loan. This agreement does not have a financial value assigned to it.
2. The CCFVC would also like to initiate talks with the town of Cape Charles to review the current funding allocation. This review aims to address inflationary pressures and support the sustained growth witnessed over the past 5-6 years. Currently, the annual allocation stands at \$25,000, supplemented by a portion of fees generated from new home construction permits. This allocation level was established in 2018.

Looking Forward: Cost to purchase a new Fire Engine

Cost increase over 7 years



Questions?



Julie Jones, resident

From: Julie Jones <julierjones.2354@gmail.com>
Sent: Tuesday, February 13, 2024 8:58 AM
To: Mayor Adam Charney; Vice Mayor Steve Bennett; Councilman Andrew Follmer; Councilman Andy Buchholz; Councilman Paul Grossman; Councilwoman Tammy Holloway; Councilman Ken Butta; John Hozey; John Hozey; Libby Hume
Subject: ...more information...
Attachments: We Are Not Temporary CC Mirror 1-7-24

Good evening, Mr. Mayor, Town Council, and Mr. Hozey:

My name is Julie Jones.
My husband, Sam, and I live full time at 538 Monroe Avenue.

Back in November, when you were presented with options for managing the Short Term Rental problem here in Cape Charles, several of you indicated you needed "more information."

On January 7, 2024, the Cape Charles Mirror published an article, written by Rachel Creed, a graduate student at George Mason University, with a lot of documented information about the housing crisis here on the Eastern Shore.

With the crisis last week for 11 families at the Seabreeze Apartments, I decided perhaps sharing this information with you now might give you what you need to address the lack of affordable housing in the town of Cape Charles.

Can you please be part of the solution for giving working families the option of living affordably in the Town of Cape Charles, and not part of the problem?

The entire article is attached to this email.
I would ask Libby to please read as much of it as possible in the remaining time allotted to me.

Thank you for your service to the citizens of Cape Charles.

"The Eastern Shore of Virginia is in the midst of a housing scarcity crisis.
With a total population of 45,446, there are 10,083 vacant residential units, yet only 5% are available for sale or rent.

This starkly contrasts with the Virginia state average of 25%.

Although many of these homes are abandoned, dilapidated, and condemned, a staggering 56% of unoccupied units have been designated as vacation rentals.

No existing regulations prohibit the number and density of these temporary rentals, and efforts to establish such regulations are actively opposed by both local and state representatives.

The burden of securing housing is placed on the low-income residents of the Eastern Shore.

According to the ANPDC regional housing study, the average rental cost for a rental unit as of 2021 was \$733.00 in Northampton County.

However, as of December 13th, 2023, the combined total of 18 available rental units in both counties indicates an average monthly rental cost of \$1,947.

In Northampton County, 20% of renters earn less than \$10,000 annually.

Almost half of the residents in the region are over the age of 55, and 25% are over the age of 65.

As many retire or age out of their professions, it is no surprise that 1,522 Eastern Shore residents rely upon social security income, also referred to as disability benefits, to meet their needs.

Although the Eastern Shore offers enticing opportunities for budding professionals in their chosen field, the lack of housing makes accepting employment an impossibility.

In a 2021 survey, 76% of local employers reported that the absence of affordable housing has directly resulted in an uphill battle to hire and retain employees.

Of the 17 business entity representatives who responded, 243 employment positions could not be filled, and 92 to 102 potential new hires declined employment offers because they could not find any housing on the Eastern Shore.

As the search for affordable housing becomes futile, especially for elderly, disabled, and economically disadvantaged families, the typical recourse is to seek a Housing Choice Voucher (HCV), commonly referred to as Section 8 housing.

When the HCV waiting list is opened to the public, hopeful families flock to apply for this lifeline, desperate to escape their fate as one of the 36% of renters burdened by housing costs.

Unfortunately, HCVs are bordering on the same level of scant availability as traditional housing in the region.

