



## Town Council Regular Meeting

September 18, 2025 at 6:00 PM

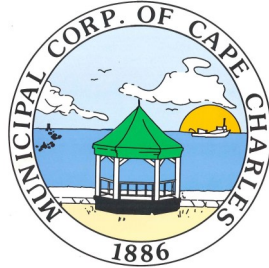
Cape Charles Civic Center - 500 Tazewell Avenue

### Agenda

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1. **Call to Order**
  - A. Roll Call
  - B. Establish Quorum
2. **Moment of Silence and Pledge of Allegiance**
3. **Recognition of Visitors / Presentations / Recognitions**
  - A. Recognition of Employee Celebrating Significant Anniversary
  - B. Demolition by Neglect Presentation
4. **Public Comments (3 minutes per speaker for topics not subject to this evening's public hearing)**
5. **Consent Agenda**
  - A. Approval of Agenda Format
  - B. Approval of Minutes
  - C. Approval of July 2025 Financial Report
6. **Unfinished Business:**
  - A. Contract Award for Harbor/Railroad Area Conceptual Master Plan
7. **New Business:**
  - A. FY 2026 Budget Adjustment – Interim Town Hall
  - B. FY 2026 Budget Adjustment – Temporary Downtown Restroom
  - C. Rotary Membership for Town Manager
  - D. Update on delinquent BPOL accounts and collection efforts
8. **Town Manager Comments**
9. **Mayor & Council Comments (5 minutes per speaker)**
10. **Announcements**
  - A. October 2, 2025 - Town Council Work Session
  - B. October 4 & 5, 2025 - Dock Dogs Bark in the Park
  - C. October 13, 2025 - Town Offices Closed for Columbus Day
  - D. October 16, 2025 - Town Council Regular Meeting
  - E. October 23-27, 2025 - Town Hall Closed for Move to Interim Location

## 11. Adjournment



# Certificate of Appreciation

This certificate is awarded to

Jodi Outland


in recognition for 10 years of service to the

**Municipal Corporation of Cape Charles**

September 21, 2015—September 21, 2025

\_\_\_\_\_  
*Vice Mayor*

\_\_\_\_\_  
*Date*

	<b>Agenda Title:</b>	<b>Agenda Date:</b>
	Demolition by Neglect Presentation	September 18, 2025
	<b>Subject/Proposal/Request:</b>	
	Powerpoint Presentation – Status Report on Demolition by Neglect Cases in the Building and Planning/Zoning Departments	
<b>Town of Cape Charles</b>	<b>Attachments:</b>	<b>For Council:</b>
	Power Point Presentation	Action: Information: X
	<b>Staff Contact(s):</b>	<b>Reviewed by:</b>
	Katie H. Nunez, Director of Planning & Zoning Administrator	Rick Keuroglan, Town Manager

**Background:** Cape Charles Zoning Ordinance Section 8.22 within the Historic District Overlay Ordinance addresses Maintenance and Repair Required for properties in the Historic District. It specifically reads:

*Section 8.22: Maintenance and Repair Required*  
*A. The purpose of this section is solely to stop demolition by neglect, whereby owners of property in the Historic District allow the structure, or historic attributes of the structure, to become a hazardous building or structure. Any building or structure which is determined to be in such an unsafe condition that it would endanger life or property is governed by Town Code Chapter 18, Article III, Unsafe Buildings or Structures and under the sole jurisdiction of the Town’s Code Official. The Zoning Administrator may also pursue violations of the ordinance jointly with the Town’s Code Official.*

*B. All buildings and structures in the Historic District shall be preserved against decay and deterioration and maintained free from structural defects to the extent that such decay, deterioration, or defects may, in the opinion of the Historic District Review Board and Town Council, result in the irreparable deterioration of any exterior appurtenance or architectural feature or produce a detrimental effect upon the character of the district as a whole or upon the life and character of the structure itself, including but not limited to:*

- 1. The deterioration of exterior walls or other vertical supports, including broken doors and windowpanes;*
- 2. The deterioration of roofs or horizontal members;*
- 3. The deterioration of exterior chimneys;*
- 4. The deterioration or crumbling of exterior plaster, wood, or mortar;*
- 5. The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions.*

*C. After notice by the Zoning Administrator or Code Official by certified mail of specific instances of failure to maintain or repair and of an opportunity to appear before the Historic District Review Board, the owner or person in charge of said structure shall have ninety (90) days to remedy such violation. Thereafter, each day during which there exists*

*any violation of this section shall constitute a separate offense and shall be punishable as provided in this ordinance. In the alternative, if the owner fails to act, the Historic District Review Board may recommend to the Town Council that the Zoning Administrator, after due notice to the owner, enter the property and make or cause to be made such repairs as are necessary to preserve the integrity and safety of the structure and the reasonable costs thereof shall be placed as a lien against the property.*

For the last three years, the Building Official and I have conducted an annual review of the structures in Town and developed a list of buildings that appear to be in a state of disrepair which appear to be leading to a Demolition by Neglect designation. We have taken a pro-active approach to contact the property owner to see if a plan of action to remedy the status and condition of the property can be reached before formal violation action must occur.

**Item Specifics:**

Attached is the 2<sup>nd</sup> annual status report on this program of work by our respective departments, showing the closed property cases, the current property cases we are working on, and the list of properties that will be advanced next, as time permits and prior cases are closed out.

This item is an information only item for Town Council. Staff will review with Council the full presentation.

**Recommendation:** No action required by Town Council.

# **UPDATE ON DERELICT STRUCTURES IN CAPE CHARLES**

**September 1, 2025**

**Prepared by  
*Building Official Jeb Brady &  
Planning and Zoning Administrator Katie Nunez***



- Since 2022, the Building Official and Planning & Zoning Administrator have joined efforts in addressing derelict structures in the Historic District and have worked with several property owners in getting them to willingly address renovations to the exterior of the house without having to initiate enforcement action.
- We have also issued Notices of Violation for Demolition by Neglect when the property owner has not been receptive to our initial outreach efforts to remedy properties in severe neglect.
- This presentation is to provide a status report on the outstanding or in-progress violation cases as well as the recent outreach initiated or Early Intervention on properties that are heading toward a classification of “Demolition by Neglect” unless steps are taken now to stop the deterioration.
- The time involved and the lack of response from the property owner has certainly contributed to many of these cases still being open and unresolved. To date, our approach has been focused on having the property owner remedy the situation. However, the Town may be compelled to advance the funds needed to remedy these properties and recoup these funds through a tax lien on the property. If so, then we will be making a separate presentation in the fall to the Town Council if a budget appropriation should be established to handle these Demolition by Neglect cases.

# COMPLETED DEMOLITION BY NEGLIGENCE CASE

Section 3, Item B.

**FINISHED**

426/428 RANDOLPH AVENUE



On left, original look of the duplex structure.



In middle, some initial exterior work has been completed but still needs more TLC. Working with property owner now and work will be commencing May 2023.



On right, exterior work is finished.

# COMPLETED NOTICE OF VIOLATION CASE

Section 3, Item B.

**Finalized**

542 Jefferson Street

## 10/15/2021- Unauthorized Demolition of the House



House Pre-Demolition 2020



Lot Immediately after Demolition - 10/13/2021



House in mid-construction as of July 1, 2024



Completed July 2025

# VIOLATIONS IN PROGRESS of Rehab/Renovation FROM 2023/early 2024

**Substantially  
Completed**

1 Fig Street

Demolition and Remediation Work Completed; Project Stopped – Enforcement Action imposed in July 2024 to restore the building envelope and get it fully enclosed to the elements.



Building Permit completed to install roof, windows, doors.

Certificate of Appropriateness for said work almost completed – grill work on second story windows must be restored/returned. Rear windows have been boarded up instead of being replaced to allow the property owner a limited opportunity to reach a sales agreement that new owner may seek to have an addition on the rear of this building.

# IN PROGRESS – DEMOLITION BY NEGLECT 619 Mason Avenue

## Property Information:

- Property was purchased by Ware Neck Properties (Kerry Shackelford) on 9.19.2023, who has historic renovation experience
- Cleaned out the interior of 619 Mason Avenue
- No Notice of Violation has been issued on this property; rather, Town has been working cooperatively with the owner to remedy this property.
- Building Permit issued on 8/21/2024 for full renovations of the structure. Exterior and Interior Work still ongoing.



# EARLY INTERVENTION CASES

**IN SUMMER 2024, THESE PROPERTIES WERE CONTACTED ABOUT POSSIBLE VIOLATIONS OF DEMOLITION BY NEGLECT**

- **115 Fig Street**
- **122 Pine Street**
- **400 Jefferson Avenue**
- **636 Madison Avenue**
- **649 Monroe Avenue**



## **RESPONSE AND ACTION TO DATE**



TOWN STAFF IS WORKING WITH ALL OF THE PROPERTY OWNERS ON PLANS OF ACTION TO CORRECT THE DEFICIENCIES. THE OUTREACH AND PROPERTY OWNER RESPONSE HAS BEEN LESS THAN POSITIVE AND WE ARE STILL DEALING WITH SEVERAL OF THESE PROPERTIES TO BRING THEM INTO COMPLIANCE WITH THE BUILDING CODE AND THE TOWN ZONING ORDINANCE AND HISTORIC DISTRICT GUIDELINES AND ARE NOT SEEN AS A BLIGHT ON THE NEIGHBORHOOD.

# 115 FIG STREET – RESOLVED

Section 3, Item B.



## 115 Fig Street

Notice of Violation Letter  
issued on 6/12/2024

Property owner  
responded 7/12/2024 &  
will complete the  
following work:

- (1) replace all missing and broken weather boarding;
- (2) replace porch flooring;
- (3) cover opening in attic window;
- (4) paint weather boarding and plywood covering window openings; and
- (5) cut down & remove all tree branches and bushes.

## JUNE 2025



# 122 PINE STREET ONGOING CASE

**MAY 2024**



## 122 Pine Street

**Notice of Violation issued on 6/24/2024 to address the brick, remove the vines and bushes growing on and adjacent to the house and the general appearance (windows and doors – need to be secured and replaced)**

**Property owner responded on 7/30/2024 – will remove the vines/bush immediately. Need until end of year to finish brick work, etc.**

**THIS PROPERTY HAS NOT PROGRESSED AT ALL.**

**AUGUST 2025**



# 400 JEFFERSON AVENUE ONGOING CASE

## 400 Jefferson Avenue

Notice of Violation issued on 6/12/2024 – need to address (1) general condition of the building, including the absence of a front door (boarded up with a sheet of plywood for many years), trim damage and deterioration around the roof and windows; encroaching landscape/trees/bushes alongside the house; (3) peeling and deteriorated siding on the structure; and (4) cessation of feeding of feral cats on the property and boarding up of all openings into the structures.

Property owner responded on 8/19/2024 with Plan of Action as follows:

1. Clean out of both buildings by September 30, 2024
2. Repair trim and damage of roofs by September 30, 2024
3. Replace 5 x 12 wood siding by October 15 (permit required)
4. Repair and replace windows by October 30 (permit required)
5. Repair front of 402 Jefferson Avenue (Plywood T-11 Siding panel) by November 15 (permit required)
6. Repair and replace building doors at 402 Jefferson Avenue by November 30, 2024 (permit required)
7. Paint entrances and other necessary work by December 15.

**Nominal work has progressed on this property.**

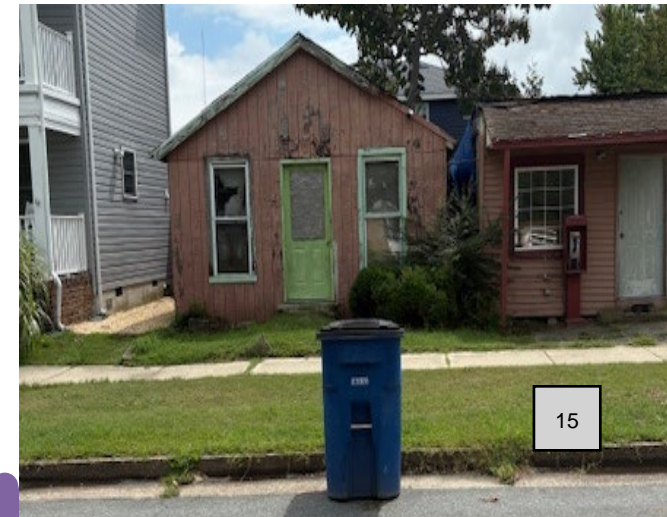
**MAY 2024**



Section 3, Item B.



**AUGUST 2025**



# 636 MADISON AVENUE ONGOING CASE

## 636 Madison Avenue

Notice of Violation issued on 6/12/2024 – roof damaged  
The property owner responded and provided the structural engineer's report – building is sound; roof needs to be replaced.  
Certificate of Approval – Administrative: issued on 8/14/2024

No building permit for reroofing has been applied for or issued as of October 10, 2024.

The owner has completed reroofing without obtaining the necessary building permits. The Code Official has contacted the owner to come into compliance and receive a Building Permit.



Old Pictures



New Picture as of 9/10/2025

# 649 MONROE AVENUE ONGOING CASE

Notice of Violation issued on 6/12/2024 re: deteriorating paneling/siding and need to provide full report on structural condition of the house.

Property owner responded on 7/11/2024 indicating that they plan on gutting and renovating the whole house - looking to retain architect/contractor by October 2024 timeframe (contingent upon sale of their other two properties at 22389 Seaside Road & 525 Monroe Avenue.

Staff has been in communication with the property and their architect and has provided preliminary comments on a proposed renovation plan; however, communication has ceased since May 2025 and no application has been filed with the Historic District Review Board





**Both the 4 open and active Violation Cases and the “Early Intervention” cases take a significant amount of staff time and effort to communicating with the property owner, reaching approval of the plan and obtaining all necessary permits, and then monitoring and ensuring the projects stay on track to the anticipated calendar.**

**Therefore, the departments will not be taking on any additional properties until we can bring to completion the list of properties outlined in this presentation. The only exception would be for an unforeseen emergency or act of God from a weather event.**

**If someone has a particular property that they are concerned with the condition of the structure, please e-mail or contact the Building and Planning Departments and provide that information to us and we will conduct an inspection of the property and would most likely classify for a future enforcement effort as soon as the list is whittled down from the current case load.**

[codeofficial@capecharles.org](mailto:codeofficial@capecharles.org)

[planner@capecharles.org](mailto:planner@capecharles.org)

# POSSIBLE PROPERTIES FOR NEXT ROUND

*as of 8/15/2025*

**537 Tazewell Avenue – Larry Veber**

**616 Monroe Avenue – Paul Franklin Russell, Jr. (*Freshwater Frank*)**

**623 Jefferson Avenue – Lisa Watts**



**DRAFT**  
**TOWN COUNCIL**  
**Regular Meeting**  
**Cape Charles Civic Center, 500 Tazewell Avenue**  
**August 21, 2025**  
**6:00 PM**

At approximately 6:00 p.m. Mayor Adam Charney, having established a quorum, called to order the Regular Meeting of the Cape Charles Town Council. In addition to Mayor Charney, in attendance were Vice Mayor Buchholz, Councilmen Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway. Staff in attendance were Town Manager Rick Keuroglian, Assistant Treasurer Adrian Oei, Planning & Zoning Administrator Katie Nunez, Police Sergeant Juana Diaz, Police Office Kathlynn Schmidt, and Town Clerk Libby Hume. There were 8 members of the public in attendance. The meeting was unable to be broadcast on Facebook due to technical difficulties with the camera and internet in the Civic Center.

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

**PUBLIC HEARING: (3 MINUTES PER SPEAKER)**

Planning & Zoning Administrator Katie Nunez announced that the public hearing scheduled for this evening was cancelled as she received notification that the applicant passed away two weeks ago. The application was being pulled at this time.

**RECOGNITION OF VISITORS / PRESENTATIONS/RECOGNITIONS:**

A. None

**PUBLIC COMMENTS: (3 MINUTES PER SPEAKER)**

*Claudette Lajoie, resident & President of the Cape Charles Historic District Civic League*

Ms. Lajoie addressed Rick Keuroglian and the Council regarding the agenda items and other ongoing projects. (Please see attached.)

Town Clerk Libby Hume read comments submitted in writing from Julie Jones, and Sam Jones. (Please see attached.)

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

**CONSENT AGENDA**

- A. Approval of Agenda Format
- B. Approval of Minutes:
  - i. July 17, 2025 Town Council Regular Meeting
  - ii. July 28, 2025 Town Council Executive Session
  - iii. August 7, 2025 Town Council Special Meeting & Town Hall Meeting
- C. Approval of June 2025 Financial Report

**Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to approve the Agenda Format and Minutes as presented, and pull out the June 2025 Financial Report for discussion. The motion was approved by unanimous vote.**

Councilman Grossman noted that the Financial Report identified concerns about shortfalls for real estate, Business License, Transient Occupancy and Meals taxes. Figures were included for the shortfall amounts. The last item which listed \$77,814 for the .5% meals tax collections for capital projects was incorrect as the shortfall was about \$2K. He was not really concerned about the shortfalls since revenue was still being collected up to September, and maybe even later, which would

impact these figures. He went back to Fiscal Year (FY) 2024 and looked at the audit which provided the final numbers. When he looked at the financial report versus the audit, the audit showed an additional \$124K for these categories and to a certain degree, this would be repeated for this year. He just wanted to talk about this.

