

Meeting Agenda

- I. Call to order**
- II. Pledge of Allegiance & Invocation**
- III. Approval of February 2020 Minutes**
- IV. Approval of Agenda**
- V. Mayors Report**
- VI. Clerks Report**
- VII. Building & Code Report**
- VIII. Public Comment #1**
- IX. Public Hearing – Budget for 2020-21**
 - A. Consider authorizing the Mayor to sign the: “Certificate for Receipt of Coronavirus Relief Fund Payment”.**
 - B. Consider a motion to accept the Star Transit proposal for bus shelter.**
 - C. Consider Approval of License Agent Agreement for DMV (annual contract renewal)**
- XII. Committee Reports**
 - A. Parks & Rec**
 - B. Human Resources**
 - C. Maintenance**
 - D. Budget & Finance**
- XIII. Public Comment #2**
- XIV. Next Meeting: July 22,2020**
- XV. Adjourn**

FEBRUARY 26, 2020
CHERITON TOWN COUNCIL

Council:	Staff:	Public:
Mayor Larry LeMond.	Stacey Sparrow.	8
Vice Mayor Robert 'BO' Lewis.	Warren Wisneski	

Norma Spencer

Jackie Davis

Matthew Yancy

Jason Van Marter

Absent- Barry Downing

Call to order:7pm

Invocation: Matthew Yancy

Approval of January 2020 minutes: A motion to approve Bo Lewis second Matthew Yancy, it was unanimous.

A motion to approve the agenda with additions was made by Norma Spencer with a second from Bo Lewis, it was unanimous.

Mayors Report:

Mayor LeMond met with the planning commission to start revising the comprehensive plan, they will meet once a month until the plan is complete.

Mayor and clerk went to the Oyster Farm for a dinner meeting with the group that started the YMCA project. There were over 100 people in attendance, the purpose of the meeting was to give updates about the YMCA and ask the community what else the group named "Working Together" can do for our community.

Clerks Report:

DMV Connect will be at town hall on March 19th to process real ID and drivers' licenses.

All bills for decals have been mailed and have started to receive payments on those.

Building & Code Report:

There has been an extreme increase in work without permits in the town, we have been working to get them compliant with building and code standards.

The paperwork has been finalized for The Barriers Islands Salt Company and they are ready to open.

FEBRUARY 26, 2020
CHERITON TOWN COUNCIL

Public Comment #1:

Rita Berger, Mill St. – What is the status for the FEMA flood insurance that was completed?

New Business:

Andre Elliot, Executive Director of the YMCA for the Onley and New Northampton Centers.

Mr. Elliot spoke to council about the timelines for the new facility build and what the new center will offer to members. Mr. Elliot also explained the programs that the Y has for schools and communities and what they are currently working with the community on.

Following Mr. Elliot's presentation, Mayor LeMond asked the council to donate \$5000 to the YMCA's capital campaign before June 2020, then to consider another \$5000 for the pool cover after July 1, 2020 and to also consider scholarship donations in years to come.

After discussion, a motion by Norma Spencer to give \$5000 to the YMCA Capital Campaign out of the current budget and Pledge \$5000 for the pool cover contingent on budget constraints for the fiscal year 21 budget. It was seconded by Matt Yancy and was unanimous. Barry Downing was absent for vote.

PAPA fire school has requested an extension in their lease until April 2020 due to unforeseen circumstances with the new build and getting timely inspections to move forward.

A motion to approve the extension was made by Jackie Davis with a second from Bo Lewis, unanimous.

Mary Lena Mears-

Mrs. Mears presented to council the application and video to the HGTV Small Town Take Over contest hosted by HGTV. Mrs. Mears along with Anna Lee from the Barrier Islands Salt Company and videographer Peter Sengenberger worked together on short timeline to get the video submission together along with the application to get the town entered in the contest. The contest is to allow towns to get a makeover to help improve it business and recreational areas.

Public Comment #2:

No Comment

With no further business of council, the next meeting will be held March 25th, at 7pm.

A motion to adjourn was made by Bo Lewis with a second from Jackie Davis and was unanimous.

End: 8:05pm



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

March 10, 2020

Town of Cheriton
Mayor Larry LeMond
21314 South Bayside Road
Post Office Box 188
Cheriton, VA 23316

Dear Mayor LeMond:

I am extremely happy to inform you that we have been able to get pledge commitments of over \$4.4 towards our \$4.5 million goal. Our most recent donor who pledged \$1,000,000 has encouraged us to increase our goal to \$5 million to provide a little additional funding for our project.

With Board approval, we have closed on the property and I have authorized our engineer to proceed with the survey and the civil engineering in preparation for site plan approval.

I want to personally thank you and the other members of the Town Council of Cheriton for your generosity and kindness in making a gift of \$5,000 to establish a new YMCA on the Eastern Shore of Virginia.

We are very excited about our progress to date. We hope to break ground by early spring. Again, thank you for the investment you have made in establishing the Y for the people of Northampton County!