In 2021, all 504 HCV units were occupied, leaving 91 individuals on the waiting list.

Substitutes for traditional housing and HCVs are, similarly, extremely limited. Zoning laws in both counties place arbitrary restrictions on the construction of multi-family housing complexes, maximum occupation density, and the placement of mobile homes and accessory dwelling units (ADUs). An ADU is essentially when part of an existing property is converted into additional housing apart from the primary residential structure. For example, if one were to rent out their basement or place a tiny home for rent in their backyard, these would be considered ADUs.

Accomack County zoning laws prohibit the establishment of ADUs in any residential district. In both residential and agricultural districts, individuals seeking to install a mobile home are required to secure a \$400.00 special use permit (SUP). The prospective homeowner must then interview all residents within 500 feet of the proposed structure to obtain their opinions on the placement of the mobile home. The existing residents' opinions must then be submitted to supplement the SUP. While Northampton County's zoning laws are less defined, they share a comparable arbitrariness with Accomack County as they stand united in direct contrast to the zoning codes observed in the remainder of the state.

So, what's left?

While Virginia's population has grown by 247% in the last century, the population of the Eastern Shore has decreased by 31%.

In the next 50 years, the sun will have set on the aging population of the Eastern Shore, leaving the minuscule and ever-dwindling population of working-aged adults behind.

It has almost become a rite of passage for the Eastern Shore's youths to permanently relocate following their graduation from high school.

They attend colleges, establish careers, and raise families in cities and towns that offer affordable housing options.

This problem will persist and escalate until the Eastern Shore is transformed into a deserted remnant of the vibrant community it once embodied, leaving generations of history and familial connections in its wake. Its replacement will be the wealthy vacationers from cities and suburbs, temporarily occupying empty homes before they return to their bustling lives.

The need for reformative action is imperative.

These may be our final chances to advocate for the reformation of zoning laws, restrictions upon vacation rentals, and the prioritization of the permanent residents of the Eastern Shore.

Our basic human right to housing is not temporary, our communities are not temporary, and we are not temporary."

Julie Jones
Cape Charles, VA

Stuart Smith, resident

From:
Stuart Smith, 27 Kings CT, Cape Charles

Thank you for the opportunity to provide some feedback on the proposed changes for CCMS compensation and transient dockage rates.

Please read subject to time limits (Executive Summary Only) and enter into the record:

Executive Summary:

It is irrelevant that CCMS lost its Yacht Center Business. If they had a dependency on the Yacht Center to achieve profitability on the contract the risks of contract execution still falls squarely on CCMS not the boating public nor citizens of Cape Charles. **It's not the town's obligation to guarantee CCMS a profit.**

The newly established \$3/ft charge was on top of 30% increases in the 3 years prior to the contract initiation. Given the inflation pressures on all boaters, optional activities become less important priorities in constrained budgets. Raising rates on average working class boaters bears a significant risk of losing revenues for the town and merchants. A two night weekend stay would be ~\$250 for a 35' boat.

The town may be happy with the contract since negotiation produced results the town desired (more revenue to the town, less cost through shedding town staff and their expense) . But my experience as a boater is maintenance was very poor, infrequent, and often done under pressure from town staff after long delays, even with generous town support of materials and labor payments that were readily available. Indeed it is the very reason for a maintenance budget surplus.

The key reasons for revenue increases were pandemic related as boating underwent massive expansion(starting in March 2020) in the number of boats purchased driving transient volumes beyond historic norms as families looked for a form of escape from Covid restrictions. This expansion has absolutely nothing to do with any management capabilities of CCMS. Combined boating expansion and a massive price increase are responsible for all of the revenue increases.

I urge Council to do due diligence on the notes presented in the **Background** section below,.

Recommendations:

Due to an extremely skewed/very biased rate comparison I recommend Council reject a transient rate increase which will mostly impact boaters that are already facing extreme budget issues and deny their families reasonably priced access to Cape Charles harbor when compared to local alternatives.