Councilwoman Holloway expressed her concern about the amounts budgeted for Transient Occupancy Tax. In looking at FY 2025, we budgeted \$685K and for FY 2026, \$700K was budgeted. She cautioned everyone during the budget meetings about things potentially slowing down. \$799K was budgeted for meals tax last year and the actual revenue was \$778K. FY 2026 shows \$840K budgeted. She asked Marion Sofield and her staff to go through the audited financials for the last five years to determine the actual revenue collected so the FY 2026 budgeted amount could be adjusted accordingly during the mid-year budget review. She added that Councilman Grossman was correct in stating that people paid late. It would also be helpful to know which businesses still had not paid. She would like to see year-over-year true numbers so adjustments could be made.

There was further discussion as follows: i) Councilwoman Ashworth agreed that it would be nice to see the actual numbers from this same period last year to compare the percentages; ii) Councilman Grossman added that he had asked Marion Sofield earlier this week for the amount of real estate tax actually billed in FY 2025. Assistant Treasurer Adrian Oei stated that \$1,624,363 was the actual amount billed in FY 2025; iii) Councilwoman Holloway reiterated that the information for FYs 2023, 2024 and 2025 were necessary for Council to make the proper decisions during the mid-year budget review.

**Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to accept the June 2025 Financial Report as amended with the correction in the shortfall amount as discussed. The motion was approved by unanimous vote.**

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- A. *Zoning Ordinance Article VIII – Historic District Guidelines:*

Katie Nunez stated during the summer of 2024, an appeal was filed with the Board of Zoning Appeals (BZA) regarding a Zoning Administrator decision that found a property owner in violation of not completing an application and obtaining zoning approval prior to conducting work on their property in compliance with the Historic District Overlay Ordinance and Guidelines. On October 8, 2024, the BZA upheld the appeal and overturned the Zoning Administrator decision. The entire file of the BZA Appeals case was reviewed by the Town’s attorney and he noted that the ordinance did not clearly state that a zoning approval was required for all elements of repair/renovation or building additions within the Historic District. The decision was reviewed with the Town Council at their November 7, 2024 work session. The discussion concluded that some amendments needed to be made to the Zoning Ordinance regarding process and approvals required and a more detailed listing of the types of renovation/repair work which required no review, review by the Zoning Administrator, and review by the Historic District Review Board (HDRB). The zoning text amendment revisions should be considered to rectify this issue and clearly state the Town’s intent of zoning review in the Historic District but that it would also be useful to improve the distinction between routine maintenance work on a property versus minor work versus major work and the levels of review required by either the Zoning Administrator or the HDRB leading to the issuance of a Certificate of Appropriateness of the approved work being sought by the property owner. Staff had been working on developing draft language amendments to Zoning Ordinance Section VIII – Historic District Overlay Ordinance which was included in the agenda packet. A new Appendix G was developed to provide greater clarity as to the types of building work being conducted in the Historic District. The Planning Commission reviewed the proposed amendments at their July 1, 2025 meeting. Staff requested Council review of the proposed text amendments to Article VIII and the new Appendix G and a determination of whether the issues raised last year were

addressed and whether this matter was ready to commence the public hearing process for zoning text amendments.

Councilman Newman stated that he, Councilman Grossman, Claudette Lajoie, and Edward Wells met last week and reviewed the documents line by line. They would be meeting again to finish their review. They had notes to present at the appropriate time for consideration. A major piece of this would be communication to let the citizens know of the requirements. He suggested a letter welcoming new property owners to Town/Historic District and providing the information regarding the process and zoning office staff contacts for questions. We also needed to look at associated fees.

Councilwoman Holloway suggested a work session after the group had completed their review. They should be included in the work session to discuss their recommendations.

Councilman Grossman stated that the group needed a couple more weeks to conclude their review.

A work session would be scheduled for early October.

**B. Community Development Block Grant:**

Katie Nunez stated that the FY 2026 Planning Department budget included \$95K for Management Consulting specifically for the Harbor/Railroad Master Planning. This was also budgeted for FY 2025 but was not utilized since we were unable to start that work due to other departmental work commitments. Based on the July 17, 2025 and August 7, 2025 Town Council meetings, she worked with the Berkley Group to refine the scope of work envisioned. The general contract and three potential work orders for Town Council consideration were presented this evening. Work orders #1 and 2 totaled \$141,157.80, which exceeded the \$95K included in the current budget. Additionally, work order #3 was a task-based funding obligation for any grant applications that we requested the Berkley Group to complete on our behalf.

There was much discussion as follows: i) Councilwoman Ashworth suggested holding off on work order #1, which was for a site assessment and associated market study on the railroad property, until we could reassess the budget during the mid-year review. We needed to know the purchase price and appraisal of the property to see if the Town had enough funds to purchase it; ii) Rick Keuroglan stated that the Town's appraisal for the railroad property should be ready by the end of the month. Canonie Atlantic had their appraisals and were waiting on ours before deciding on a price; iii) Councilwoman Holloway expressed her concern that Council had not yet had discussions regarding whether the Town wanted to purchase the property; iv) Councilman Grossman stated that the things in work order #1 were good regardless of whether the Town purchased the property or not. He went on to ask if the Berkley Group would provide their point of view regarding the Town's purchase of the property; v) Katie Nunez responded that the Berkley Group would work with the Town Manager and a financial consultant regarding the cost of the property, how the Town would pay for it, our return on investment (ROI) and the length of time to achieve the ROI, etc.; vi) Councilman Grossman stated that he was not willing to move ahead with work order #1 until he heard about the big picture. Councilwoman Ashworth agreed, adding that she would like to see the appraisal and know the purchase price before considering work order #1; vii) Councilman Grossman noted that work order #2 (Harbor Area Master Plan Development) only called for two public engagement events. In looking at the process for the Beachfront Master Plan (BFMP), he did not think two public engagements events were enough. Another day needed to be added to each event. Councilwoman Holloway agreed and added that the first public engagement event should be done sooner. This was where we went wrong in the BFMP. We did not get the public engaged early enough in the process. There was much discussion regarding the public engagement process. Councilwoman Ashworth suggested having the first public engagement event after the Town Council Kick-off Meeting (Task 1.2 of work

order #2). Rick Keuroglan noted that public engagement #1 could be added to the scope of services as Task 1.2B.

**Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to authorize the Town Manager to proceed with the Berkley Group for work order #2, with the understanding that Task 1.2B would be added for a public engagement event and adding an extra day to each public engagement event, in an amount up to \$80K.**

It was noted that the cost would increase with the addition of the extra day for the three public engagement events, totaling six days.

**Councilman Grossman amended his motion, which was seconded by Councilwoman Ashworth, increasing the authorized amount to \$85K. This motion was approved by unanimous vote.**

**The main motion was also approved by unanimous vote.**

Katie Nunez stated that work order #3 was for the Berkley Group to assist staff with the writing of grants.

**Motion made by Councilman Grossman, seconded by Councilman Butta, to authorize the Town Manager to proceed with work order #3 from the Berkley Group limited to grant writing. The motion was approved by unanimous vote.**

C. *Selection of Project Management Team for Harbor/Railroad Area Conceptual Master Plan:*

Katie Nunez stated that the formation of a Project Management Team (PMT) was considered and agreed upon in concept to align with the requirements of the Virginia Community Development Block Grant (CDBG) in order to be considered for a CDBG grant application. Council briefly discussed the PMT at the August 7, 2025 meeting and identified the composition as 2 Town Council appointees (Councilman Butta and Councilwoman Ashworth), 1 Planning Commissioner, 1 Harbor Area Review Board member, 1 railroad property owner representative, representatives from each of the 3 property owners in the Harbor/Railroad area – John Kemp or his representative (Mason Avenue property and Yacht Center property), Eyre Baldwin or his representative (Cherrystone Investments), Jim Gunn or his representative (Virginia Marine Equipment), 1 representative from the Bay Creek Community Association, 1 representative from the Historic District Civic League, 1 representative from Cape Charles Main Street, and from staff – Town Manager Rick Keuroglan, Director of Planning Katie Nunez, Harbor Master Paula Davis, and Code Official Jeb Brady. This item would be on the September 2, 2025 Planning Commission meeting to select a representative to serve. The Harbor Area Review Board (HARB) would also be contacted to see if one of their members would like to serve on the PMT or if they would be amenable to have the Planning Commission representative on HARB to serve on the PMT. Katie Nunez would also reach out to the Civic League, Cape Charles Main Street, the Bay Creek Homeowners Association.

**Motion made by Councilwoman Holloway, seconded by Councilwoman Ashworth, to create a Project Management Team for the Harbor/Railroad Area Conceptual Master Plan as discussed. The motion was approved by unanimous vote.**

D. *Temporary Downtown Restrooms:*

Town Manager Rick Keuroglan stated he had researched options for the temporary downtown restrooms. The final quotes came this morning, so he distributed an updated list of quotes and recommendations. (Please see attached.) He went on to review the options and pointed out the best option which had three unisex stalls – one ADA compliant stall and two single stalls, from Portable Restroom Trailers, LLC. This particular unit was on end of the season clearance at a cost of \$65,725 and was available now. Portable Restroom Trailers also sent a buyback agreement where they would buy back the unit after the first year at 80% value.

There was discussion as follows: i) Councilwoman Holloway asked how this would be different from the Silver Bullet. Rick Keuroglian stated that the technology had advanced so much in the last five years, as noted by Greg Gentry at the last meeting. This would be nice temporary solution; ii) Councilman Grossman understood that this would be temporary but asked where it would be positioned in relation to the location of the permanent solution if we decided to do a modular unit. Would this unit have to be moved to build the permanent structure? Rick Keuroglian stated that the permanent location would have to move about 50' to the east of the current location of the Silver Bullet.

**Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to authorize the Town Manager to purchase the unit in the third column for \$65,725, plus \$3K for shipping, from Portable Restroom Trailers LLC. The motion was approved by unanimous vote.**

**TOWN MANAGER COMMENTS**

Rick Keuroglian commented as follows:

- i) With the new website, there was a glitch in the Report a Concerns, so he had not received any reports until today. The urgent items had already been addressed, and the others were being handled as well.
- ii) The Trinity United Methodist Church lease for office space would commence on October 6 with potential move-in dates of October 8 through 13. He thanked Katie Nunez and Bob Panek for their work on this.
- iii) Personnel: Elic Stevens was hired as the Harbor Maintenance Assistant and started on July 26<sup>th</sup>. Ben Gomez, who was an Assistant Librarian, resigned to take a position at the University of Virginia at one of their Humanities Libraries. Several of our seasonal employees from public works, harbor and beach attendants, have left to return to school. We continue to advertise for the Inspector/Compliance Officer. Interviews began for a new Library Assistant.
- iv) In discussions with staff to increase collection efforts for businesses that had not yet obtained their business licenses or paid their business license taxes.

Councilman Grossman noted that the Town had a September 3<sup>rd</sup> deadline for payment, and he would like to know what happened to those who missed the deadline. He would like a follow-up report with names, if needed, at the September Council meeting.

- v) Councilwoman Holloway agreed, adding that it was not fair to those businesses who had paid. He attended a fantastic meeting this morning regarding workforce housing. A Requests for Proposals was released after the meeting with an October 6 deadline. Three developers attended the meeting. The cost of the water line was included in the FY 2026 budget, but the sewer line was not. There seemed to be some interest from Northampton County in taking the line to Route 13. Other stakeholders saw value in that. He would be meeting with the County and Virginia American Water (VAW) to discuss their interest in extending the lines. He met with the new president of VAW earlier this week and they were planning on releasing some information soon.
  - vi) He received an email from Monica Bridgeforth notifying him that someone had donated \$200K for a commemorative plaque in honor of Dickie Foster and wanted something placed in the playground, along the trail, etc. He met with the Citizens for Central Park (CCP) and they proposed a playground by the LOVE sign. The Town also had a need for repairs to the splash pad and a shade structure. He also provided ideas for something by the train car along Mason Avenue or at the welcome center, but they were not in favor of any of them. They were thinking more of a trail, path or playground with a plaque.
- Some ideas from Council included the new promenade on Bay Avenue and a golf cart trail connecting the harbor to the beach or from Bay Creek into the Historic District.
- vii) He asked if there were any questions regarding his weekly report.

Councilwoman Ashworth asked, since the beach season was coming to a close, would it be appropriate for Public Works to start working on the ADA access to the beach. Rick Keuroglan stated that the Public Works Director was out with a family medical issue but would discuss this with him upon his return.

**MAYOR AND COUNCIL COMMENTS**

Councilwoman Holloway commented as follows: i) LoveFest was scheduled for August 30<sup>th</sup> and volunteers were needed to help with set up, starting at 10:30 a.m. on Saturday, and take down would be at 11:30 a.m. on Sunday. 8’ to 10’ ladders were also needed; ii) September 6 was the Community Potluck and she was asking for help with that. The CCP would pay for the hamburgers and hot dogs but she and her husband, Jim, would do all the work. She Met with Pam Endlein and she was on board as well. The hardest part was getting the grills; iii) A big shout out to CCP for the amazing concerts! They got huge crowds. CCP did a great job; iv) Congratulations to the Cape Charles Rotary Club and Cape Charles Main Street for the Strawberry Street Plaza clock unveiling. It was amazing seeing it all come to fruition.

Councilman Butta commented as follows: i) He requested that when we increased the cleaning of the Silver Bullet, that we also increased the cleaning of the library restroom. It was not being done regularly; ii) He had been receiving lots of comments about water quality and multiple people reported that their white sheets were getting brown stains. He asked if there was something different about the water. Councilwoman Holloway responded that self-tanners and spray tans also stained sheets. Mayor Charney noted that VAW could have done a water system flush without providing us with a notice. Rick Keuroglan would check with VAW about their flushes.

There were no additional comments.

Mayor Charney read the announcements:

- September 1, 2025 – Town Offices Closed for Labor Day Holiday
- September 4, 2025 – Town Council Work Session
- September 18, 2025 – Town Council Regular Meeting
- October 4 and 5, 2025 – Dock Dogs

Mayor Charney gave a shout out to Pam Endlein for doing a fabulous job with Dock Dogs. She had been reaching out to get more vendors and food trucks.

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

The Regular Meeting adjourned at 8:16 p.m.

\_\_\_\_\_  
Mayor Charney

\_\_\_\_\_  
Town Clerk

**August 21, 2025 Town Council Regular Meeting  
Comments & Information Provided in Writing**

*Claudette Lajoie, resident & President of the Cape Charles Historic District Civic League*  
Rick and Esteemed Council Members:

Thank you in advance for all the hard work you and your entire staff accomplish for our Town. I am writing to provide you with a few comments pertaining to the various ongoing efforts.

Thank you for the progress on the solutions for bathrooms in the historic district as I hope the businesses are also pleased with the timely progress and solutions being presented.

I have a concern with the lack of packet information pertaining to agenda items - Section 9 Item B - Short-Term Rental Statistics and Section 9 Item D - Contract Award for Consulting Services for Harbor/Railroad Area Conceptual Master Plan. As you can understand, we have many residents and business owners that review the packet prior to meetings so that they can provide our Town Clerk with their comments if they are not able to be present in person. It needs to be a priority for the appropriate information to be made available to the public in a timely manner as the public perception is that these items are being stalled rather than progressing forward or decisions are being made without appropriate public review.

With regard to the agenda item 9-C: Article VIII – Historic District Guidelines, we propose that the documents are not ready to go to public hearing as the Appendix G task force is working on the effort and we have an outstanding request for the word format of the document so that we can utilize track changes for ease of reference our recommendations.

With regard to the agenda item 9-D: With reference to the Harbor Development Project Team – why were the CCHDCL and Main Street removed from the team as we as both serve as the largest representatives of the residents and businesses? This may have just been confusion with how the Bay Creek and Historic District resident roles were discussed at the last meeting.

Although not specific to the agenda for this meeting, we request an update at a near term meeting for a status update on the:

- Mason and Strawberry Ave electrical upgrade project.
- STR software implementation.
- Release of public information on needing to re-subscribe for Town updates on the new website. This is disappointing that subscribers have not been notified for the need to go into the system and sign up leaving concerns that many will not be receiving the latest information.

The Cape Charles Historic District Civic League is poised to support Town efforts in communication, coordination, and collaboration within our community and provide assistance in gathering and compiling any additional information you may need to support discussions.

Respectfully,  
Claudette L. Lajoie, PhD  
Cape Charles Historic District Civic League – President

\*\*\*\*\*

*Julie Jones, resident*

Good evening Mr. Mayor, members of Town Council, and Town Manager:

I watched the Town Council/Town Hall meeting last week and want to echo the sentiment expressed by Elise McMath, thanking Town Council for the opportunity to have a voice in the decision making process for things that impact our town.

I strongly agree with the Visitor Center option, put forward by both the Town Manager and Elise McMath, of keeping the current location at the Museum.

This makes sense to me, on so many levels:

- visibility/ location at entrance to town;
- available parking with room to expand;
- historic significance and charm;
- appropriate scale for size of our town;

- potential for expanding onsite;
- proximity to golf cart rentals (maybe folks would swap off their car for a golf cart, which could help with parking in town),
- supporting the existing museum,
- and COST!

Back in January, Town Manager Hozey cautioned council that they had a lot of projects they wanted to pursue, and did not have enough money to accomplish all of those projects.

I am not sure that we need a visitor center that meets a standard that is way more than necessary for our little town.

Do we really need something that will require paid staff seven days a week, twelve months of the year?

Perhaps the current visitor center needs to be open more, especially during the busy season, but couldn't the town provide some funding for paid staff, when necessary?

And couldn't restrooms be added to the existing Visitor Center/Museum? Surely that would be less expensive than buying or leasing another location.

Everyone agrees we need a new town hall, and additional restrooms both in town and at the beach.

