



DRAFT
Town Council Special Meeting
January 8, 2026 – 6:00 PM
Cape Charles Civic Center, 500 Tazewell Avenue

CALL TO ORDER

Mayor Charney called the Town Council Special Meeting to order at 6:00 p.m.

ROLL CALL

Council Members present: Mayor Charney, Vice Mayor Buchholz, Councilmen Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway

Others in attendance: Town Manager Rick Keuroglian, Project Manager Bob Panek, Assistant to the Town Manager Pam Endlein, Town Clerk Libby Hume

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

Council observed a moment of silence followed by the Pledge of Allegiance.

PUBLIC COMMENTS

Sam Jones, 538 Monroe Avenue, spoke in support of locating downtown public restrooms at the Strawberry Street location, noting the flexibility of a leased facility and its consistency with future harbor planning efforts.

ORDER OF BUSINESS

A. *Downtown Public Restrooms*

Project Manager Bob Panek presented staff's recommendation to lease space at 7 Strawberry Street for downtown public restrooms. He reviewed the history of prior restroom planning efforts, including the separation of restroom facilities from the Visitor Center project. He outlined lease terms including a base rent of \$1,500 per month, estimated build-out costs of approximately \$250,000 amortized over ten years, and a 3% annual escalation. The proposed facility would include four ADA-compliant restrooms and a small lounge area.

Council discussed construction costs, utilities, access hours, timing of completion, and potential funding from the Northampton County Infrastructure Grant. Staff advised that if build-out costs were reduced, the amortized lease cost would be adjusted accordingly.

Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to authorize the Town Manager to finalize and execute a lease agreement for 7 Strawberry Street, with a ten-year amortization for construction costs capped at \$300,000, and to allocate approximately \$5,100 from the ADA parking project for FY 2026 expenses. Motion was approved by unanimous vote.

B. *Update on Temporary Downtown Restrooms*

Town Manager Rick Keuroglian provided an update on the portable restroom trailer purchase. He reported that the unit was nearing completion, with anticipated delivery in late January following inspection.

Council discussed concerns regarding sewer connection capabilities and the need for confirmation that the unit included both direct sewer and holding tank options.

Motion made by Councilwoman Holloway, seconded by Councilman Newman, to proceed with the portable restroom trailer contingent upon confirmation that the unit included both sewer connection and holding tank capabilities. Motion was approved by unanimous vote.

TOWN MANAGER COMMENTS

- i) Town Manager Rick Keuroglan provided expanded comments regarding internal operations and long-range planning. He described a collaborative effort to develop a set of core organizational values over the past month. The resulting acronym, CAPE: Community Engagement, Accountability, Professionalism, and Excellence, was selected by a strong majority of staff. He noted that the term reflected both the Town's coastal identity and staff's role as stewards of the community. He advised Council that staff intended to formally present the values at the January regular meeting and might request Council consideration of a resolution recognizing them.
- ii) He updated Council on efforts to review and refine Town policies related to special events, vendor licensing, and what constituted a Town-supported event. He explained that staff was working to establish clear, objective standards to ensure consistency, transparency, and fairness when evaluating event requests, including those involving road closures and use of Town resources.
- iii) He discussed recent staff and Cape Charles Main Street debriefings of Festive Fridays, noting that the review included identification of successes, challenges, and potential improvements for future seasons. He indicated that a more comprehensive summary of community events would be provided to Council following upcoming meetings.

MAYOR & COUNCIL COMMENTS

Mayor Charney and Councilmembers engaged in an extended discussion regarding the ongoing community survey. Staff reported that approximately 220 online responses had been received, along with additional paper surveys, though Council expressed concern that overall participation remained lower than desired.

Council discussed strategies to increase participation, including extending the survey deadline to January 16, 2026; encouraging individual outreach by Councilmembers; and coordinating with community organizations such as the Historic District Civic League, Cape Charles Main Street, homeowners' associations, Bay Creek, and other local groups to share the survey link.

Council also discussed future use of survey results, including the potential scheduling of a strategic planning session or retreat, tentatively anticipated for February 2026. The Council members expressed a preference for holding the session separately from a meeting night to allow for focused discussion and broader participation.

Councilwoman Holloway announced a big Christmas sale at Bay Haven Inn on Saturday.

ANNOUNCEMENTS

- January 15, 2026 – Town Council Public Hearing & Regular Meeting
- January 19, 2026 – Town offices closed for Martin Luther King, Jr. Day

Vice Mayor Buchholz added that the Rosenwald School's Grand Opening would be on January 19th.

ADJOURNMENT

Motion by Councilwoman Ashworth, seconded by Councilwoman Holloway, to adjourn the Town Council Special Meeting. Motion was approved by unanimous vote.

The meeting adjourned at 6:33 p.m.

Adam Charney, Mayor

Libby Hume, Town Clerk