I recommend that the proposed rate sharing formula be adopted if Council finds it in the best interests of the town

Regards,

Item #8E-Legislative Priorities Update:

Proposed Bill	HB 1461	HB 695	HB 1328	HB 900	SB 304	SB 544
	Lessee or sublessee offering property as STR Amended (impact ADU?)	State-wide STR registry eff. July 1, 2026. Requires funding to create database and staff. Violators penalty goes to VA Housing Trust Fund. Amended Amendment added: The provisions of this section shall not limit authority of localities to regulate or prohibit STRs as otherwise provided by law.	TOT collected at State level	ADUs by-right with zoning permit criteria at state level, with some flex. Amended	ADUs by-right with zoning permit criteria at state level, with some flex. Amended (This does not apply to locality that adopted ADU ordinance prior to Jan 1, 2024 if such ordinance does not deem ADU to be a special use. Cape Charles does not require CUP.)	No ordinance after 12/31/23 to require CUP for use of residential dwelling as STR where dwelling unit is also legally occupied by property owner as his primary residence. Amended (No CUP for 'homestay')

Proposed Bill	HB 1461	HB 695	HB 1328	HB 900	SB 304	SB 544
Submitted to House Committee	Committee on GL: Subcom: Housing/Cons Prot 2/8 Voted 7-1	Comm. on Finance 2/7 referred to Comm. on Appropriation TBD	Comm. on Finance 2/6 Voted 8-0-0 to 'Laying on the Table'	Comm. On Co, Cities, Twns: Subcomm #2; 2/2/ Voted to move to 2025 and involve VHC However see SB304		
	Comm on GL 2/8 Voted 18-2 Bloxom Y	Comm on Finance 2/7 Voted 19-0 Comm on Appropriations 2/13Left in Appropriations	2/13 Left in Finance			
House Vote	House passed 75-20 Bloxom ?	VML has indicated that this bill has been 'passed over'				
Submitted to Senate Committee					Comm. on Local Govt 2/6 Voted 8-6-1 abs.	Comm. On Local Govt 2/6 Voted 11-4.
Senate Vote					Senate Passed 2/9 Voted 22-18 DeSteph N	Senate Passed 2/9 Voted 22-15 DeSteph N

HB 695 tied to HB 1328

HB 900 is very similar to SB 304

December 2023 Treasurer's Report

Page 1 – Cash Position

- The increase in our total cash position over November was due to the collection of real estate and personal property taxes that were due on December 5.
- Facility Fee Reserve cash balance at 12-31-23 is \$3,409.911.

Page 3 – Capital Projects

- Our second progress payment in the amount of \$92,166 was paid to Conrad Brothers for the Multi-use Trail project phase III, i.e., South Peach Street. Total payments made to date: \$141,160.00. Total contract amount: \$759,567.
- An initial payment of \$162,904 was made to Marine Contracting for harbor breakwater and bulkhead repairs.
- Two old boilers were removed from the library and replaced with one oil fired boiler at a cost of \$27,000.

Page 4 – Tax Collection Rate

- As of December 31, total property tax collections year-to-date were \$1,624,875, representing 94% of billings. For the same date, our collection rate on personal property taxes is 76%.

Page 5 – Tax Revenue Trends

- Fiscal year-to-date (July through December) BPOL revenue of almost \$15,000 is over 72% higher than a year ago.

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

Cash on Hand	11/30/2023	12/31/2023	Increase/ (Decrease)
Atlantic Union Bank Checking Account	\$442,355	\$381,684	-\$60,671
Atlantic Union Bank Money Market Account	\$1,398,997	\$2,237,749	\$838,753
LGIP Account 1 - Unrestricted	\$111,157	\$111,680	\$522
LGIP Account 2 - Unrestricted	\$322,751	\$324,411	\$1,661
Virginia Investment Pool Liquidity Unassigned	\$2,322,339	\$2,333,319	\$10,980
Virginia Investment Pool 1-3 Year Unassigned	\$1,029,304	\$1,041,054	\$11,749
Total Cash On Hand	\$5,626,903	\$6,429,896	\$802,994