Last week, it was even discussed that perhaps the Town could purchase all or part of the railroad property/harbor property.

Then there are sidewalks, trees, stumps, underground lighting on Mason Avenue and the beach.

I doubt very many people would think that spending money to build a visitor center rises to the level of "need" that these other projects present.

Especially when we already have a charming visitor center in place...complete with a sign in the perfect location...right at the entrance into town!

Thanks so much for your service to our town!  
Julie Jones

\*\*\*\*\*

*Sam Jones, residents*  
Mr. Mayor, Town Council Members and Town Manager:

My name is Sam Jones and my wife and I live at 538 Monroe Avenue.

I write to provide additional comment based on the discussion during the recent Town Hall regarding possible restroom locations to serve the Mason Avenue business area, a discussion which then expanded to include potential locations for a welcome center. While there was not a vote, it is fair to say that the Council seemed to be leaning toward a long-term permanent solution that included both restrooms and a welcome center subject to a review of the cost.

So, first to the cost of the proposed Peach Street location. Recognizing that negotiations can change the numbers, preliminary numbers showed a range of \$5,500 to \$7,500 per month, or \$66,000 to \$90,000 per year for 10 years with an option to purchase at that time for an undisclosed price. My concern is that after spending anywhere from \$660,000 to \$900,000 over ten years the town will own no asset and the need for restrooms will still exist. I always have encouraged my children to buy a home rather than rent as soon as possible. I offer the same advice to the Town since other suitable properties as identified by the Town Manager are available for sale on Mason Avenue at much lower cost. In this case it is better to own rather than rent.

As to the need/location for a welcome center, I support the idea of co-locating the welcome center with the Cape Charles Museum. In this case simpler is better. Let's face it—Cape Charles is pretty simple. The beach is easy to find and our businesses are, for the most part, either on the way into town or on Mason Avenue. So not a complicated place to get around. While there has been discussion of a "state" welcome center, is there really a need for this in Cape Charles? I assume such a state center will come with requirements regarding operating hours and would need to be a year-round operation with associated expense. This feels like overkill unless the state covers all of the cost including facility and operating.

As always, thank you for the opportunity to comment and for your service.  
Sam Jones

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**June 2025 Treasurer’s Report**

**Page 1 – Cash Position**

- Atlantic Union Checking balance shows negative on our general ledger. This is likely due to a combination of outstanding checks and deposits in transit as of June 30th. The bank ledger balance itself was never negative. The finance department’s cash management practice is to keep the minimum possible balance in the Atlantic Union checking account, keeping funds in higher interest earning accounts instead. Money is transferred into Atlantic Union checking as needed to cover payroll costs.

**Page 2 – Revenues vs. Expenditures**

- Harbor operating revenues from fuel sales and dockage continue to exceed Fiscal Year 2024 to date and are expected to be significantly higher than budgeted amounts once transfers and year end accruals are performed. Based on no current history of operating the harbor, we will look forward to establishing “net” thresholds in the future.

**Page 4 – Specific Sources of Revenue**

- Real estate tax collections, at \$1,551,507 on June 30, 2025, are 3% (\$40,029) below the projected total of \$1,591,536 but it remains to be seen if that amount will increase in the months of July and August. It seems unlikely we will meet 100% of the budgetary projection.
- In addition, 2025 personal property tax collection is at \$117,729, which is 122% more than the projected budget amount (\$20,929 greater). This increase is directly linked to the collection efforts made during second half of the year.
- BPOL taxes are at \$322,191, which is \$14,268 less than the projected budget for 2025. Transient occupancy tax collection is below the projected budget amount (\$615,747) by \$69,252, but this amount will likely increase in the month of July, as the submission period for June’s TOT does not end until the 20<sup>th</sup> day of July.
- The above statement holds true for the meals tax (revenue to general fund) and “.5%” meals tax collections (revenue to capital projects), which are respectively \$21,390 (3%), and \$77,814 (3%), below budgetary projections.



MUNICIPAL CORPORATION OF CAPE CHARLES  
 TREASURER'S REPORT  
 June 30, 2025

<b>Cash on Hand</b>	<b>5/31/2025</b>	<b>6/30/2025</b>	<b>Increase/ (Decrease)</b>
Atlantic Union Bank Checking Account	\$1,344	-\$18,556	-\$19,900
Atlantic Union Bank Money Market Account	\$652,949	\$434,252	-\$218,697
LGIP Account 1 - 0565 - Unrestricted	\$119,910	\$120,343	\$433
LGIP Account 2 - 0195 - Unrestricted	\$381,133	\$382,509	\$1,376
Virginia Investment Pool Liquidity Unassigned - 5003	\$16,569,414	\$16,629,464	\$60,050
Virginia Investment Pool 1-3 Year Unassigned 0001	\$1,103,947	\$1,110,746	\$6,798
Taylor Bank Operating Cash Account	\$162,115	\$433,046	\$270,930
Taylor Bank Sweep Account	\$802,982	\$804,203	\$1,221
<b>Total Cash On Hand</b>	<b>\$19,793,794</b>	<b>\$19,896,005</b>	<b>\$102,211</b>

<b>Restricted and Reserved Cash Balances</b>	<b>5/31/2025</b>	<b>6/30/2025</b>	<b>Increase/ (Decrease)</b>
Atlantic Union Bank Checking Account - Police Funds	\$431	\$431	\$0
LGIP Account 2 - Restricted for USDA loan covenant	\$30,120	\$30,120	\$0
Virginia Investment Pool Liquidity Acct#1 Facility Fees Rsvrd (Utilities)	\$0	\$0	\$0
<b>Total Cash Held in Reserve</b>	<b>\$30,551</b>	<b>\$30,551</b>	<b>\$0</b>
<b>Total Cash - All Accounts</b>	<b>\$19,824,345</b>	<b>\$19,926,556</b>	<b>\$102,211</b>

MUNICIPAL CORPORATION OF CAPE CHARLES  
 TREASURER'S REPORT  
 June 30, 2025

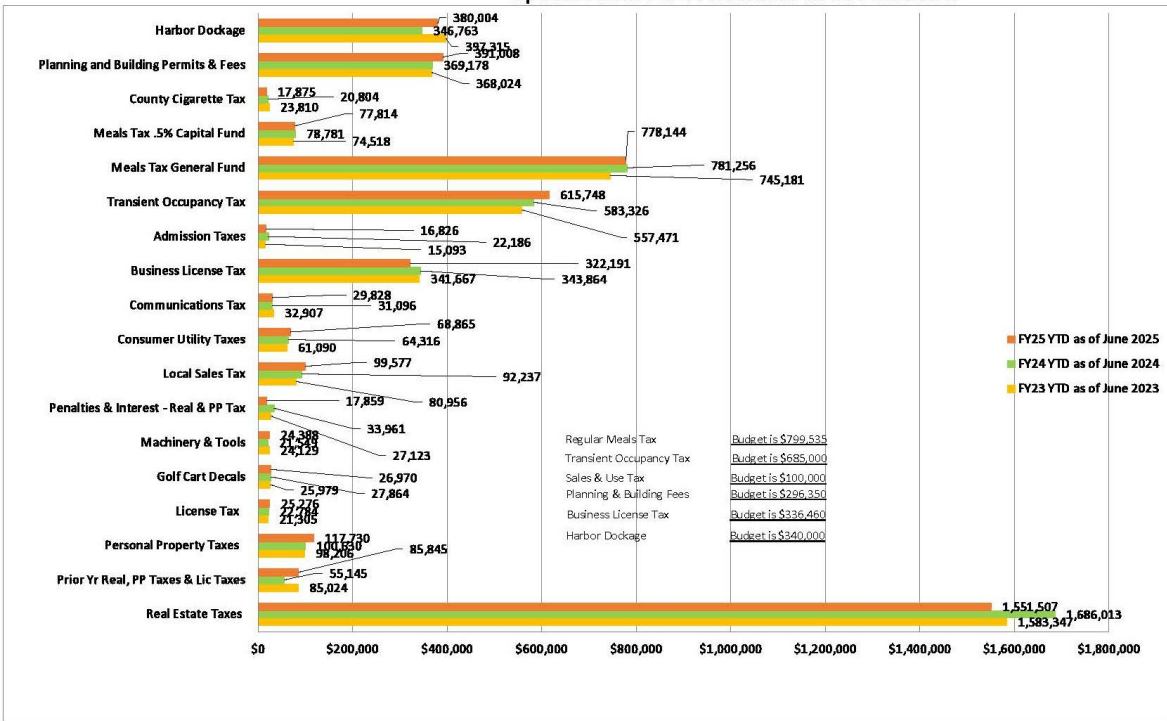
REVENUE VS. EXPENDITURES

<b>FUND</b>	<b>CURRENT MONTH</b>	<b>CURRENT YEAR-TO-DATE</b>	<b>ANNUAL BUDGET</b>	<b>% REALIZED/ EXPENDED FY25</b>
<b>GENERAL Fund</b>				
REVENUE	\$227,215	\$5,203,425	\$5,727,599	90.85%
EXPENDITURES	\$414,926	\$4,432,966	\$5,727,599	77.40%
<b>NET</b>	<b>(\$187,711)</b>	<b>\$770,459</b>	<b>\$0</b>	
<b>GENERAL Capital Fund</b>				
REVENUE	\$54,367	\$357,197	\$11,127,130	3.21%
EXPENDITURES	\$0	\$72,645	\$11,127,130	0.65%
<b>NET</b>	<b>\$54,367</b>	<b>\$284,552</b>	<b>\$0</b>	
<b>GENERAL Debt Service Fund</b>				
REVENUE	\$0	\$0	\$25,121	0.00%
EXPENDITURES	\$0	\$16,032	\$25,121	63.82%
<b>NET</b>	<b>\$0</b>	<b>(\$16,032)</b>	<b>\$0</b>	
<b>GENERAL Special Activities Fund</b>				
REVENUE	\$0	\$58,604	\$25,500	229.82%
EXPENDITURES	\$0	\$21,905	\$25,500	85.90%
<b>NET</b>	<b>\$0</b>	<b>\$36,699</b>	<b>\$0</b>	
<b>PUBLIC UTILITIES Fund</b>				
REVENUE	\$433	\$114,370	\$9,576,514	1.19%
EXPENDITURES	\$54	\$12,312	\$9,576,514	0.13%
<b>NET</b>	<b>\$379</b>	<b>\$102,057</b>	<b>\$0</b>	
<b>HARBOR Fund</b>				
REVENUE	\$202,464	\$1,015,557	\$1,165,287	87.15%
EXPENDITURES	\$149,384	\$1,090,890	\$1,165,287	93.62%
<b>NET</b>	<b>\$53,080</b>	<b>(\$75,333)</b>	<b>\$0</b>	
<b>SANITATION Fund</b>				
REVENUE	\$85,196	\$335,718	\$345,884	97.06%
EXPENDITURES	\$29,855	\$339,841	\$345,884	98.25%
<b>NET</b>	<b>\$55,341</b>	<b>(\$4,122)</b>	<b>\$0</b>	

**FY 25 Capital Improvement Project Tracking Report**

As of: 6/30/2025		FY25 Status or Start Date	% of Current Year Budget	FY25 Budgeted	QTR 1 Expended	QTR 2 Expended	QTR 3 Expended	QTR 4 Expended	FY25 YTD Expended	(Over)/Under Budget
<b>General Capital Fund</b>										
Multi-Use Trails, Phase 3 Construction	Completed in FY24			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Municipal Space Replacement	In Process	0%	\$ 3,250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,250,000
Welcome Center Design & Construction	In Process	2%	\$ 750,000	\$ -	\$ 1,222	\$ 10,654	\$ -	\$ -	\$ 11,876	\$ 738,124
Library Upgrade & Condoization	In Process	1%	\$ 250,000	\$ 2,895	\$ 450	\$ 53	\$ -	\$ -	\$ 3,398	\$ 246,602
Beachfront Revitalization	Pending		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Beach Restroom/Bathroom	Pending		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sidewalk Infill	Complete	115%	\$ 50,000	\$ 274	\$ 84	\$ 35,532	\$ 21,420	\$ -	\$ 57,309	\$ (7,309)
Mason Ave. Electrical	Pending		\$ -	\$ -	\$ -	\$ -	\$ 62	\$ -	\$ 62	\$ (62)
Keck Wells Water Line Return	Pending	0%	\$ 565,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 565,000
<b>Subtotal</b>			<b>\$ 4,865,000.00</b>	<b>\$ 3,169</b>	<b>\$ 1,756</b>	<b>\$ 46,301</b>	<b>\$ 21,420</b>	<b>\$ -</b>	<b>\$ 72,645</b>	<b>\$ 4,227,355</b>
<b>Harbor Fund</b>										
Inner Harbor Bulkhead Rehab, Phase 3	Complete	85%	\$ 221,537	\$ 4,750	\$ 1,695	\$ 56,029	\$ 125,288	\$ -	\$ 187,762	\$ 33,775
Fixed Dock Rehab	Pending	6%	\$ 20,000	\$ 1,287	\$ -	\$ -	\$ -	\$ -	\$ 1,287	\$ 18,713
Replace Boardwalk With Synthetic Decking	Complete	104%	\$ 43,000	\$ -	\$ -	\$ -	\$ 44,575	\$ -	\$ 44,575	\$ (1,575)
<b>Subtotal</b>			<b>\$ 284,537</b>	<b>\$ 6,037</b>	<b>\$ 1,695</b>	<b>\$ 56,029</b>	<b>\$ 169,863</b>	<b>\$ -</b>	<b>\$ 233,624</b>	<b>\$ 50,913</b>
<b>TOTAL</b>			<b>\$ 5,149,537</b>	<b>\$ 9,206</b>	<b>\$ 3,451</b>	<b>\$ 102,330</b>	<b>\$ 191,283</b>	<b>\$ -</b>	<b>\$ 306,269</b>	<b>\$ 4,278,268</b>

**Specific Sources of Revenue as of 6.30.2025**



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Information re: Temporary Downtown Restrooms

	ADA (+2 Singles)	ADA (+2 Singles)	ADA (+2 Singles)	ADA (+2 Singles)	ADA (+2 Singles)	ADA (Single)	Non ADA (4 Single Stalls)
<b>Price</b>	\$68,580	\$72,820	\$65,725	\$92,695	\$102,980	\$64,287	\$48,791
<b>Company</b>	Portable Restroom Trailers LLC	Portable Restroom Trailers LLC	Portable Restroom Trailers LLC	Portable Restroom Trailers LLC	Satellite Suites	Satellite Suites	Satellite Suites
<b>Model</b>	Oahu Series CHA117572	Oahu Series CHA117572	Oahu Series CHA030422	Endurance Series AMA304002	RT6X19ADA+2	RT6X11ADA	RT6X14-4-4 Door
<b>ADA?</b>	ADA + 2	ADA + 2	ADA + 2	ADA + 2	ADA+2	ADA	No
<b>Unisex? Urinals?</b>	3 Unisex toilets No	3 Unisex toilets No	3 Unisex toilets 2	3 Unisex toilets No	3 Unisex toilets 3 Unisex toilets	1 Unisex toilet	4 Unisex toilets
<b>City Sewer?</b>	No	Yes	Yes	Yes	Yes	Yes	Yes
<b>Freshwater tank (gal)</b>	105	105	225	200	105	105	200
<b>Waste Tank (gal)</b>	300	300	No	No	300	300	440
<b>Water Heater</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Trailer size</b>	17' x 6'	17' x 6'	20" x 6'-5"	20" x 6'-5"	19' x 6'	10' x 6'	10' x 6'
<b>AC Unit</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>4 Season</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Entertainment package</b>	No	No	No	No	Yes	Yes	Yes
<b>Solar Package</b>	No	No	No	No	Yes	Yes	Yes
<b>Hydraulic lift System</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Shipping</b>	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
<b>Notes:</b>	Tank only		End of the season clearance	Stanted tank can take direct sewer			
<b>Availability</b>	Available Now	Available 3-4 months	Available Now	Available Now	Available Now	Available Now	Available Now

# PORTABLE RESTROOM TRAILERS, LLC

portablerestroomtrailers.com

ADA Restroom Trailer + 2 Station |  
Oahu Series - 20' - Direct to  
Sewer

SKU# CHA030422

\$65,725.00 ~~\$73,980.00~~

Available Now

- 4 Season
- 1 ADA Toilet + 2 Toilets  
& 2 Urinals + 3 Sinks
- Up to 250 Guests

Model Year : New

Exterior Color : Pewter

Stations : 3 - Standard

Toilets : 2 - ADA Toilets : 1

Sinks : 3

Fresh Water Tank

(Gallons) : 225

Waste Tank (Gallons) : NA

Water Heater

Mechanical Room

Box Length : 20'

Box Width : 6'-5"

Curb Weight (lbs.) : 7000

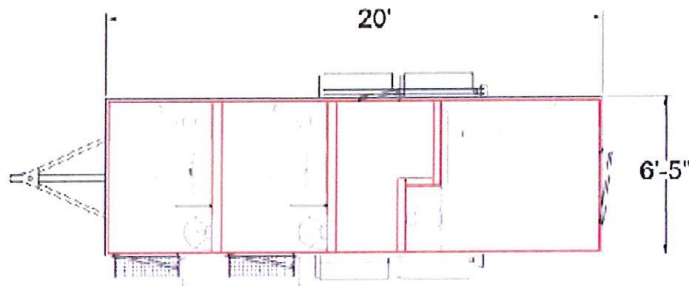
GVWR : 10000

A/C Unit Type (BTU) : 13.5

A/C Unit Count : 1

Water Supply : City Water- Pressurized Water System- Garden Hose

Power Supply/Cords : (1-5) 30 Amp Cords



**Durable ADA Restroom Trailers for Hospitals, Schools, and Parks**

**ADA Restroom Trailer + 2 Station | Oahu Series - 20' - Direct to Sewer**

The ADA Restroom Trailer + 2 Station | Oahu Series is perfect for any venue in which ADA accessibility is a must. This climate-controlled unit features 2 standard unisex restrooms, each with pedal flush toilets, cabinet sink, and shatterproof mirror.