Sincerely,

Anthony Walters
President and CEO

P. S. Please retain this letter for your records. It will verify that you have received no goods or services in exchange for your gift. If you have any questions, please contact Jo Ann Watts, Director of Financial Development Operations at (757) 962-5510 or jwatts@ymcashr.org.

YMCA OF SOUTH HAMPTON ROADS

Corporate Office: 920 Corporate Lane, Chesapeake, VA 23320
P 757 624 9622 F 757 627 4824 W www.ymcashr.org

Mission: To put Judeo-Christian principles into practice through programs that build healthy spirit, mind and body for all.



United Way
of South Hampton Roads
Community Partner

CHERITON TOWN BUDGET FY 2020/2021

	FY 2019/20 BUDGET	FY 2020/21 PROPOSED BUDGET	
REVENUE/INCOME			
Bank Franchise	\$ 18,500	\$ 13,500	Reduction with new bank ownership
Business License Fee	\$ 1,500	\$ 1,800	
Building & Code Enforcement	\$ 3,000	\$ 7,000	Increase in Building Permits
Corona Virus Relief Funds	\$ -	\$ 2,500	Funds Refunded to Town for Virus Expenses
Credit Card Convenience Fee = 3%	\$ 75	\$ 50	
Family Fun Day - Ticket Sales	\$ 2,200	\$ 3,000	2 Fun Days Sep. & June
DMV Office Revenue	\$ 23,000	\$ 22,000	
e-Summons Revenue	\$ 400	\$ 600	
Fire Department Allocation (In & Out)	\$ 10,000	\$ 10,000	
Fund Raising/Donations	\$ 750	\$ 4,000	2 Fun Days Sep. & June
Grant	\$ 1,000	\$ 1,000	
License plate Accessories	\$ 50	\$ 50	
Local Sales Tax	\$ 38,500	\$ 40,000	
Meals Tax	\$ 8,000	\$ 8,000	
Motor Vehicle Decals	\$ 14,500	\$ 13,000	
Motor Vehicle Decal Late Fees	\$ 500	\$ 375	
Property Rent	\$ 1,750	\$ -	
Rolling Stock	\$ 21	\$ 20	
NHCO Traffic Enforcement	\$ 8,000	\$ 12,000	
Transient Occupancy Tax	\$ 100	\$ 300	
Trash Collection	\$ 23,000	\$ 24,000	
Utility Local Consumption Tax	\$ 1,300	\$ 1,300	
TOTAL REVENUE/INCOME	\$ 156,146	\$ 164,495	
EXPENDITURES			
ADMINISTRATION DEPARTMENT:			
Salaries & Wages	\$ 71,200	\$ 58,785	
Payroll Taxes	\$ 5,482	\$ 4,585	
Health Benefits	\$ 5,404	\$ -	
TOTAL ADMINISTRATION DEPARTMENT	\$ 82,086	\$ 63,370	
TOWN OFFICE EXPENSES:			
Office Supplies	\$ 800	\$ 800	
Computer Service & Maintenance	\$ 730	\$ 1,200	
Postage	\$ 500	\$ 550	
Printer Lease	\$ 650	\$ -	We now own the printer
Printer Maintenance Agreement	\$ 400	\$ 400	
Office Furniture & Supplies	\$ 250	\$ 500	
Advertising & Promotion	\$ 500	\$ 500	
Clover Fees (Credit Card Reader)	\$ 480	\$ 120	
Credit Card Fees	\$ 100	\$ 800	Do we continue this???
Dues & Subscriptions	\$ 300	\$ 700	
Website Maintenance & Hosting	\$ -	\$ 500	
Hospitality Expenses	\$ -	\$ 50	
TOTAL TOWN OFFICE EXPENSES	\$ 4,710	\$ 6,120	
BUILDING MAINTENANCE:			
Building Repairs & Maintenance	\$ 500	\$ 1,500	
Pest Control	\$ 100	\$ 150	
Security Services	\$ 300	\$ 300	
TOTAL BUILDING MAINTENANCE	\$ 900	\$ 1,950	