Restricted and Reserved Cash Balances	11/30/2023	12/31/2023	Increase/ (Decrease)
Atlantic Union Bank Checking Account - Police Funds	\$431	\$431	\$0
LGIP Account 2 - Restricted for USDA loan covenant	\$30,562	\$30,562	\$0
Atlantic Union Checking Account Library CD converted to cash	\$11,131	\$11,131	\$0
Atlantic Union Bank Checking Account - E-Summons Revenue Rsrvd	\$13,854	\$14,004	\$150
US Bank - Reserved per VRA Interest Free Loan Requirements	\$263,890	\$264,943	\$1,054
ComputerShare 2010 Debt Service pass through account #300	\$3,169	\$3,182	\$14
ComputerShare 2010 Debt Service pass through account #308	\$1,118	\$1,123	\$5
Atlantic Union Money Market # ARPA CRF #5847	\$596,231	\$43,443	-\$552,787
Virginia Investment Pool Liquidity Acct#1 Facility Fees Rsrvd (Utilities)	\$3,383,285	\$3,409,911	\$26,626
Total Cash Held in Reserve	\$4,303,671	\$3,778,731	-\$524,939
Total Cash - All Accounts	\$9,930,573	\$10,208,628	\$278,054

DEBT SERVICE

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

\$4,984,974

MUNICIPAL CORPORATION OF CAPE CHARLES

TREASURER'S REPORT

December 31, 2023

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY24
GENERAL Fund						
REVENUE	\$707,311	\$3,050,567	\$3,793,340	\$742,773	\$5,719,837	66.32%
EXPENDITURES	\$334,238	\$1,836,977	\$1,948,097	\$111,120	\$5,719,837	34.06%
NET	\$373,073	\$1,213,590	\$1,845,243	\$631,653	\$0	
GENERAL Capital Fund						
REVENUE	\$4,169	\$48,693	\$53,547	\$4,854	\$2,446,213	2.19%
EXPENDITURES	\$125,781	\$174,123	\$268,672	\$94,549	\$2,446,213	10.98%
NET	(\$121,612)	(\$125,430)	(\$215,124)	(\$89,694)	\$0	
GENERAL Debt Service Fund						
REVENUE	\$0	\$104,498	\$104,561	\$63	\$255,223	40.97%
EXPENDITURES	\$0	\$104,498	\$104,561	\$63	\$255,223	40.97%
NET	\$0	\$0	\$0	\$0	\$0	
GENERAL Special Activities Fund						
REVENUE	\$44,491	\$567,270	\$63,991	-\$503,279	\$296,350	21.59%
EXPENDITURES	\$607	\$61,460	\$66,098	\$4,638	\$296,350	22.30%
NET	\$43,884	\$505,810	(\$2,107)	(\$507,917)	\$0	