The 20' ADA Restroom Trailer also contains one unisex ADA suite with an ADA toilet, sink, shatterproof mirror, and grab rails. The ADA suite features a wide entry door and ADA-compliant ramp and welcomes each guest with a One Button execution system that smoothly and quietly lowers the trailer to the ground.

Abundant porch lighting and vinyl flooring to ensure a safe entry/exit to each private suite, no matter what time of day or night. The unit is well equipped with a 105-gallon freshwater tank. Your guest will find comfort with air conditioning.

*ADA Compliant in all 50 US States*

*Photos are used to show a choice of white or grey FRP walls and may not be an actual representation of the unit. Please see the layout for actual representation.*

*Financing available with deposit and approved credit.*

*Call us today for more information at 1-877-600-8645.*

**Warranty Information :** This new unit has a 5-year limited trailer manufacturer warranty on the trailer frame and axles and a 2-year limited warranty on the trailer as a whole. Sealant, electrical components, hydraulics, hoses, wall coverings, trim and paint are warranted for 1 year, and 1-3 year warranty on Individual appliances. Registration details are provided by their individual appliance manufacturers and are located in the component binder located in the mechanics room on the backside of the trailer.



**Whatever Your Event, We Have the Right Solution!**

Phone: 1-877-600-8645 ♦ Email: info@portablerestroomtrailers.com ♦ www.portablerestroomtrailers.com

## Buy Back Policy

### What is our Buy Back Policy?

Portable Restroom Trailers LLC offers up to **80%** of the purchase price at any point within **six to twelve months** of purchasing with us!

### How does it work?

The following are the requirements to be considered for our buy-back policy:

1. The portable restroom trailer must initially be purchased through our company.
2. The portable restroom trailer has to be a brand new unit from the current year sold within the United States.
3. You must contact us when you have had your portable restroom trailer for six months.
4. The purchase and pricing is subject to the condition determined at the inspection. Timeframe will be determined at the time of inspection.
5. For the inspection power and water will be required.
6. We pay up to 80% of the retail purchase price! \*

*\*Excludes park model/skids, PODS, units without a waste tank. Must be within the continental US. Excludes Alaska, Hawaii and Islands within the continental US. Must be easily accessible.*

---

6428 W Wilkinson Blvd  
Suite #141  
Belmont, NC 28012

4607 Charlotte Hwy  
Suite #11  
Lake Wylie, SC 29710

1135 W. Western Reserve Rd.  
Suite #B PMB 102  
Youngstown, OH 44514



**DRAFT  
TOWN COUNCIL  
Special Meeting  
Cape Charles Civic Center, 500 Tazewell Avenue  
September 4, 2025  
6:00 PM**

At approximately 6:00 p.m. Mayor Adam Charney, having established a quorum, called to order the Special Meeting of the Cape Charles Town Council. In addition to Mayor Charney, in attendance were Vice Mayor Buchholz, Councilmen Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway. Staff in attendance were Town Manager Rick Keuroglian, Project Manager Bob Panek, Treasurer Marion Sofield, Assistant to the Town Manager Pam Endlein, and Town Clerk Libby Hume. There were 14 members of the public in attendance.

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

**PUBLIC COMMENTS ON AGENDA ITEMS ONLY, EXCLUDING TOWN HALL TOPIC: (3 MINUTES PER SPEAKER)**

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

**SPECIAL MEETING ORDER OF BUSINESS:**

**A. Contract Award for Harbor Boardwalk Reconstruction, Phase 2:**

Project Manager Bob Panek stated that the evaluation of harbor capital assets by our marine engineering firm, Langley & McDonald, indicated that the boardwalk which was built on top of the 4 bulkhead at the outer harbor needed continuing repair to extend its service life. A subsequent inspection revealed that much of the decking, supporting stringers and battens were rotted and a three-phase plan was developed to reconstruct the boardwalk with pressure treated lumber rated for ground contact and synthetic decking. The first phase of 139 linear feet near the bath house was completed this spring. The second phase of 380 linear feet was included in the Fiscal Year (FY) 2026 budget and would go to the west end of the bulkhead. The last phase on the west side of the bulkhead was planned for FY 2027. An invitation for bids (IFB) was issued on July 18, 2025 and four bids were received ranging from \$120K to \$184K. The low bid was Carolina Marine Structures which had the appropriate state contractor's license. They successfully completed many projects in the Hampton Roads area and were recommended by Langley & McDonald. The FY 2026 budget included \$129K for this project.

There were questions as follows: i) Vice Mayor Buchholz asked when the boardwalk was built. Bob Panek stated that it was at least 15 years old, adding that he doubted that the proper grade of pressure treated lumber was used for the original construction and there were areas where the boardwalk had collapsed. The IFB specified the use of ground contact pressure treated lumber; ii) Councilwoman Ashworth asked when the construction would begin and the projected duration. Bob Panek stated that work would begin one month after contract award, after the materials arrived and would take about one to two months. The first phase of 139 linear feet took less than a month to complete.

**Motion made by Councilman Grossman, seconded by Councilman Butta, to authorize the Town Manager to award the contract to Carolina Marine Structures in the amount of \$120K with a contingency reserve of \$9K should additional damage be discovered during reconstruction. The motion was approved by unanimous vote.**

**TOWN MANAGER COMMENTS:**

Town Manager Rick Keuroglan commented as follows:

- i) He thanked everyone who was in attendance this evening, adding that it was always great to see the public participating, even if it was just to listen.
- ii) He asked Council if there were any questions related to his weekly report. There were no questions. He added that in a future report, he wanted to include information regarding public works projects, so the public was aware of the status of each project. Councilman Butta asked that an update be provided regarding demolition by neglect, adding that Council had asked for this update for August but did not receive it. Town Clerk Libby Hume responded that Katie Nunez was working on the presentation for the September 18<sup>th</sup> Council meeting.
- iii) He read an email that he received from David Gomer, adding that he needed to hear the things noted by Mr. Gomer and he wanted Town Council to hear it as well. He viewed this as an opportunity to work out solutions and an opportunity to show accountability on the Town's part to get things resolved. He responded to Mr. Gomer thanking him for taking the time to write his letter and informed him that he took a walk along the beach and took inventory of the fishing pier and landing by Tazewell Avenue. He noticed a lot of broken boards and was really disappointed and horrified of the condition. He took pictures and video and met with the public works crew leader and gave him an action list. We could replace the boards immediately. He created a list with action points and sent it to the public works director, Ralph Bowen, and we would meet to discuss it when Ralph returns to the office.

Councilwoman Holloway stated that several years ago, she and Vice Mayor Buchholz suggested evaluating the public works staff to see if we had adequate staffing and whether we had the right people in the right positions. She had met with Mr. Gomer and was glad that he submitted his letter. The public works crew worked so hard and had so much to do but we needed to provide direction with expectations.

Rick Keuroglan continued by stating that the summer had been really busy and things were starting to slow down so it was the perfect time to switch gears and tackle these other areas.

There was much discussion as follows: i) Councilman Butta thanked Claudette Lajoie and the members of the Civic League for the work done on the Civic Center building pulling out vines, etc. The Town needed to maintain our facilities. If we needed more people, we needed to hire more; ii) Councilman Newman stated that he had previously asked whether the public works department was fully staffed. It was evident that the department was not fully staffed. He was not throwing anyone under the bus because he knew Public Works worked really hard. He previously sent a list of simple maintenance issues to John Hozey. There were too many embarrassing things that had been allowed to happen. He thanked Claudette Lajoie and the Civic League for their efforts to assist the Town. The issues were not all on Town property. He cited the Post Office and other buildings throughout the town. We needed to put dollars where they were needed and mobilize support where we could. We just approved \$120K to repair the harbor boardwalk, but where were the dollars for these other things? He expressed his gratitude to Mr. Gomer for submitting his letter; iii) Vice Mayor Buchholz added that he had spoken to Mr. Gomer and recommended that he write a letter to the town manager; iv) Rick Keuroglan added that the beach pavilion was also in bad condition; v) Councilwoman Ashworth stated that it seemed that most of the items discussed would be part of the beachfront master plan which was a long-term project, but we would not let things deteriorate any further. She suggested allotting funding and getting the manpower to repair things versus watching them fall apart; vi) Councilwoman

Holloway added that the Town was always working on big projects, but we also needed to maintain what we had; vii) Rick Keuroglan stated that we would solve these issues together; viii) Councilman Butta stated that more trash cans were needed along Mason Avenue, especially by Brown Dog Ice Cream. Councilwoman Holloway commented that the issue was not the number of trash cans, but that they needed to be emptied more frequently.

**MAYOR & COUNCIL COMMENTS:**

There were no additional comments.

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

The meeting adjourned at 6:23 p.m.

\_\_\_\_\_  
Mayor Charney

\_\_\_\_\_  
Town Clerk

DRAFT

**September 4, 2025 Town Council Special Meeting  
Information Provided in Writing**

*Letter from David Gomer*

Hi Rick,

Welcome!

I've been walking the beachfront with my dog every morning for years, and while I love this daily routine, I've increasingly noticed how neglected the area has become. While I'm not someone who typically complains, the lack of attention to what is arguably our town's focal point has become impossible to ignore. It makes me question whether Public Works has adequate oversight, direction, or supervision. Yes, there's Ralph, who may be in charge, but the state of things suggests a serious lack of organization and care.

Let me paint a picture of the issues I see regularly:

- Broken stand-up paddleboards and chairs left near trash cans for weeks.
- Blocks of concrete and debris in the surf.
- Hazardous conditions on the LOVE beach pier, including broken, splintering boards and exposed screws that could injure someone's feet.
- Sand covering streets and steps, creating safety hazards for residents and visitors alike.
- Empty dog waste bag dispensers.
- Unrepaired holes in the concrete boardwalk that have gone untouched for over six months.

These are just a few examples, but they illustrate a pattern of neglect that is both frustrating and disheartening. I've lived in Cape Charles for 24 years, raised two wonderful kids here, and watched the town evolve over time. I was deeply involved in real estate on the Shore and have always cared about this community. However, I've reached a point where my morning walks—once a source of joy—now leave me frustrated and questioning the direction of our town's maintenance efforts.

Public Works seems to have plenty of expensive equipment at its disposal, but I wonder if there's a clear plan or any accountability for its use. As a business owner myself, I'd wager there's no organized list of projects or daily tasks guiding their operations. Instead, it feels like a disjointed, "pick-up football game in the park" approach—hardly what one would expect from a town department responsible for such an important asset.

I recently saw a roll off which indicates they plan to "clean" the beach soon, but honestly, this feels like a futile exercise. The last time they cleaned the beach, the machine mostly collected sand and seaweed, with very little trash—because there isn't that much trash left on the beach to begin with.

Before the town spends time and money on proposed redesigns or reimagined versions of the beachfront, I strongly urge you to focus on resolving these long-standing maintenance issues. Improving the existing infrastructure and addressing safety concerns should be the first priority. Without fixing the basics, any new project will only serve as a shiny veneer masking deeper problems.

I urge you, the town council, and the mayor to take a walk along the beachfront in the morning and ask yourselves some critical questions:

- Do I feel safe walking on the boardwalk, stairs, or concrete areas?
- Would I want my grandmother or my children navigating these conditions?
- Is this the image we want to present to visitors and residents alike?

One moment I'll never forget was seeing two parents carry and push their legless son in a wheelchair through the sand piled up on the dune boardwalk crossing so he could see one of our beautiful sunsets. It was heartbreaking. I apologized to them, feeling ashamed that they had to endure such a struggle. Similarly, I've seen mothers trying to push strollers through the sand-covered boardwalk—another unnecessary challenge caused by poor maintenance.

Public Works seems capable of emptying the trash cans on a regular basis, but beyond that, I wonder: can they truly address the bigger issues?

I hope you'll consider these observations seriously and join me in advocating for meaningful improvements. Our beachfront deserves better, and so do the residents and visitors who cherish it.

Thank you for your time,

\*\*\*\*\*

**Priority Issues & Action Steps**

**1. Abandoned Items**

**Issue:** Paddleboards, chairs, and other gear left near trash cans for weeks

**Action:**

- Implement weekly sweeps for abandoned items
- Designate a temporary holding zone before disposal
- Add signage discouraging gear abandonment

**2. Debris in Surf Zone**

**Issue:** Concrete blocks and hazardous materials in the water

**Action:**

- Conduct shoreline inspections twice monthly
- Coordinate safe removal with Public Works
- Document and share cleanup progress

**3. Fishing Pier and Tazewell Landing Pier Safety Hazards**

**Issue:** Splintering boards and exposed screws

**Action:**

- Complete full pier safety audit within 7 days
- Prioritize urgent repairs
- Post temporary warning signage until resolved

**4. Sand Accumulation**

**Issue:** Sand covering streets, steps, and boardwalk crossings

**Action:**

- Increase frequency of sand removal
- Assign staff to monitor high-traffic areas
- Explore low-profile sand barriers near walkways

## 5. Dog Waste Bag Dispensers

**Issue:** Empty or neglected dispensers

**Action:**

- Create weekly refill checklist
- Assign responsibility to specific staff
- Track usage and adjust inventory for high-demand zones

## 6. Boardwalk Surface Damage

**Issue:** Unrepaired holes in concrete for over six months

**Action:**

- Identify and mark damaged areas immediately
- Schedule repairs within 30 days
- Use temporary patching if full repair is delayed

## Oversight & Accountability

### 1. Task Scheduling

**Action:**

- Develop daily/weekly maintenance schedule
- Use shared checklist or whiteboard for tracking
- Review progress during weekly staff meetings

### 2. Visual Documentation

**Action:**

- Take before-and-after photos of maintenance work
- Share updates on town website and social media
- Encourage residents to report issues via online form (Report-a-Concern)

### 3. Leadership Walkthroughs

**Action:**

- Schedule monthly site visits with Public Works leadership and Town Manager
- Invite community members for feedback
- Use walkthroughs to update priorities and staffing

## Community Engagement

### 1. Public Communication

**Action:**

- Acknowledge resident concerns publicly
- Share maintenance updates regularly
- Invite volunteers and civic groups for beautification efforts

**Action Checklist**

Addressing residents' concerns and improving safety, accessibility, and appearance of the beachfront

**General Clean-Up & Oversight**

Task	Action	Responsible Party	Timeline	Status	Completion %
Remove abandoned beach items (paddleboards, chairs)	Weekly sweep and disposal protocol	PW Crew	Immediate & ongoing		
Clear debris from surf zone (concrete blocks, trash)	Shoreline inspection and safe removal	PW Crew	Within 7 days		
Refill dog waste bag dispensers	Weekly restock checklist	PW Crew	Immediate & weekly		

**Infrastructure Repairs**

Task	Action	Responsible Party	Timeline	Status	Completion %
Inspect and repair Fishing pier: splintering boards, exposed screws	Full safety audit and urgent repairs	PW Crew	Audit within 7 days; repairs within 30 days		
Patch holes in concrete boardwalk	Identify, mark, and repair damaged areas	PW Crew	Mark immediately; repair within 30 days		
Remove sand from streets, steps, and boardwalk crossings	Increase frequency of sand clearing	PW Crew	Biweekly or after major weather events		

**Planning & Accountability**

Task	Action	Responsible Party	Timeline	Status	Completion %
Create daily/weekly task schedule	Assign recurring duties and track completion	PW Dir	Begin within 1 week		
Conduct monthly leadership walkthroughs	TM + PW Dir. site visits	Town Manager's Office	Monthly		
Document maintenance with photos	Before/after shots for transparency	PW staff	Ongoing		
Improve public communication	Share updates via website/ social media	Town Manager's Office	Weekly or as needed		

**Community Engagement**

Task	Action	Responsible Party	Timeline	Status	Completion %
Respond to resident concerns	Acknowledge feedback and outline actions	Town Manager	Immediate		
Invite volunteers for beautification	Partner with civic groups	Event's coordinator	Plan within 30 days		

**General Clean-Up & Oversight**

Task	Action	Responsible Party	Timeline	Status	Completion %
Remove abandoned beach items (paddleboards, chairs)	Weekly sweep and disposal protocol	Beach crew	Immediate & ongoing		
Clear debris from surf zone (concrete blocks, trash)	Shoreline inspection and safe removal	Maintenance team	Within 7 days		
Refill dog waste bag dispensers	Weekly restock checklist	Assigned staff	Immediate & weekly		

**Infrastructure Repairs**

Task	Action	Responsible Party	Timeline	Status	Completion %
Inspect and repair LOVE pier (splintering boards, exposed screws)	Full safety audit and urgent repairs	Facilities team	Audit within 7 days; repairs within 30 days		
Patch holes in concrete boardwalk	Identify, mark, and repair damaged areas	Concrete crew	Mark immediately; repair within 30 days		
Remove sand from streets, steps, and boardwalk crossings	Increase frequency of sand clearing	Street maintenance team	Biweekly or after major weather events		

**Planning & Accountability**

Task	Action	Responsible Party	Timeline	Status	Completion %
Create daily/weekly task schedule	Assign recurring duties and track completion	Public Works leadership	Begin within 1 week		
Conduct monthly leadership walkthroughs	Council + Public Works Director site visits	Town leadership	Monthly		
Document maintenance with photos	Before/after shots for transparency	Assigned staff	Ongoing		
Improve public communication	Share updates via website/social media	Town Manager's Office	Weekly or as needed		

**Community Engagement**

Task	Action	Responsible Party	Timeline	Status	Completion %
Respond to resident concerns	Acknowledge feedback and outline actions	Town Manager	Immediate		
Invite volunteers for beautification	Partner with civic groups	Community coordinator	Plan within 30 days		





**DRAFT**  
**TOWN COUNCIL**  
**Work Session**  
**Cape Charles Civic Center, 500 Tazewell Avenue**  
**September 4, 2025**  
**6:00 PM**

At approximately 6:25 p.m. Mayor Adam Charney, having established a quorum, called to order the Work Session of the Cape Charles Town Council. In addition to Mayor Charney, in attendance were Vice Mayor Buchholz, Councilmen Butta, Grossman, and Newman, and Councilwomen Ashworth and Holloway. Staff members in attendance were Town Manager Rick Keuroglian, Project Manager Bob Panek, Treasurer Marion Sofield, Assistant to the Town Manager Pam Endlein, and Town Clerk Libby Hume. Also in attendance was Ricky Wiatt from Vanasse Hangen Brustlin, Inc. the Town's consulting firm for the Beachfront Master Plan. There were 17 members of the public in attendance.