MUNICIPAL CORPORATION OF CAPE CHARLES

TREASURER'S REPORT

December 31, 2023

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY24
PUBLIC UTILITIES Fund						
REVENUE - Operating	\$178,985	\$1,028,168	\$1,118,837	\$90,669	\$2,051,988	54.52%
EXPENDITURES - Operating	\$111,300	\$766,342	\$702,267	-\$64,075	\$1,982,118	35.43%
NET	\$67,685	\$261,826	\$416,570	\$154,744	\$69,869	
REVENUE - CAPITAL GRANTS, LOANS, FUND BALANCE	\$0	\$0	\$0	\$0	\$2,036,728	
REVENUE - FACILITY FEES	\$53,000	\$320,014	\$212,000	-\$108,014	\$466,400	45.45%
EXPENDED - FACIL FEES, CAPITAL PROJECTS, DEBT SVC	\$69,159	\$481,539	\$738,105	\$256,566	\$2,572,997	28.69%
TOWN CONTRIB. & PENDING GRANTS	(\$16,159)	(\$161,525)	(\$526,105)	(\$364,580)	(\$69,869)	
HARBOR Fund						
REVENUE - Operating	\$29,688	\$571,143	\$534,239	-\$36,904	\$1,008,625	52.97%
EXPENDITURES - Operating	\$44,914	\$488,136	\$474,418	-\$13,718	\$1,082,312	43.83%
NET	(\$15,226)	\$83,007	\$59,820	(\$23,187)	(\$73,687)	
REVENUE - GRANTS & LOANS	\$0	\$0	\$0	\$0	\$228,687	0.00%
TRANSFERRED FM GEN FUND FOR DEBT SERVICE OR HARBOR FUND BALANCE	\$0	\$32,825	\$32,220	-\$605	\$450,115	7.16%
EXPENDED - Capital Projects, Debt Svc	\$162,904	\$32,825	\$217,861	\$185,036	\$605,115	36.00%
TOWN CONTRIB. & PENDING GRANTS	(\$162,904)	\$0	(\$185,642)	(\$185,642)	\$73,687	
SANITATION Fund						
REVENUE	\$27,757	\$139,995	\$166,403	\$26,408	\$314,265	52.95%
EXPENDITURES	\$50,722	\$128,064	\$167,332	\$39,268	\$314,265	53.25%
NET	(\$22,966)	\$11,931	(\$929)	(\$12,860)	\$0	

FY 24 Capital Improvement Project Tracking Report

As of:
12/31/2023

	FY24 Status or Start Date	Percent of Completion	FY24 Budgeted	QTR 1 Expended	QTR 2 Expended	QTR 3 Expended	QTR 4 Expended	FY24 YTD Expended	(Over)/Under Budget
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General Capital Fund

Multi-Use Trails, Phase 3 Construction	<u>In Process</u>	16.4%	\$ 929,922	\$ 4,150	\$ 148,788			\$ 152,938	\$ 776,984
Municipal Space Replacement Planning (ARPA)	<u>In Process</u>	35%	\$ 210,000	\$ 62,755	\$ 11,623			\$ 74,378	\$ 135,622
Welcome Center Design & Construction - HBA	<u>In Process</u>	1.0%	\$ 455,000	\$ 4,070	\$ 541			\$ 4,611	\$ 450,389
3 Police Vehicles; 1 ARPA/2 USDA	<u>Pending</u>	0%	\$ 126,000					\$ -	\$ 126,000
Library Upgrade & Condo-ization - HBA	<u>In Process</u>	10%	\$ 310,000	\$ 4,323	\$ 27,203			\$ 31,525	\$ 278,475
Storage Facility Roofing	<u>Pending</u>	0%	\$ 20,000					\$ -	\$ 20,000
Capital Project Contingency	<u>Pending</u>	0%	\$ 41,141					\$ -	\$ 41,141
subtotal			\$ 2,092,063	\$ 75,297	\$ 188,155	\$ -	\$ -	\$ 263,452	\$ 1,828,611

Utility Fund - Water

Keck Well Connection	<u>In Process</u>	2%	\$ 1,150,000	\$ 15,243	\$ 3,811			\$ 19,054	\$ 1,130,946
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Utility Fund - Wastewater

WWTP Membrane Replacement	<u>In Process</u>	97%	\$ 465,000		\$ 451,986			\$ 451,986	\$ 13,014
Sewer Pod Controller Upgrades	<u>Pending</u>	101%	\$ 14,500		\$ 14,635			\$ 14,635	\$ (135)
subtotal			\$ 1,629,500	\$ 15,243	\$ 470,432	\$ -	\$ -	\$ 485,675	\$ 1,143,825