**WORK SESSION ORDER OF BUSINESS – BEACHFRONT MASTER PLAN**

Ricky Wiatt stated that the initial schedule was a little too aggressive, adding that it took time to revise the renderings after each public session. The initial survey was done last spring, and the committee meetings began in June. In August 2024 the first version was reviewed by the committee. It was presented to Council and the public in November. Many changes were made after that meeting and the second round of community engagement was done earlier this spring. The plans had been updated from those sessions and would be presented this evening.

Mr. Wiatt went on to report that the Rural and Tribal Assistance (RTA) grant had been reinstated, explaining that in March, John Hozey had applied for the grant, but due to government-side technical issues the program was withdrawn. The program was revamped in August. He attended the webinar, and the application process was simplified and the funding amount was doubled to \$54M nationwide. About \$20M was set aside for tribal organizations and the remaining amount of \$34M was split between the states for rural, small communities. Each state would have \$6.8M to award. The grant funding would be awarded on a first come first served basis. The application portal would open up on Monday, September 8, at 2:00 p.m. There was a previous cap of \$750K per application but that had been increased to \$2.5M per application. The RTA grant would cover full engineering and permitting. The Town would apply for the full amount to cover the engineering and permitting costs with no match. The project could still be completed in phases, but all the design could be completed at once, including full architectural plans for both restrooms, the pavilion, etc. It would also cover more extensive public engagement as well as environmental permitting. The permits were typically good for five to seven years and could be renewed for another five to seven years if needed. It would be a slow process. Once the notice of award was received, we would need to have the 30% design documents completed, everything would need to be investigated and surveyed. In the meantime, we would be doing more design and public engagement. It would take about 18 months from the time of award to get the project ready to bid. We would know by November 28<sup>th</sup> if we were awarded anything.

Mr. Wiatt went on to review the concept development: i) The plazas at each entrance were removed and the south plaza was scaled back; ii) One of the big things was realigning the beach entrances with the end of the streets. Due to the wind and sand movement, the openings were angled and tightened up; iii) The Jefferson Avenue Plaza with the restrooms was reduced in size; iv) The planting areas and turf were removed, and the look would remain natural with sand; v) Golf cart parking was added on each block. During the last public comment sessions, we heard a lot about golf cart parking areas. He thought it was a good idea to look into. He took the comments and reached out to two large golf cart manufacturers and got the specs for their golf carts. Unfortunately, the golf cart parking area design had to be changed due to the golf carts' turning radius; vi) The speed tables were realigned so vehicles would not be hitting them askew; vii) On the south end, the widths of the walkways were reduced to 8' in some areas.

Mr. Wiatt distributed the Golf Cart Parking sheet which outlined the new parking configuration. (Please see attached.) He went on to explain the following: i) The golf cart parking spaces were 7' wide and 12' long. The length could be increased to 16' to allow for 8-seater golf carts which were about 13' long. In comparison, the spots for vehicles were 10' wide and 22' long. These lengths were to allow people adequate space to unload their items without having to stand in the travel lane. Benches or other items could be placed in the 6' areas along the walkway behind the golf cart parking spaces. Councilwoman Holloway suggested that bicycle racks could be placed in these areas along with benches. Councilwoman Ashworth stated her preference to add bicycle racks in these areas, especially since the Rails to Trails would be coming into town.

The Bay Avenue Improvements sheet was distributed. (Please see attached.) i) There was a total of 204 proposed spaces, a 28% increase from the approximate 160 existing spaces, but the number of vehicle and golf cart spots could be adjusted if desired; ii) Trees were shown on the renderings since they help with stormwater management, although we did not want to increase maintenance issues. If appropriate trees were planted, they would not have to be pruned regularly and an arborist could be hired for routine limbing, etc.

The Concept Plan sheet was distributed. (Please see attached.) i) The parking spaces on the east side of Bay Avenue were all parallel parking with the spaces broken up with no long runs so food trucks would not be able to park there; ii) Jefferson Avenue ADA access and restroom: Both sides were flanked with vehicle parking. The lines shown at the intersections represented ramps up and down and the area in between was all at one elevation. ADA parking would be on either side of the entrance. ADA specs were a 10' width, and if van-accessible, another 5'; iii) Madison, Monroe and Tazewell Avenues: Golf cart parking closest to the intersections with vehicle parking in the middle; iv) Randolph Avenue: Golf cart parking by the pavilion; v) South Plaza area: A ramp was added for food trucks to come up. The other curbs were mountable curbs which were sloped versus straight faced. The pavers were toned down to tan-colored and different patterns could be created with the pavers. The width by the LOVE sign was 24' and could accommodate five food trucks. It could be a Town policy that if the vendor had a trailer, their truck would have to be removed once the trailer was put in place.

Tree Plantings: i) Councilwoman Holloway asked about the benefit of the trees other than aesthetics. Ricky Wiatt stated that studies were done in Hampton, and a tree canopy would cool the pavement. Mature trees were a stormwater management benefit. There was also a benefit of improved air quality; Councilwoman Ashworth stated that trees also broke up the concrete jungle look and were lovely; iii) Ricky Wiatt stated there might be some concern with trees blocking the sunsets what people wanted to see. An appropriate street tree would grow up and the sunsets could be seen underneath the canopy; iv) Councilwoman Holloway stated that the Citizens for Central Park added lots of trees in Central Park last year and they significantly changed her view. She could no longer see the gazebo from her house. She was unsure if we needed so many trees along Bay Avenue; v) Vice Mayor Buchholz commented that he did not see where the people living at the beachfront would want trees there. Ricky Wiatt stated that "shade" was one of the main things from the survey and trees provided shade and were less costly than shade structures.

Masterplan sheet: The color of the pavers was changed. It was advisable to have changes in color as it added dimension and was more visible for motorists. We talked about gray, tan or clay. There was one planted bed in the area by the LOVE sign which was a deterrent for vehicles jumping the curb and going into the plaza. There were sections of mountable curbs for maintenance and emergency vehicles as well as for vendors.

Ricky Wiatt stated that this process had been a journey, and he hoped that after tonight, the concept would receive approval. The next step would be to submit the application for the RTA grant on Monday. All the renderings would be compiled into a packet. If we did not get the RTA grant, we would talk about other grant/funding opportunities. The BUILD (Better Utilizing Investments to Leverage Development) grant had a much more in-depth application process but had a similar limit

of \$2M for engineering and plans. It would require a cost-benefit analysis. There was also t (Transportation Alternatives Program) grant with VDOT, but this one required a 20% match. Some of this project could qualify for the Safe Street for All grant which focused on mobility improvements. All grant opportunities would be listed in the final packet.

Councilman Newman asked if we could get recommendations for dealing with some immediate needs such as issues with sand and wind, and fence placement to minimize the amount of beach being lost annually. Ricky Wiatt stated that he did not bring the handout related to the dune maintenance plan, but it would be part of their final deliverable which would include the benefit of keeping the dunes clean, adding that if the wrong species of plants or animals were to invade the dunes, it would become problematic. These dunes were manmade so we were able to alter them, but it a habitat was formed, it would be a challenge.

Councilwoman Holloway commented that the general public was unable to see these plans and asked about the next step with citizen engagement. Ricky Wiatt responded that it was a Council decision, but he felt that with the comments and survey responses received, all comments had been addressed. VHB felt comfortable that we could begin wrapping up this phase. There was a lot involved in the design phase, so a decision had to be made at some point to finish this phase. Councilwoman Holloway added that at a minimum, the documents should have been provided in advance, so the public had a chance to review them. We owed it to the public to help them understand what was done tonight. Vice Mayor Buchholz stated that is we could get these files electronically, they could be posted, and we could obtain feedback about it, especially the trees which were new. Councilwoman Holloway stated that hard copies needed to be available as well. We also needed to let the public know about the grant application with award notification in November.

Councilman Grossman suggested the beachfront master plan be on the next meeting agenda with a staff report outlining the grant application and including a copy of the grant application so we could entertain comments.

Councilwoman Ashworth asked if we received a public outcry that the citizens did not want to move forward with the plan, could the Town turn down the grant. Ricky Wiatt stated that one of the questions on most grant applications was about the Town's success with grant funding, and the Town currently had a good track record. If the Town received this grant and did not accept it, we would have to disclose this on future grant applications, and it would not be viewed very favorably.

Rick Keuroglan stated that he was feeling some pressure about the grant application on Monday. He and Ricky Wiatt would talk prior to the grant submittal, and he would be on speakerphone during the process. He already had the questions and answers and would do his best.

**Motion made by Councilman Grossman, seconded by Councilman Newman, to adjourn the Town Council Work Session. The motion was approved by unanimous vote.**

The meeting was adjourned at 7:57 p.m.

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Mayor Charney

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Town Clerk

CAPE CHARLES

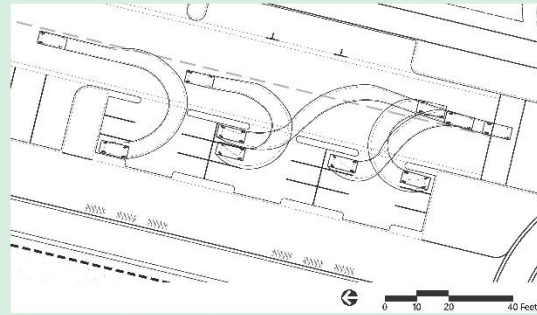
## Beachfront Master Plan

# GOLF CART PARKING

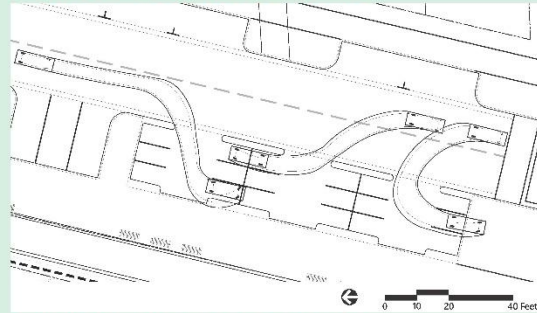
The original golf cart parking concept was tested with Vehicle Tracking technology to ensure its viability.



### ORIGINAL CONCEPT



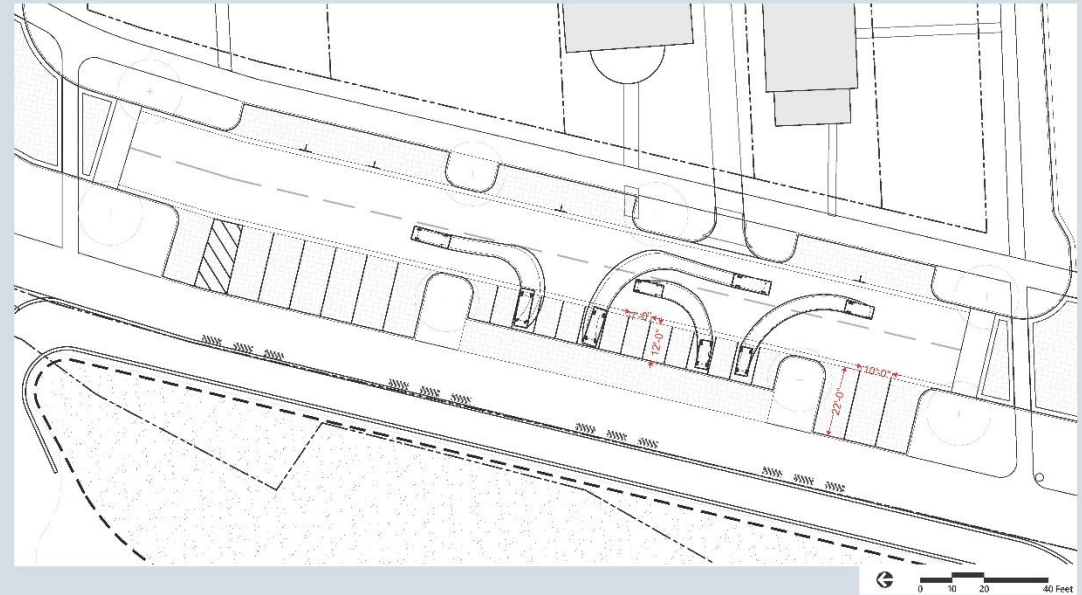
#### 4-PERSON GOLF CART PARKING



#### 6-PERSON GOLF CART PARKING

The original concept for golf cart parking was intended to increase the number of spaces and cordon them off from regular car parking. This model demonstrates that the configuration does work for the smaller, 4-person golf carts. However, Cape Charles houses many different sizes and types of golf carts, up to 8 person vehicles. This design unfortunately does not accommodate those turning radii without severely expanding and impacting car parking. So, using this data collected, a new parking configuration was developed.

### IMPROVED CONCEPT



#### NEW PARKING CONFIGURATION

The new golf cart parking configuration are designed to accommodate diverse vehicle types, including both 4-person and 6-person golf carts. This layout ensures compatibility with popular models like E-Z-GO, facilitating smooth and easy maneuvering into parking spaces. These spaces also include extra walking space to make unloading beach equipment easier and more convenient.



RXV 4 Touring STL ELITE  
- Overall Length: 114.7 in  
- Overall Width: 47.0 in



Express 6 Cruiser  
- Overall Length: 142.8 in  
- Overall Width: 50.6 in



Villager 8  
- Overall Length: 157.0 in  
- Overall Width: 47.3 in



# CAPE CHARLES

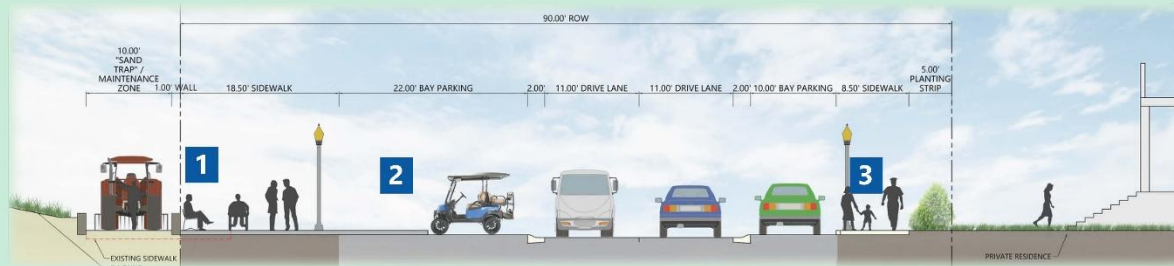
## Beachfront Master Plan

# BAY AVENUE

The new Bay Avenue parking configuration prioritizes safety, efficiency, and beauty for residents and visitors.



### BAY AVENUE IMPROVEMENTS



### PARKING SECTION

This section depicts the proposed parking concept for Bay Avenue, featuring widened sidewalks, golf cart parking, and improved accessibility.

Historically, 75% of all vehicle parking at Cape Charles beach has been golf carts. Due to the high volume of golf carts in the area, multiple golf-cart-only parking bays have been proposed on the west side of Bay Avenue. By providing dedicated golf cart spaces, golf carts will be less likely to take up car parking in the area; making parking on Bay Avenue much more efficient for all vehicle types.

Dedicated golf cart parking also minimizes the number of children needing to cross Bay Avenue to the beach; since they are parked on the west side, they will not have to cross the road, which increases pedestrian safety. The east side of Bay Avenue has been dedicated to parallel parking spaces to maximize pedestrian friendly spaces as well as maintaining the character of Bay Avenue as it exists today.

For the residents on Bay Avenue, this proposal includes a hedge wall along Bay Avenue to increase privacy, shield residents from headlights, and to provide more protection from windblown sand. The development occurs completely within the Right-Of-Way, so there is no encroachment along property lines along Bay Avenue. Driveways and sidewalks that connect to Bay Avenue are also honored, to make sure that access is guaranteed for all residents.



**RAISED INTERSECTION**  
Drawing sourced from NACTO

### PARKING EXHIBIT

- 1 Raised intersections are flush with the sidewalk and ensure that drivers traverse the crossing slowly.
- 2 Raised intersections with yield control are preferred to signals on low-speed (<20 mph) and low-volume (<3,000 ADT) streets. Raised intersections help reduce vehicle speeds and crash risk while simultaneously reducing unnecessary delay to motorists and bicyclists.
- 3 Bollards along corners keep motorists from crossing into the pedestrian space. Bollards protect pedestrians from errant vehicles.