Harbor Fund

Inner Harbor Fixed Dock Repair	<u>Pending</u>	0%	\$ 13,000					\$ -	\$ 13,000
Inner Harbor King Pile & Waler Replacement Design	<u>In Process</u>	7%	\$ 306,000	\$ 18,050	\$ 4,688			\$ 22,738	\$ 283,263
Inshore Breakwater Repair/Upgrade	<u>Pending</u>	91%	\$ 180,000		\$ 162,904			\$ 162,904	\$ 17,096
subtotal			\$ 499,000	\$ 18,050	\$ 167,592	\$ -	\$ -	\$ 185,642	\$ 313,358

TOTAL			\$ 4,220,563	\$ 108,590	\$ 826,179	\$ -	\$ -	\$ 934,769	\$ 3,285,794
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*ITEMS WITH CURRENT MONTH ACTIVITY ARE IN BOLD PRINT

MUNICIPAL CORPORATION OF CAPE CHARLES
December 31, 2023

YTD 2023 Real Estate Tax Collections

Total Taxable Land Value	318,538,900	
Total Improvement Value	486,197,800	
Exemptions	(9,908,530)	
Additional Assessments (SCC Utility)	3,384,443	
Total Real Estate Value (taxable)	798,212,613	
Total Budgeted Real Tax Revenue	1,605,700	
Total Tax Billed	1,724,622	
Total Adjustments	(1,674)	
Total Collected YTD (percent of billed)	<u>1,624,875</u>	94%
Amount Due per Accounts Receivable	98,072	

**YTD 2023 Personal Property Tax, Machinery and Tools Tax
& 2023 License Tax Collections**

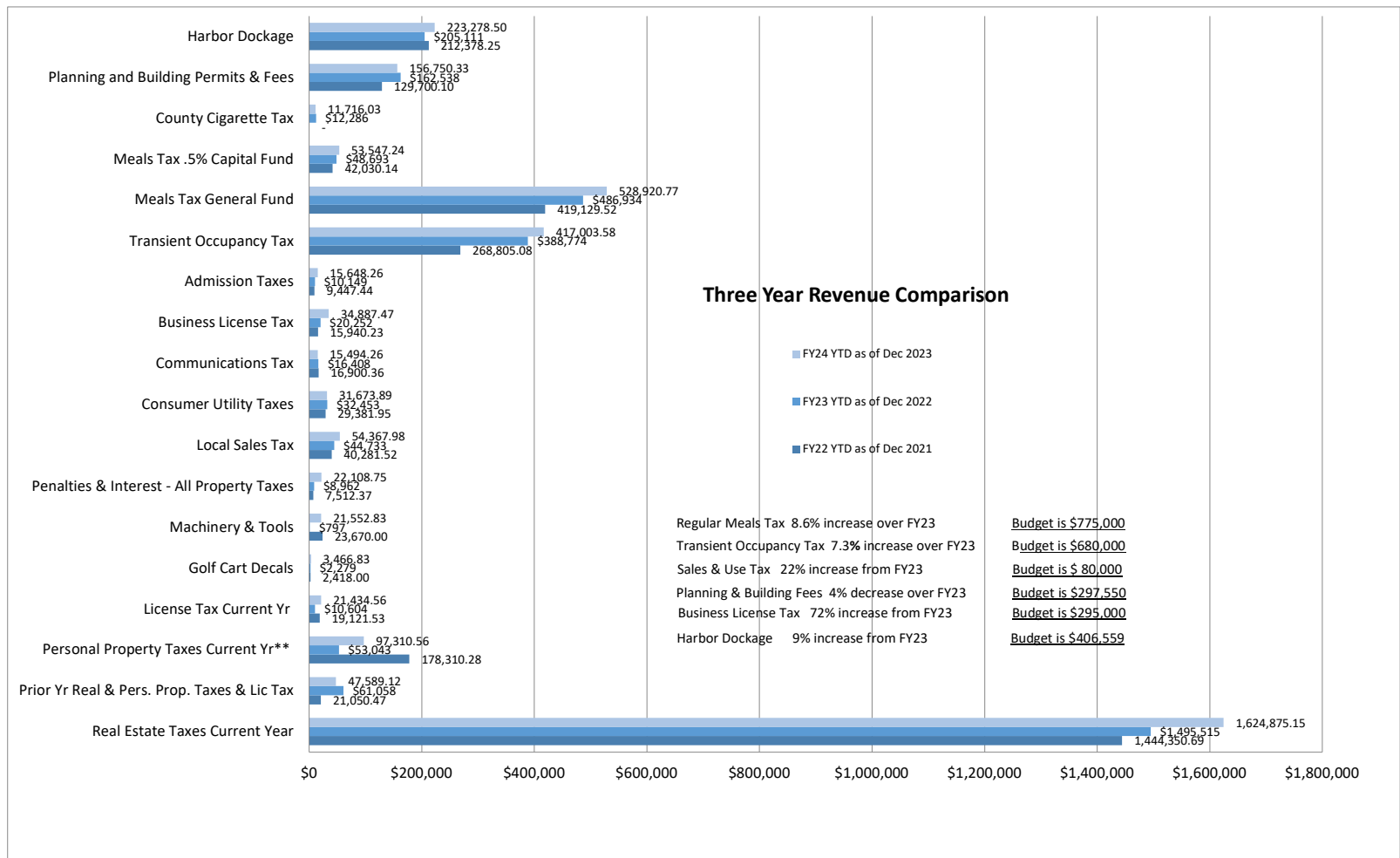
Total Personal Property Value	21,720,600	
2023 Reduction Due to Proration	(362,825)	
Personal Property Billable Valuation	21,357,775	
2023 PPTRA Valuation Amount	(9,687,117)	
2022 Supplemental Assessments billed in July 23	4,930,700	
2022 Supplemental PPTRA & Exonerations	(2,078,492)	
Personal Property Value Billed	2,852,208	
2023 Supplemental Assessments	-	Will bill in Spring '24
2023 Supplemental PPTRA & Exonerations	-	
Personal Property Value, billed	-	