<b>EXISTING:</b>	160 Approx.	Car Parallel Spaces
<b>PROPOSED:</b>	94	1 Golf Cart Spaces
	110	2 Car Bay Spaces
<b>204 PROPOSED SPACES</b>		+28% Increase in Total Spaces



# CAPE CHARLES Beachfront Master Plan CONCEPT PLAN

The original concept has been improved after much discussion with Cape Charles Town Council and the residents of Cape Charles.



## BAY AVENUE IMPROVEMENTS



## CAPE CHARLES MASTER PLAN



# CAPE CHARLES

## Beachfront Master Plan

# MASTERPLAN



### EXHIBIT 1



### JEFFERSON AVE PLAZA

This proposed plaza offers amazing sunset views on the north end of the beach adjacent to Jefferson Avenue. A flex use building and eating spaces allows this plaza to be a great place for sunset gatherings.

- 1 » Restrooms
- 2 » Beach access ramp/Stairs

### EXHIBIT 2



### RANDOLPH AVE PLAZA

The historical gazebo on Bay Avenue is a beloved place of gathering for Cape Charles residents. This new plaza expands this gathering space, allowing the gazebo to be at the heart of it all.

- 1 » Flush Curb Intersection
- 2 » Beach access ramp / Stairs
- 3 » Preserved Gazebo
- 4 » Bollards

### EXHIBIT 3



### SOUTHERN BAY AVENUE PLAZA

This plan enlargement of the Masterplan concept shows the southern end of Bay Avenue. This space will be the nexus of community activities; food trucks, eating spaces, and expansive green space make this area the heart of Cape Charles beachfront.

- 1 » Covered Dining Pavilion and Outdoor Dining
- 2 » Vehicle Drop Off
- 3 » Flag Poles
- 4 » Restrooms



## July 2025 Treasurer's Report

### Page 1 – Cash Position

- Total cash reserves across all accounts are \$19,883,534.

### Page 2 – Revenues vs. Expenditures

- All annual flat-amount budgetary transfers are now reflected in this report. For example, the budgeted \$690,000 transfer to capital fund balance is reflected as an expense within the capital fund. This is a change from prior fiscal years in which annual budgetary transfers were not booked until after the close of the fiscal year.

### Page 3 – Capital Projects

- Town Council has expressed a desire to track the costs associated with the construction of our new town hall in greater detail. Once a budget amendment has been adopted to reflect these categories, this report will be updated to show the same level of detail.
- Once the budget amendment to allocate \$100,000 to the cost of moving to and outfitting our interim town hall is adopted, future reports will reflect these expenses in more detail.

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

<b>Cash on Hand</b>	<b>6/30/2025</b>	<b>7/31/2025</b>	<b>Increase/ (Decrease)</b>
Atlantic Union Bank Checking Account	-\$18,556	\$47,317	\$65,874
Atlantic Union Bank Money Market Account	\$434,252	\$184,937	-\$249,314
LGIP Account 1 - 0565 - Unrestricted	\$120,343	\$120,794	\$451
LGIP Account 2 - 0195 - Unrestricted	\$382,509	\$383,942	\$1,433
Virginia Investment Pool Liquidity Unassigned - 5003	\$16,629,464	\$16,691,968	\$62,504
Virginia Investment Pool 1-3 Year Unassigned 0001	\$1,110,746	\$1,110,030	-\$715
Taylor Bank Operating Cash Account	\$433,046	\$658,432	\$225,386
Taylor Bank Sweep Account	\$804,203	\$655,563	-\$148,640
<b>Total Cash On Hand</b>	<b>\$19,896,005</b>	<b>\$19,852,983</b>	<b>-\$43,022</b>

<b>Restricted and Reserved Cash Balances</b>	<b>6/30/2025</b>	<b>7/31/2025</b>	<b>Increase/ (Decrease)</b>
Atlantic Union Bank Checking Account - Police Funds	\$431	\$431	\$0
LGIP Account 2 - Restricted for USDA loan covenant	\$30,120	\$30,120	\$0
Virginia Investment Pool Liquidity Acct#1 Facility Fees Rsrvd (Utilities)	\$0	\$0	\$0
<b>Total Cash Held in Reserve</b>	<b>\$30,551</b>	<b>\$30,551</b>	<b>\$0</b>
<b>Total Cash - All Accounts</b>	<b>\$19,926,556</b>	<b>\$19,883,534</b>	<b>-\$43,022</b>

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

**REVENUE VS. EXPENDITURES**

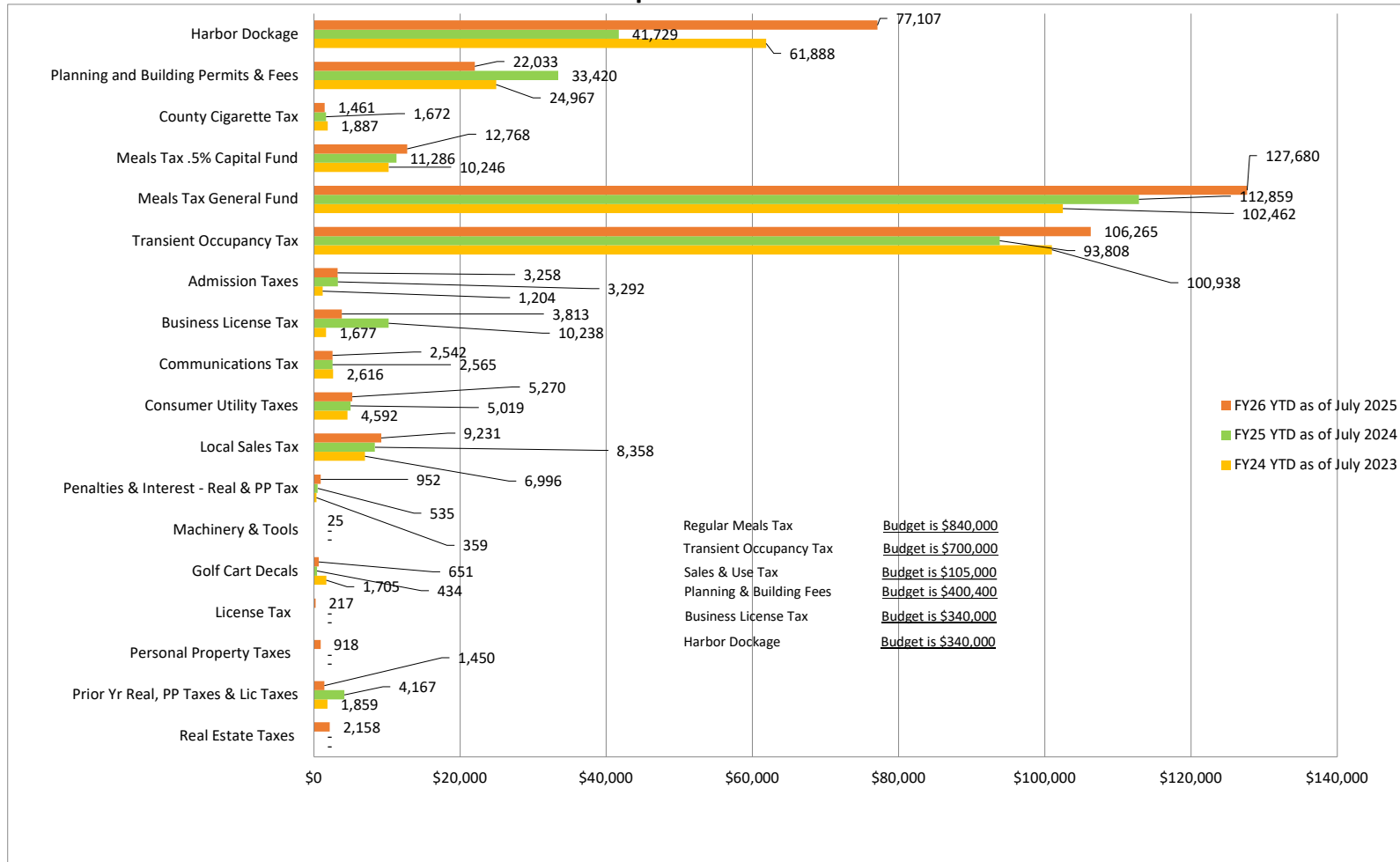
FUND	CURRENT MONTH	CURRENT YEAR-TO-DATE	ANNUAL BUDGET	% REALIZED/ EXPENDED FY25
<b>GENERAL Fund</b>				
REVENUE	\$463,606	\$463,606	\$5,855,108	7.92%
EXPENDITURES	\$1,087,102	\$1,087,102	\$5,855,108	18.57%
<b>NET</b>	<b>(\$623,496)</b>	<b>(\$623,496)</b>	<b>\$0</b>	
<b>GENERAL Capital Fund</b>				
REVENUE	\$12,768	\$12,768	\$6,767,456	0.19%
EXPENDITURES	\$2,190,485	\$2,190,485	\$6,767,456	32.37%
<b>NET</b>	<b>(\$2,177,717)</b>	<b>(\$2,177,717)</b>	<b>\$0</b>	
<b>GENERAL Debt Service Fund</b>				
REVENUE	\$1,595,121	\$1,595,121	\$1,655,121	96.37%
EXPENDITURES	\$1,500,000	\$1,500,000	\$1,655,121	90.63%
<b>NET</b>	<b>\$95,121</b>	<b>\$95,121</b>	<b>\$0</b>	
<b>GENERAL Special Activities Fund</b>				
REVENUE	\$0	\$0	\$0	0.00%
EXPENDITURES	\$0	\$0	\$0	0.00%
<b>NET</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>PUBLIC UTILITIES Fund</b>				
REVENUE	\$80,521	\$80,521	\$80,000	100.65%
EXPENDITURES	\$80,000	\$80,000	\$80,000	100.00%
<b>NET</b>	<b>\$521</b>	<b>\$521</b>	<b>\$0</b>	
<b>HARBOR Fund</b>				
REVENUE	\$520,501	\$520,501	\$1,000,631	52.02%
EXPENDITURES	\$147,041	\$147,041	\$1,000,631	14.69%
<b>NET</b>	<b>\$373,460</b>	<b>\$373,460</b>	<b>\$0</b>	
<b>SANITATION Fund</b>				
REVENUE	\$344	\$344	\$361,177	0.10%
EXPENDITURES	\$40,002	\$40,002	\$361,177	11.08%
<b>NET</b>	<b>(\$39,657)</b>	<b>(\$39,657)</b>	<b>\$0</b>	


## FY 26 Capital Improvement Project Tracking Report

As of:  
7/31/2025

	<u>FY26 Status or Start Date</u>	<u>% of Current Year Budget</u>	<u>FY26 Budgeted</u>	<u>QTR 1 Expended</u>	<u>QTR 2 Expended</u>	<u>QTR 3 Expended</u>	<u>QTR 4 Expended</u>	<u>FY25 YTD Expended</u>	<u>(Over)/Under Budget</u>
<b>General Capital Fund</b>									
Municipal Space Replacement	<u>In Process</u>	0%	\$ 3,250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,250,000
ADA Parking at Central Park	<u>Pending</u>	0%	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Library Repair & Renovation	<u>In Process</u>	0%	\$ 310,000	\$ 485	\$ -	\$ -	\$ -	\$ 485	\$ 309,515
Beachfront Revitalization	<u>Pending</u>	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Beach Restroom/Bathhouse	<u>Pending</u>	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Sidewalk Infill	<u>In Process</u>	0%	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Mason Ave. Electrical	<u>Pending</u>	0%	\$ 164,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,000
Keck Wells Water Line Return	<u>Pending</u>	0%	\$ 565,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 565,000
<b>Subtotal</b>			<b>\$ 4,499,000.00</b>	<b>\$ 485</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 485</b>	<b>\$ 3,933,515</b>
<b>Harbor Fund</b>									
Fuel Tank Improvements	<u>Pending</u>	0%	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,000
Fixed Dock Rehab	<u>In Process</u>	0%	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Replace Boardwalk With Synthetic Decking	<u>In Process</u>	0%	\$ 129,000	\$ 110	\$ -	\$ -	\$ -	\$ 110	\$ 128,890
<b>Subtotal</b>			<b>\$ 196,000</b>	<b>\$ 110</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110</b>	<b>\$ 195,890</b>
<b>TOTAL</b>			<b>\$ 4,695,000</b>	<b>\$ 595</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 595</b>	<b>\$ 4,129,405</b>

### Specific Sources of Revenue as of 7.31.2025



	<b>Agenda Title:</b>	<b>Agenda Date:</b>
	Community Development Block Grant	Sept 18, 2025
	<b>Subject/Proposal/Request:</b>	
	Approval of Contract(s) with the Berkley Group for planning services for Harbor/Railroad Master Plan	
<b>Town of Cape Charles</b>	<b>Attachments:</b>	<b>For Council:</b>
	Work Order 2 – Master Plan	Action: X Information:
	<b>Staff Contact(s):</b>	<b>Reviewed by:</b>
	Katie Nunez, Director of Planning and Zoning Administrator	Rick Keuroglian, Town Manager

**Background:**

In the Planning Department budget Account #100-4811-3410, \$95,000 is budgeted for Management Consulting, specifically for Harbor/Railroad Master Planning for Fiscal Year 2026.

Please note that this same amount of \$95,000 was budgeted for Fiscal Year 2025 but was not utilized since we were unable to start that work due to other departmental work commitments. As the Town closes its financial books for FY2025, this money will be included in the undesignated fund balance to the General Fund as funds unspent and could be a source of funding through a mid-year budget appropriation request.

Based upon the Town Council meeting discussion of July 17, 2025 and August 7, 2025, The Town Manager and the Director of Planning and Zoning Administrator have worked with the Berkley Group to refine the scope of work envisioned.

**Item Specifics:**

Enclosed please find the revised general contract with the Berkley Group for Work Order 2 for Town Council consideration. Revisions are highlighted in yellow in the attached documents.

**Revisions in Work Order 2:**

In Work Order 2, revisions include: Task 1.6, Task 1.8, Task 3.5 and the costs reflecting these tasks on the Table. The Table below reflects the changes.

	<b>Previous Work Order 2</b>	<b>Revised Work Order 2</b>
--	------------------------------	-----------------------------

<b>Task 1.6 Economic Profile and Comparable Community Analysis (p.3)</b>	6 localities for comps	3 localities for comps
<b>Task 1.8 Steering Committee Kick-Off Meeting (p.3)</b>	In-person kick-off with Steering Committee will occur on a separate day as the Public Engagement Event See Task 1.8	In-person kick-off with Steering Committee will occur on the same day as the Public Engagement Event See Task 1.7
<b>Task 3.5 Public Engagement Event (p.4)</b>	Two-day public event	One-day public event
<b>Table Task 1.6 (p.6)</b>	\$15,000.00	\$7,500.00
<b>Table Task 3.3 (p.7)</b>	\$11,360.00	\$7,760.00
<b>Table Task 3.5 (p.7)</b>	\$7,200.00	\$4,775.00
<b>Table Subtotal (p.7)</b>	\$126,035.30	\$109,990,90

At this time, there is available funding of \$95,000 in the Planning Department budget; however, the total cost for Work Order 2 is \$109,990.00 which exceeds the current budget allotment.

**Recommendation:** Town Council review is requested of the Revised Work Order 2 and discussion and approval is sought:

1. To award Work Order 2 in the amount of \$109,990.00



September 15, 2025

Town of Cape Charles  
Attn: Rick Keuroglan  
2 Plum Street  
Cape Charles, VA 23310

**RE: Work Order 2: Harbor Area Master Plan Development**

Dear Mr. Keuroglan:

Berkley Group is pleased to present the associated scope and fee to the Town of Cape Charles for Master Plan Development for the Town's Harbor Area, to include specific focus on a 52-acre site.

If you have any questions or need additional information, please feel free to contact me at any time.

Sincerely,

Andrew D. Williams  
Chief Executive Officer

I have reviewed the scope and fee for the associated work order, and I hereby give the consultant notice to proceed for the work described herein.

\_\_\_\_\_  
Mr. Keuroglan, Town Manager

\_\_\_\_\_  
Date

## **I. SCOPE OF SERVICES**

Berkley Group will provide Master Plan Development services to the Town of Cape Charles for the Town's Harbor Area (generally the area and parcels immediately adjacent to Cape Charles Harbor; "the Harbor Area"), with specific focus on a 52-acre former railyard site consisting of parcels 83A3-A-9 (42 acres) and a portion of parcel 90-A-9 excluding the trail area and parking (10 acres) ("the Railyard Site").

Specific project phases and tasks are as follows:

### **Phase 1 - Project Management; Preliminary Concepts**

#### **Task 1.1 - Project Management**

Berkley Group will manage the project and subconsultants, and coordinate with Town staff regularly and as needed to collect input and information related to the project. This scope assumes any project management meetings will be conducted virtually/remotely. Project meetings with Town staff will occur virtually; a total of up to thirty (30) minutes per week is allocated for these meetings, which may be scheduled weekly, biweekly, or as needed depending on the project needs and availability, with one (1) thirty (30) minute meeting anticipated to occur weekly or biweekly during the duration of the project.

#### **Task 1.2 - Staff Kickoff Meeting**

Berkley Group will conduct an initial virtual meeting with Town staff to (1) review project scope, goals, expectations, deliverables, (2) identify key personnel for project coordination and establish communication protocols, (3) planning for Council kick-off and interviews, and (4) planning for public engagement.