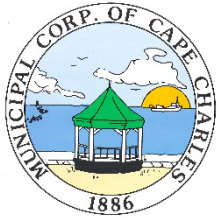
Total Taxable Assessment Value 2023 & 2022	24,209,983
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Total Personal Property & License Tax Budgeted	117,800	
Total 2023 Tax Billed less PPTRA	178,532	
2023 Supplemental Tax Billing	-	
Total Adjustments & Additional Exonerations	6,736	
Total Collected YTD (percent of billed)	<u>140,298</u>	76%
Amount Due per Accounts Receivable	31,498	

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

Total Budgeted	93,050	
Total Collected (percent of budget)	<u>69,698</u>	75%
Amount Due Per Budget	23,352	





*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 January 18, 2024 (the “Meeting”).
2. Attached hereto is a true, correct and complete copy of Ordinance 20240215 (the “Ordinance”) of the Town entitled as recorded in full in the minutes of the Meeting, duly adopted by a majority of the members of the Council present and voting during the Meeting.
3. A summary of the members of the Council participating at the Meeting and the recorded vote with respect to the foregoing Ordinance as set forth below:

<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		X		
Ken Butta	X		X		
Andrew Follmer	X		X		
Paul Grossman	X		X		
Tammy Holloway	X		X		

4. The Ordinance has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

Witness my signature and the seal of the Town of Cape Charles, Virginia this 15th day of February 2024.

Clerk of the Council
Town of Cape Charles, Virginia

(Seal)

ORDINANCE 20240215
GRANTING LEASE OF TOWN PROPERTY

WHEREAS, the Town of Cape Charles desires to lease for a period of three (3) years, with three (3) one (1) year option periods, a portion of the inner harbor wharf where the existing lifeboat is located, which is a portion of Tax Parcel 83A3-OA-00-010, currently utilized by Mid Atlantic Maritime Academy, LLC, dba Maritime Institute for lifeboat training operations; and

WHEREAS, Maritime Institute proposes to replace the existing antiquated lifeboat and davits with a contemporary system to better train mariners, and

WHEREAS, this use is compatible with Town Harbor uses and operations, and

WHEREAS, the use of the property for this purpose will have a beneficial effect on Town revenues; and

WHEREAS, a public hearing has been held as required by Code of Virginia, Section 15.2-1800; and

WHEREAS, the proposed ordinance and lease conform with the requirements of Code of Virginia, Section 15.2-2100; now

THEREFORE, BE IT ORDAINED that the Town Manager be authorized to finalize the lease materially in conformance with the terms and conditions attached hereto; and

THEREFORE, BE IT FURTHER ORDAINED by the Town Council of Cape Charles, this 15th day of February 2024, that the Mayor be authorized to execute such lease between the Municipal Corporation of Cape Charles and Mid Atlantic Maritime Academy, LLC, dba Maritime Institute.

Adopted by the Town Council of Cape Charles on February 15, 2024

By: _____
Mayor

ATTEST:

Town Clerk

USDA

Form RD 1942-47
(Rev. 12-97)**LOAN RESOLUTION #20240215**
(Public Bodies)FORM APPROVED
OMB NO. 0575-0015A RESOLUTION OF THE Town CouncilOF THE Town of Cape CharlesAUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING
A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITSPolice Vehicle and Equipment

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the Town of Cape Charles*(Public Body)*(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of
28,000.00pursuant to the provisions of Va Code 15.2; and

WHEREAS, the Association intends to obtain assistance from the Rural Housing Service, Rural Business - Cooperative Service, Rural Utilities Service, or their successor Agencies with the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U. S. C. 1983 (c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$ 10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contract or agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by the Government. No free service or use of the facility will be permitted.

11. To acquire and maintain such insurance and fidelity bond coverage as may be required by the Government.
12. To establish and maintain such books and records relating to the operation of the facility and its financial affairs and to provide for required audit thereof as required by the Government, to provide the Government a copy of each such audit without its request, and to forward to the Government such additional information and reports as it may from time to time require.
13. To provide the Government at all reasonable times access to all books and records relating to the facility and access to the property of the system so that the Government may ascertain that the Association is complying with the provisions hereof and of the instruments incident to the making or insuring of the loan.
14. That if the Government requires that a reserve account be established and maintained, disbursements from that account may be used when necessary for payments due on the bond if sufficient funds are not otherwise available. With the prior written approval of the Government, funds may be withdrawn for:
 - (a) Paying the cost of repairing or replacing any damage to the facility caused by catastrophe.
 - (b) Repairing or replacing short-lived assets.
 - (c) Making extensions or improvements to the facility.Any time funds are disbursed from the reserve account, additional deposits will be required until the reserve account has reached the required funded level.
15. To provide adequate service to all persons within the service area who can feasibly and legally be served and to obtain the Government's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Association or public body.
16. To comply with the measures identified in the Government's environmental impact analysis for this facility for the purpose of avoiding or reducing the adverse environmental impacts of the facility's construction or operation.

17. To accept a grant in an amount not to exceed \$ 15,000
under the terms offered by the Government; that the Town Manager
and Mayor of the Association are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant; and to operate the facility under the terms offered in said grant agreement(s).

The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instrument, shall be binding upon the Association as long as the bonds are held or insured by the Government or assignee. The provisions of sections 6 through 17 hereof may be provided for in more specific detail in the bond resolution or ordinance; to the extent that the provisions contained in such bond resolution or ordinance should be found to be inconsistent with the provisions hereof, these provisions shall be construed as controlling between the Association and the Government or assignee

The vote was: Yeas 6 Nays 0 Absent 0.

IN WITNESS WHEREOF, the Town Council of the
Town of Cape Charles

_____ has duly adopted this resolution and caused it
to be executed by the officers below in duplicate on this 15th day of February, 2024.

(SEAL)

By Adam Charney

Attest:

Title Mayor

Town Clerk

Title