#### **Task 1.3 - Town Council Kick-off/Interview Session**

Berkley Group will conduct two-by-two interviews and an in-person kick-off session with Town Council as an opportunity for the Town Council to share their goals, objectives, and perspectives with regard to the Harbor Area Master Plan and consideration of the Railyard Site. This will be conducted on the same day as the site visit. If all interviews cannot be conducted due to schedule conflicts, they will be conducted virtually.

#### **Task 1.4 - Site Assessment and Site Visit**

Berkley Group will collect, review, and analyze land use, planning, and zoning documents applicable to the property and immediately surrounding area. Berkley Group and relevant subconsultants will conduct a site visit of the property and surrounding area. Town staff will assist in the site visit, providing details on points of interest including brown field and infrastructure locations. Task deliverables will include a memo/report summarizing the assessment of the site.

#### **Task 1.5 - Technical Assessment and Mapping**

Berkley Group, through subconsultant Collins Engineering, will collect, assess, and/or develop GIS/topographic data, infrastructure data, site surveys and base maps. Site mapping will be conducted utilizing existing Esri-compatible map data provided by the Town, and Virginia Geographic Information Network. Base maps will incorporate aerial imagery, topography, existing survey data, identified and known site features and constraints, and apply current zoning setbacks and similar regulations. Task deliverables will include mapping to be included in the Task 1.4 memo/report summarizing the assessment of the site.

#### **Task 1.6 - Economic Profile and Comparable Community Analysis**

Berkley Group, through subconsultant Rural Resilience Advisors, will complete an economic and landscape profile of Cape Charles. Categories of review will include Demographics and

Population, Business & Economic Base, Tourism & Hospitality Assets & Impact, Infrastructure & Transportation, Community Assets & Quality of Life, and Regional & External Environment. The profile and analysis will include identification of up to **three (3) localities** with similar profiles, individual summary briefs for each highlighting best practices for business development.

**Task 1.7 - Public Engagement Event**

Berkley Group will facilitate up to one (1) public engagement event that occurs on two (2) days, a weeknight and a weekend day. The event may be performed in a workshop or open house style. The event will include an overview of the subject property and information collected as part of preceding tasks, and exercises to allow for public input concerning the use and development of the property. The Town will advertise and promote the event; coordinate logistics, set up, and printing of small format materials; and provide staff support. Berkley Group will provide content for digital and print flyers, and digital content for small format materials. Berkley Group will provide large format display boards for the community engagement. Task deliverables will include a report/memo summarizing engagement results. See task 1.10 for details.

**Task 1.8 - Steering Committee Kick-off Meeting**

Berkley Group will conduct an in-person kick-off with the Steering Committee. The kick-off will focus on the scope of the project, direction from Town Council, a review of the Railyard Site assessment, and discussion of the Harbor Area and Railyard Site. This task will occur on the **same day as Task 1.7**, Public Engagement Event.

**Task 1.9 - Railyard Site Preliminary Concepts**

For the Railyard Site, Berkley Group, through subconsultants Collins Engineering and Design Develop, will develop conceptual site mapping, to include potential site layout with base engineering for structures, roads, and pedestrian paths and visualizations and renderings showing conceptual building design and perspective renderings with scale, massing, architectural character, and streetscape interaction.

**Task 1.10 - Site Assessment and Engagement Report**

Berkley Group will develop a final report based upon previous project tasks reports/memos, summarizing the assessment of the property and public engagement. The report will make preliminary recommendations for future planning efforts for the property.

**Task 1.11 - Steering Committee Meeting (#2, Virtual)**

Berkley Group will meet virtually with the Steering Committee to review public engagement, preliminary concepts for the Railyard Site, discuss land use and development objectives and goals for the Railyard Site and Harbor Area, and planning for the second public engagement.

**Phase 2 - Plan & Concept Development; Public Engagement**

**Task 2.1 - Public Engagement Event (#2)**

Berkley Group will facilitate a public engagement event that occurs on two (2) days, a weeknight and a weekend day. The event may be performed in a workshop or open house style. The event will include an overview of the Harbor Area and Railyard Site and exercises to allow for public input concerning the land use and development of the Harbor Area and Railyard Site. Engagement exercises will be planned to elicit public desires and preferences, and understanding and confirmation of themes, areas of interest and concern for the general Harbor Area and the specific Railyard Site, along with public reactions to preliminary concepts developed for the Railyard Site. The Town will advertise and promote the event; coordinate logistics, set up, and printing of small format materials; and provide staff support. Berkley Group will provide content for digital and print flyers, and digital content for small

format materials. Berkley Group will provide large format display boards for the community engagement.

**Task 2.2 - Draft Master Plan Development**

Berkley Group will begin plan drafting, develop the outline of the plan, themes, and high-level design.

**Task 2.3 - Refinement of Railyard Site Concepts**

For the Railyard Site, Berkley Group, through subconsultants Collins Engineering and Design Develop, will refine preliminary concepts, and develop concepts for streetscape, signage, and landscaping.

**Phase 3 – Final Recommendations, Concepts & Plan Adoption**

**Task 3.1 - Steering Committee Meeting (#3, Virtual)**

Berkley Group will meet virtually with the Town Steering Committee to review public engagement and receive direction on final concepts and plan content.

**Task 3.2 - Finalization of Railyard Site Concepts**

For the Railyard Site, Berkley Group, through subconsultants Collins Engineering and Design Develop, will finalize developed plan concepts.

**Task 3.3 - Plan Drafting**

Berkley Group will develop a final draft of the plan document for the Master Plan, to include identified strategies and implementation plan.

**Task 3.4 - Steering Committee Meeting (#4, Virtual)**

Berkley Group will meet virtually with the Town Steering Committee, the final meeting of the Steering Committee, to allow the Committee to comment on the final draft of the plan document and make a recommendation on the plan document.

**Task 3.5 - Public Engagement Event (#3)**

Berkley Group will facilitate a public engagement event that occurs on one (1) day, either a weeknight or weekend day determined in coordination with the Town. The event may be performed in a workshop or open house style. The event will include the presentation of the final plan and concepts for public comment and feedback. The Town will advertise and promote the event; coordinate logistics, set up, and printing of small format materials; and provide staff support. Berkley Group will provide content for digital and print flyers, and digital content for small format materials. Berkley Group will provide large format display boards for the community engagement.

**Task 3.6 - Plan Adoption**

Berkley Group will participate in a meeting of the Town Council or joint meeting of the Planning Commission and Town Council to present the final plan for adoption.

**Task 3.7 - Final Deliverable**

Based upon final adoption, Berkley Group will develop a final digital version (PDF) of the Master Plan document and transmit this to the Town.

**Optional Services**

The following services are optional to the above Scope of Services and may be added with written authorization from the locality. Fees for optional services are identified under IV. Fee, below the table for fees associated with the Scope of Services:

1. **Additional Public Engagement Events, Steering Committee, Planning Commission, or Town Council meetings.**
2. **Public Survey(s)**
3. **Market Assessment:** Berkley Group, through subconsultant Rural Resilience Advisors, will conduct a market assessment for up to 4 sectors focused on the Railyard Site. The market assessment, informed by the Economic Profile, will align the site's characteristics with appropriate markets through data analysis and best practice examples. The market assessment will provide realistic development potential for the property, grounded in market conditions and achievable opportunities.
4. **Facilitated Town Council Sessions:** Berkley Group, with participation by subconsultant Rural Resilience Advisors and Eldon James & Associates, Inc., will conduct up to two (2) facilitated, strategic decision-making process sessions with Town Council. Sessions will review the site assessment and engagement report, economic profile, and market assessment and will be supported by professional executive level staff experienced in strategic planning, facilitation, public acquisition of property, public finances, planning and land use, and economic development. One or both sessions are anticipated to occur in closed session due to the nature of real property negotiations.

## II. ASSUMPTIONS

The following assumptions shall apply to services:

1. **Initiation:** The Town will provide up-to-date copies of the current Comprehensive Plan, Zoning and Subdivision Ordinance, and maps in original format (.pdf, .docx, or Esri-compatible GIS, as applicable). The Town will also identify and provide relevant supporting documents and map layers to be considered during site analysis and review.
2. **Contact Person:** The Town will provide a single contact staff that will serve as project manager on behalf of the locality and be responsible for collecting data and resources, serving as liaison to local officials and the public, and transmitting information to the Berkley Group.
3. **Meetings/Coordination with Staff:** If the project schedule is extended, project meetings (one 30-minute meeting weekly) will be charged based on hourly rates for each staff by position unless a work order amendment occurs.
4. **Meeting Cancellations:** Meetings and work sessions cancelled with notice of less than five (5) business days will be counted toward the scoped work sessions, and the client will be charged for the preparation hours for the cancelled meeting.
5. **Indirect Fee:** The indirect fees include display boards, meals, travel, and lodging associated with the scoped meetings. Costs for printed copies of reports or plans are not included in the fee estimate. If hard copies are desired, the fee for professional printing will be invoiced separately to the Town.
6. **Completion:** If project completion is delayed beyond 60 days due to lack of client responsiveness, indecision, or failure to complete required tasks, Berkley Group reserves the right to consider the project substantially complete, issue final billing and close out the contract. Additional tasks may be completed under a new agreement or amendment by mutual agreement of both parties.

## III. SCHEDULE

Berkley Group proposes to perform the tasks included in the Scope of Services according to the schedule outlined below, to be finalized prior to the initiation of services. This schedule is predicated on the assistance of Town staff in providing timely documentation, guidance, and scheduling of necessary meetings and work sessions. If the Town fails to provide internal data and information in a timely manner, requests additional time or rescheduling of meetings, this may result in unanticipated project or deliverable delays as Berkley Group accommodates existing project commitments and schedules. If this occurs, a new schedule will be provided.

PROJECT TIMELINE													
			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11
Phase 1 - Project Management; Preliminary Concepts	1.1	Project Management	V	V	V	V	V	V	V	V	V	V	V
	1.2	Staff Kickoff Meeting	V										
	1.3	Town Council Kick-Off/Interview		X									
	1.4	Site Assessment and Site Visit		X									
	1.5	Technical Assessment and Mapping											
	1.6	Economic Profile and Comparable Community Analysis											
	1.6	Public Engagement Event (#1)			X								
	1.7	Steering Committee Kickoff Meeting (#1)			X								
	1.8	Railyard Site Preliminary Concepts											
	1.9	Site Assessment and Engagement Report											
1.10	Steering Committee Meeting (#2, Virtual)				V								
Phase 2 – Plan & Concept Development; Public Engagement	2.1	Public Engagement Event (#2)					X						
	2.2	Draft Master Plan Development											
	2.3	Refinement of Railyard Site Concepts											
Phase 3 – Final Recommendations, Concepts & Plan Adoption	3.1	Steering Committee Meeting (#3, Virtual)						V					
	3.2	Finalization of Railyard Site Concepts											
	3.3	Plan Drafting											
	3.4	Steering Committee Meeting (#4, Virtual)								V			
	3.5	Public Engagement Event (#3)									X		
	3.6	Plan Adoption										X	
	3.7	Final Deliverable											X

X = In-Person Attendance; V = Virtual Attendance

**IV. FEE**

The lump sum fee for the Scope of Services offered is \$109,990.90. The fee will not increase unless there is a written, mutually agreed upon change to the Scope of Services. If additional services are desired, they can be provided for an additional fee. Fees for service will be invoiced monthly.

Phase	Task	Task Description	Total Cost
Phase 1 - Project Management; Preliminary Concepts	1.1	Project Management	\$7,580.00
	1.2	Staff Kickoff Meeting	\$900.00
	1.3	Town Council Kick-off/Interview Session	\$7,220.00
	1.4	Site Assessment and Site Visit	\$6,990.00
	1.5	Technical Assessment and Mapping	\$2,560.00
	1.6	Economic Profile and Comparable Community Analysis	\$7,500.00
	1.7	Public Engagement Event	\$7,200.00
	1.8	Steering Committee Kick-off Meeting	\$2,760.00
	1.9	Railyard Site Preliminary Concepts	\$12,880.00
	1.10	Site Assessment and Engagement Report	\$2,385.00
	1.11	Steering Committee Meeting (#2, Virtual)	\$1,605.00
Phase 2 - Plan & Concept Development; Public Engagement	2.1	Public Engagement Event (#2)	\$7,200.00
	2.2	Draft Master Plan Development	\$5,240.00
	2.3	Refinement of Railyard Site Concepts	\$6,400.00
	3.1	Steering Committee Meeting (#3, Virtual)	\$1,605.00

<b>Phase 3 - Final Recommendations, Concepts &amp; Plan Adoption</b>	<b>3.2</b>	Finalization of Railyard Site Concepts	\$6,520.00
	<b>3.3</b>	Plan Drafting	<b>\$7,760.00</b>
	<b>3.4</b>	Steering Committee Meeting (#4, Virtual)	\$1,605.00
	<b>3.5</b>	Public Engagement Event (#3)	<b>\$4,775.00</b>
	<b>3.6</b>	Plan Adoption	\$2,250.00
	<b>3.7</b>	Final Deliverable	\$830.00
			<b>Subtotal</b>
		Non-direct expenses including, but not limited to, travel, printing, supplies, etc. (6% of project cost)	\$6,225.90
		<b>TOTAL</b>	<b>\$109,990.90</b>

**Fees for Optional Services**

<b>Service</b>	<b>Fee</b>
Additional Public Engagement Events, Steering Committee, Planning Commission, or Town Council meetings	To be determined
Public Survey(s)	To be determined
Market Assessment	\$15,000.00
Facilitated Town Council Sessions (up to 2)	\$17,336.00

*If this Work Order is not signed within 30 days, the offered Work Order and Scope of Services expires, and Berkley Group may propose a new work order, fee and schedule.*

	<b>Agenda Title:</b>	<b>Agenda Date:</b>
	FY 2026 Budget Amendment – Interim Town Hall	September 18, 2025
	<b>Subject/Proposal/Request:</b>	
A budget amendment to account for costs associated with the move to the interim town hall		
<b>Town of Cape Charles</b>	<b>Attachments:</b>	<b>For Council:</b>
	Proposed Budget Adjustment	Action: X Information:
	<b>Staff Contact(s):</b>	<b>Reviewed by:</b>
	Assistant Treasurer Adrian Oei, Project Manager Bob Panek	Marion Sofield, Treasurer Rick Keuroglan, Town Manager

**Background:**

To address safety and accessibility concerns at the current location of Cape Charles town hall, council has decided to move our town hall offices to a temporary location at the Cape Charles Trinity Methodist Church.

A total of \$3,250,000 was originally budgeted for Fiscal Year 2026 to cover the construction costs for our new permanent town hall. The full \$3,250,000 is no longer expected to be spent in the current fiscal year. Therefore, some of these funds are being allocated to cover the costs of the move to the interim location.

**Item Specifics:**

The proposed budget amendment reduces the \$3,250,000 budgeted for a new town hall by \$162,019 to \$3,087,981 and allocates it as follows: \$62,019 to cover the cost to lease office space at the church for the remainder of the fiscal year and \$100,000 to cover all other costs associated with the move.

**Recommendation:**

Staff recommends that Town Council approve the proposed budget amendment.

## Adjustments to FY26 Budget for Lease and Move to Interim Town Hall

		Original	Proposed	Change
	<b>Capital Projects Fund</b>			
Expenditure	110-4430-7010 New Town Hall	\$ 3,250,000.00	\$ 3,087,981.00	\$ (162,019.00)
Expenditure	110-4430-5080 Lease of Buildings & Property	\$ -	\$ 62,019.00	\$ 62,019.00
Expenditure	110-4430-7017 Interim Town Hall	\$ -	\$ 100,000.00	\$ 100,000.00
Net Change Rev/Exp				\$ -

Adjustments to FY26 Budget for Purchase of Temporary Restroom				
		Original	Proposed	Change
	<b>General Fund</b>			
Expenditure	100-4121-6900 Contingency Fund Exp Gen Fund	\$ 34,770.00	\$ 31,770.00	\$ (3,000.00)
Expenditure	100-4121-8112 Transfer Misc. to Cap Proj Fund	\$ -	\$ 3,000.00	\$ 3,000.00
Net Change Rev/Exp				\$ -
	<b>Capital Projects Fund</b>			
Revenue	110-3850-3000 Grant - Cape Charles Main Street	\$ -	\$ 67,000.00	\$ 67,000.00
Revenue	110-3950-3100 Transfer from Gen Fund Other	\$ -	\$ 3,000.00	\$ 3,000.00
Expenditure	110-4430-7016 Buildings & Improvements - Restroom Trailer	\$ -	\$ 70,000.00	\$ 70,000.00
Net Change Rev/Exp				\$ -

	<b>Agenda Title:</b>	<b>Agenda Date:</b>
	FY 2026 Budget Adjustment – Temporary Downtown Restroom	September 18, 2025
	<b>Subject/Proposal/Request:</b>	
	A budget amendment to fund the purchase of the temporary restroom	
<b>Town of Cape Charles</b>	<b>Attachments:</b>	<b>For Council:</b>
	Proposed Budget Adjustment	Action: X Information:
	<b>Staff Contact(s):</b>	<b>Reviewed by:</b>
	Adrian Oei, Assistant Treasurer	Marion Sofield, Treasurer Rick Keuroglan, Town Manager

**Background:**

On August 21st, 2025, Town Council agreed to fund the purchase of a temporary downtown restroom at a cost of \$65,725 plus \$3,000 for shipping, for a total of \$68,725. Cape Charles Main Street has agreed to cover \$67,000 of this cost using a grant from Northampton County. This budget amendment adjusts the Fiscal Year 2026 budget as necessary to appropriate and expend these funds.

It was necessary to make an initial payment to secure a discount on this purchase. This amendment will also make it possible to reclass that payment to a more appropriate account.

**Item Specifics:**

The proposed budget amendment creates a new expense line in the Capital Fund for the purchase of the restroom in the amount of \$70,000. This covers the projected cost plus minor unforeseen expenses. To fund the \$70,000 appropriation, \$67,000 from the CCMS grant will be appropriated and an additional \$3,000 will be transferred from General Fund Contingency.

**Recommendation:**

Staff recommends that Town Council approve the proposed budget amendment.

	<b>Agenda Title:</b>	<b>Agenda Date:</b>
	Rotary Membership for Town Manager	September 18, 2025
	<b>Subject/Proposal/Request:</b>	
	Requesting approval for Town Manager membership in the Cape Charles Rotary Club	
<b>Town of Cape Charles</b>	<b>Attachments:</b>	<b>For Council:</b>
	“This is Rotary” pamphlet; 20 Reasons to Join Rotary	Action: X Information:
	<b>Staff Contact(s):</b>	<b>Reviewed by:</b>
	Rick Keuroglan, Town Manager	Rick Keuroglan, Town Manager

**Background:**

The Rotary Club of Cape Charles VA has extended an invitation to the Town Manager to join their club. Please see the attached documents that address what services Rotarians offer, what the Club’s vision is, how the Club funds its service projects, what the benefits are, and many more questions are answered.

I am writing to respectfully request that the Town of Cape Charles sponsor my annual membership in the Rotary Club of Cape Charles. Rotary International is a globally respected civic organization committed to service, leadership, and community development. Our local chapter plays a vital role in supporting charitable initiatives, youth programs, and regional partnerships across the Eastern Shore.

As a municipal leader, my active participation in Rotary directly benefits the Town in the following ways:

**Community Engagement & Representation**

Rotary provides a consistent platform to engage with local leaders, business owners, and nonprofit organizations. It allows me to represent the Town’s interests, share updates on municipal initiatives, and foster goodwill among key stakeholders.

**Access to Service Projects & Grants**

Rotary offers access to service projects and grant opportunities that align with our town’s goals— beautification, youth engagement, disaster relief, and more. Membership enables me to advocate for Cape Charles and bring resources back to our community.

**Leadership & Visibility**

Rotary meetings and events offer a space to promote civic pride, reinforce transparency, and build trust between municipal leadership and the public.

**Professional Development & Networking**

Rotary fosters leadership development and regional networking that enhances my effectiveness in serving the Town. These connections often lead to new ideas, partnerships, and collaborative solutions.

This request is consistent with past practice in my previous roles. While serving as Town Manager for the Town of Georgetown in Clear Creek County, Colorado, the Town sponsored my Rotary membership. Similarly, during my tenure in Brush, Colorado, the City of Brush funded my membership in the Brush Rotary Club. In both cases, the municipalities recognized the value of civic engagement and the importance of having their leadership actively involved in regional service organizations.

The Town of Cape Charles did pay for a former town manager (Heather Arcos) to join the Rotary Club back in 2009 and paid annually until her departure around 2014. The town manager hired in 2014 was not interested in joining.

The annual membership fee is modest compared to the value it brings in terms of visibility, access, and community collaboration. Sponsoring this membership would reaffirm the Town’s commitment to proactive leadership and meaningful civic participation.

**Item Specifics:**

- The cost for new members:
  - \$25 initiation fee
  - \$200 quarterly dues (\$800 total)
  - \$100 foundation fee
- Total: \$925.00

This will come out of account 100-4121-5250 in which there is \$2000.00 budgeted.

**Recommendation:**

Town Staff recommends sponsoring the Rotary Club membership for the Town Manager

### How much does a Rotarian invest?

New members are charged a \$25.00 initiation fee and quarterly dues of \$200.00 (currently) to cover the Club's administrative expenses, the member's district and international dues, and weekly meals. All members are mailed *The Rotarian*, Rotary International's monthly magazine. Members may choose to opt out of purchasing lunch and reduce their quarterly dues to \$100.00.

All members are also encouraged to become Paul Harris Sustaining Members of the Rotary Foundation by contributing at least \$100.00 annually to the Foundation.

### What services do Rotarians offer?

Rotary challenges each member to adhere to the ideal of "Service Above Self" in our vocations, our local community, and the international community. Cape Charles Rotarians support this ideal by contributing to a variety of service activities. These include:

- Strong support of Rotary International's effort to eliminate polio from the world, which is within sight.
- Support of the Eastern Shore Boys and Girls Club, the New Roots Youth Garden in Cape Charles, the Eastern Shore Coalition Against Domestic Violence, the Northampton High School Robotics Team, the Cape Charles Volunteer Fire Dept., a variety of Kiptopeke Elementary School projects, purchase of Central Park playground equipment, and many other deserving community programs and organizations.
- Doing good internationally by partnering with other District Clubs in International projects
- Volunteering time for other community service work, such as keeping the highway to Cape Charles trash-free via a quarterly clean-up.
- Participation in local school programs: for example, every year Rotary gives every third grader on the Eastern Shore their first dictionary. Interact Clubs (Rotary for teens) are supported at Broadwater Academy and Northampton High School to help develop leadership qualities in our local youth.



### What is the Club's Vision Statement?

The Cape Charles Rotary Club provides fellowship and networking opportunities to its members, service to the local community, and support for the goals of Rotary International. Our vision is to become a vibrant club by encouraging every member to contribute to The Rotary Foundation and to participate in fundraising efforts to help fulfill these goals. The Club will continue to support International, District, and Local community service projects with our contributions and our hands-on support.

### How does the Rotary Club of Cape Charles fund its service projects?

The Club makes and sells Crab Cakes for the July 4<sup>th</sup> and Thanksgiving holidays. This is our biggest fund-raiser, and universal participation by the membership is expected. All of the money raised by this and other fund-raising activities goes to our Club's designated service projects and other charitable causes.

### What are some of the benefits Rotarians enjoy?

- Rotarians broaden their network of friends and acquaintances.
- Rotarians obtain knowledge of other businesses and professions and gain a better understanding of their overall community.
- Rotarians are able to expand their social lives through Club sponsored activities.
- Rotarians can receive a friendly welcome in almost every community throughout the world.
- Rotarians receive the satisfaction of serving others, which is after all the secret to true happiness.

# THIS IS THE BEST OF ROTARY



## ROTARY CLUB CAPE CHARLES VIRGINIA

July, 2025



**What is Rotary?**

Rotary is officially defined as "an organization of business and professional persons united worldwide, who provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world."

Functionally, Rotary is a service organization composed of well-meaning individuals, Rotarians, who are members of a local Club; all local Clubs are members of the larger organization called "Rotary International."

Rotarians actively seek ways to live up to the Rotary motto:

**“Service Above Self”**

**How did Rotary begin?**

Rotary was organized by a Chicago attorney named Paul Harris in 1905, making it the oldest of all recognized Service Clubs. The name "Rotary" was adopted because the original Club met in rotation at each member's place of business. This rotation allowed members to learn more about fellow members and their respective vocations and talents.

**What about the Cape Charles Rotary Club?**

The Rotary Club of Cape Charles was organized in 1924, by a group of 15 Cape Charles businesspeople, making it the oldest Rotary Club on Virginia's Eastern Shore. For many years the Club had a unique meeting place; it was believed to be the only Rotary Club that met weekly aboard a ship, the Penn R. R. Steamer, which crossed Chesapeake Bay between Cape Charles, Old Point Comfort, and Norfolk. The docking time at Cape Charles was at noon, and the lay-over time was sufficient for the Club to board the steamer and enjoy a fine meal, great fellowship, and a full program.

The Cape Charles Club is the sponsor of the two other Clubs on the Eastern Shore: the Exmore and Onancock Clubs. Learn more about the Cape Charles Club by visiting <https://capecharlesrotary.org/>

**Is Rotary a Large Organization?**

Rotary is both large and small. Individual Rotary Clubs range in size from 20 to 300 members; many communities have but one Club while others may have several. Over its 120-year lifetime, Rotary has grown tremendously; today there are over 35,000 Clubs worldwide, and total membership exceeds 1.2 million individuals committed to helping others. Please visit <https://rotary.org/> for more information.

**How can I become a Member?**

Membership is by invitation, but if you let us know that you want to provide service to our community, we will welcome you! New members must be nominated by a current member and are accepted into membership only after review by both the Club's Board of Directors and the full Club membership. Each Club tries to ensure that its members come from a broad representation of people in their area, making each Club a cross-section of its community.

**What is expected of Members?**

Rotary is built on service, fellowship, and friendship. Members are expected to participate in the Club's meetings as well as its social, service, and fund-raising activities.

Attendance is deemed vital to a Rotary Club's success. Each member is therefore encouraged to attend at least 50% of the regular weekly meetings of his/her home Club during each half-year. It is, of course, understood that conflicts may arise, so each member is given the opportunity to "make up" a missed meeting at any Rotary Club in the world. This affords club members an opportunity to interact with other Rotarians, expand fellowship, and bring back ideas and information to their home Club. We also have Zoom available so that members can attend our meetings live from remote locations or make-up a meeting by watching it later.

**Where and when does the Cape Charles Club meet?**

The Rotary Club of Cape Charles meets at noon each Tuesday, except for a "social gathering" on the last Tuesday evening of every third month or so. The noon meetings are currently being held at Small's Smokehouse, 22512 Lankford Highway, Cape Charles.

**What is the meeting format?**

The weekly lunch meeting starts at about noon, with fellowship and lunch being served to all members and guests. Members are encouraged to get to know each other better by sitting at different tables each week. This is followed by the membership reciting the Pledge of Allegiance and singing a patriotic or lively song. The meeting continues with an Invocation given by a member, after which guests are introduced.

The business portion of each meeting starts at about 12:30 PM, when a modified 50/50 cash drawing is conducted. After members share "Happy Dollar" events, the President and others make brief announcements and review any pressing Club business. We then usually have speaker from the community who might update us on some interesting subject or possibly just entertain us in some way.


On the third Tuesday of each month, a "Club Assembly" is often conducted without a guest speaker. During the "Club Assembly" local, Club, district, and international Rotary matters are discussed, and Club decisions are made.

New members are generally inducted into the Club in a simple ceremony led by the President which includes the presentation of a Rotary pin, membership badge, and selected brochures which explain various local and international activities of Rotary. New members are expected to perform some extra duties during the months after joining, such as being "greeters" at our weekly meetings and serving as speakers at one of our noon meetings when they tell the club more about themselves.

## 20 Reasons to Join Rotary

1. **Friendship:** In an increasingly complex world, Rotary provides one of the most basic human needs: the need for friendship and fellowship. It is one of two reasons why Rotary began in 1905.
2. **Business Development:** The second original reason for Rotary's beginning is business development. Everyone needs to network. Rotary consists of a cross section of every business community. Its members come from all walks of life. Rotarians help each other and collectively help others.
3. **Personal Growth and Development:** Membership in Rotary continues one's growth and education in human relations and personal development.
4. **Leadership Development:** Rotary is an organization of leaders and successful people. Serving in Rotary positions is like a college education. Leadership: - learning how to motivate, influence and lead leaders.
5. **Citizenship in the Community:** Membership in a Rotary club makes one a better community citizen. The average Rotary club consists of the most active citizens of any community.
6. **Continuing Education:** Each week at Rotary there is a program designed to keep one informed about what is going on in the community, nation, and world. Each meeting provides an opportunity to listen to different speakers and a variety of timely topics.
7. **Fun:** Rotary is fun, a lot of fun. Each meeting is fun. The club projects are fun. Social activities are fun. Serving others is fun.
8. **Public Speaking Skills:** Many individuals who joined Rotary were afraid to speak in public. Rotary develops confidence and skill in public communication and the opportunity to practice and perfect these skills.
9. **Citizenship in the World:** Every Rotarian wears a pin that says "Rotary International." There are few places on the globe that do not have a Rotary club. Every Rotarian is welcome - even encouraged - to attend any of the 33,000 clubs in over 200 nations and geographical regions. This means instant friends in both one's own community and in the world community.
10. **Assistance when Traveling:** Because there are Rotary clubs everywhere, many a Rotarian in need of a doctor, lawyer, hotel, dentist, advice, etc., while traveling has found assistance through Rotary.
11. **Entertainment:** Every Rotary club and district has parties and activities that provide diversion in one's business life. Rotary holds conferences, conventions, assemblies, and institutes that provide entertainment in addition to Rotary information, education, and service.
12. **The Development of Social Skills:** Every week and at various events and functions, Rotary develops one's personality, social skills and people skills. Rotary is for people who like people.
13. **Family Programs:** Rotary provides one of the world's largest youth exchange programs; high school and college clubs for future Rotarians; opportunities for spouse involvement; and a host of activities designed to help family members in growth and the development of family values.
14. **Vocational Skills:** Every Rotarian is expected to take part in the growth and development of his or her own profession or vocation; to serve on committees and to teach youth about one's job or vocation. Rotary helps to make one a better doctor, lawyer, teacher, etc.
15. **The Development of Ethics:** Rotarians practice the 4-Way Test that governs one's ethical standards. Rotarians are expected to be ethical in business and person relationships.

16. **Cultural Awareness:** Around the world, practically every religion, country, culture, race, creed, political persuasion, language, color, and ethnic identity is found in Rotary. It is a cross section of the world's most prominent citizens from every background. Rotarians become aware of their cultures and learn to love and work with people everywhere. They become better citizens of their countries in the process.
17. **Prestige:** Rotary members are prominent people: leaders of business, the professions, art, government, sports, military, religion, and all disciplines. Rotary is the oldest and most prestigious service club in the world. Its ranks include executives, managers, professionals - people who make decisions and influence policy.
18. **Nice People:** Rotarians above all are nice people - the nicest people on the face of the earth. They are important people who follow the policy of "it is nice to be important but it is more important to be nice."
19. **The Absence of an" Official Creed":** Rotary has no secret handshake, no secret policy, no official creed, no secret meetings or rituals. It is an open society of men and women who simply believe in helping others.
20. **The Opportunity to Serve:** Rotary is a service club. Its product is serving. Rotarians provide community service to both local and international communities. This is perhaps the best reason for becoming a Rotarian: the chance to do something for somebody else and to sense the self-fulfillment that comes in the process and return of that satisfaction to one's own life. It is richly rewarding.

	<b>Agenda Title:</b>	<b>Agenda Date:</b>
	Update on delinquent BPOL accounts and collection efforts	September 18, 2025
	<b>Subject/Proposal/Request:</b>	
	For informational purposes. No action required. Further input welcomed.	
<b>Town of Cape Charles</b>	<b>Attachments:</b>	<b>For Council:</b>
	None	Action: Information: X
	<b>Staff Contact(s):</b>	<b>Reviewed by:</b>
	Marion C. Sofield, Treasurer	Rick Keuroglan, Town Manager

**Background:** Town Council requested an update on collection of delinquent BPOL accounts.

**Item Specifics:**

Following a thorough review of active, 2025 business licenses, the Finance Department prepared several lists of businesses that have not renewed or that have not requested deactivation of their business licenses. After several communications (letters, extended evening and weekend hours and special appointment offers, notices in the Gazette, phone calls, and /or personal visits to the places of business - if a brick-and-mortar location – the Treasurer prepared notices for posting on the front doors of twelve (12) delinquent businesses located on Mason Avenue. These notices state that the business is operating illegally due to not having paid 2025 Cape Charles license taxes and fees, and that it is unlawful to remove the notice until after all applications and payments have been received by the finance department.

The Treasurer carried the notices, discreetly, to each of the businesses on the initial Mason Avenue delinquent list. No notices were placed on the doors of these businesses, but meaningful discourse occurred with the understanding that the notices would be placed in the near future if the business did not comply with BPOL requirements on that day, or on a near future date that was mutually agreed upon. The results are as follows:

- 1 business showed documentation of having filed the 2025 application and submitting a check to the Town. The check was not received and had not cleared the business’ bank; therefore, the business re-issued a new check and is fully renewed and in good standing.
- 2 businesses immediately came to the Town offices and complied with business license application requirements, although there is a partial payment needed for 1 business to be fully compliant
- 2 business were no longer in business and failed to notify the Town to deactivate their accounts. These businesses did not “true up,” at the time of their closure and may owe additional license taxes.

- 1 business owner is travelling out of state and requested time to provide proof that the application and payment had been made. Granted extension until September 14<sup>th</sup> and the finance department will double-check records to look for any mis-applied payment.
- 3 business had consolidated under two umbrella business names. The 2 remaining businesses complied with filing 2025 applications and paid required taxes and fees. These 2 businesses are now in good standing.
- 2 business were unable to comply with requests to furnish gross receipts; but the finance department will assist 1 of these businesses in preparing the application and calculating taxes due. The other business submitted its 2024 application and is pulling together financials record to submit 2025. There is a commitment to complete the 2025 BPOL process by September 19<sup>th</sup>.
- The final (12<sup>th</sup>) business on the initial list was not contacted due to time constraints. This business will be at the top of the list for contact during the week of September 15<sup>th</sup>.

The goal of these efforts is to bring all Cape Charles businesses into compliance and to update finance department records accordingly.

**Recommendation:** Treasurer will follow-up with all businesses that remain out of compliance and will continue collection efforts to meet the above-stated goal, in a strategic manner.