BUILDING & CODE ENFORCEMENT:			
Building & Code Inspections	\$ 2,500	\$ 3,500	
2% State Code Academy Fee	\$ 50	\$ 140	
TOTAL BUILDING & CODE ENFORCEMENT	\$ 2,550	\$ 3,640	
INSURANCE EXPENSE:			
Property, Liability, Auto, W. Comp	\$ 2,740	\$ 2,250	
PUBLIC WORKS:			
Bus Shelter for Star Transit	\$ -	\$ 2,200	Concrete Pad & Construction - Our Match
Drainage & Infrastructure Improvements	\$ 6,914	\$ 8,240	
Park/Playground/Stage Expense	\$ 500	\$ 2,000	Includes Electrical Work at Park
TOTAL PUBLIC WORKS	\$ 7,414	\$ 12,440	
TOWN BEAUTIFICATION:			
Flags & Banners	\$ 100	\$ 150	
Landscaping	\$ 250	\$ 100	
Cheriton Clean-Up Day	\$ -	\$ 75	
Town Signs	\$ 250	\$ 250	
Contractor Expense - Mowing, etc.	\$ 8,000	\$ 8,000	
TOTAL TOWN BEAUTIFICATION	\$ 8,600	\$ 8,575	
TRAVEL EXPENSE:	\$ 220	\$ -	
PROFESSIONAL FEES:			
Legal Fees	\$ 1,500	\$ 1,000	
UTILITIES:			
Office/Park Electric + Street Lights	\$ 15,500	\$ 17,000	
Internet/Telephone	\$ 900	\$ 1,500	
TOTAL UTILITIES	\$ 16,400	\$ 18,500	
TOWN EVENTS:	\$ 2,200	\$ 4,500	2 fun days + Christmas
DONATIONS/SUPPORT:			
Cheriton Fire Department	\$ 3,340	\$ 5,000	
Cheriton/Cape Charles YMCA	\$ 5,000	\$ 1,500	
Spayed Animal Project	\$ 1,000	\$ -	
Randy Custis Memorial Fund	\$ 1,000	\$ 1,000	
TOTAL DONATIONS/SUPPORT	\$ 10,340	\$ 7,500	
TRASH COLLECTION:	\$ 17,600	\$ 18,000	
NHCO DEPUTY PAYMENTS	\$ 1,000	\$ 4,800	Avg. 40% of Traffic Revenue
MISCELLANEOUS EXPENSES:			
Election Expenses (Bi-Annual)	\$ 500	\$ 350	
Stop Fee Collections	\$ 500	\$ 500	
Fire Department Allocation (In & Out)	\$ 10,000	\$ 10,000	
Risk Management Grant	\$ 1,000	\$ 1,000	
TOTAL MISCELLANEOUS EXPENSES	\$ 12,000	\$ 11,850	
TOTAL EXPENDITURES	\$ 170,260	\$ 164,495	

**CERTIFICATION FOR RECEIPT OF
CORONAVIRUS RELIEF FUND PAYMENT**

We, the undersigned, represent ____ (Town of _____), and we certify that:

1. We have the authority to request direct payment on behalf of the Town from the County of Northampton of revenues from the Coronavirus Relief Fund (CRF), pursuant to section 601(b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. We understand that the County of Northampton will rely on this certification as a material representation in making a direct payment to the Town.
3. The Town's proposed uses of the funds received as direct payment from the County of Northampton under section 601(b) of the Social Security Act will be used only to cover those costs that:
 - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the Town; and
 - c. were incurred during the period that begins on March 1, 2020, and ends of December 30, 2020.
4. Any funds that are not expended or that will not be expended on necessary expenditures on or before December 30, 2020, by the Town, must be returned to the County of Northampton no later than December 30, 2020, and that the County of Northampton is entitled to invoke state aid intercept to recover any such unexpended funds that have not been returned to the County within 30 days of December 30, 2020.
5. We understand that the Town will not receive continued funding beyond December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.
6. Funds received as a direct payment from the County of Northampton pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
7. Any CRF funds expended by the Town in any manner that does not adhere to official federal guidance shall be returned to the County of Northampton within 30 days of a finding that the expenditure is disallowed, and that the County of Northampton is entitled to invoke state aid intercept to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.

8. As a condition of receiving the CRF funds pursuant to this certification, the Town shall retain documentation of all uses of the funds, including but not limited to payroll time records, invoices, and/or sales receipts. Such documentation shall be produced to the County of Northampton upon request.

9. The Town must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.

10. Any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.

11. Any CRF funds received pursuant to this certification will not be used for expenditures for which the Town has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

TOWN OF _____

By: _____
Signature

Title: _____

Date: _____



21250 Cooperative Way, Tasley, VA 23441
Phone: 757-787-8322, Fax: 757-787-8324

Ref;
STAR Transit Bus Stop Shelters

If a town would like one installed, the following is needed.

- A location identified
- Ensure it is ADA accessible
- A letter from the Town rep requesting the shelter and their commitment to install the shelter and pad as "in-kind" local match
- We would provide them the shelter (they can pick it up from STAR)
- Once complete, the Town should provide a letter specifying the amount of labor & materials used in construction addressed to STAR Transit as documentation of the "in-kind" local match amount
- Then the installation is complete

If a store or business location wants one installed, we will likely need an easement because the shelter would continue to be the property of STAR Transit. The business should provide us a check for 4% (234.24 per shelter) local match.

Star Transit currently has 5 Bus Stop Shelters available.

These shelters are similar to the ones at Walmart, Exmore Town Office, and Cape Charles Food Lion Plaza.

If you would be interested, please notify;

Bill Moore
STAR Transit Manager
757-787-8322, 8323
Or bill@mystartransit.org

Thank you

Bill Moore

From: [REDACTED]
Sent: [REDACTED]
To: [REDACTED]
Cc: Bruce
Subject: Current Bus Shelter Specs along with concrete pad specs
Attachments: Exmore Bus Shelter # 1.jpg; VIRGINIA REGIONAL TRANSIT.PDF; INSTALL INSTRUCTIONS.PDF

All:

Just for your records, in case this comes up in the future.

Please let me know if you have any questions.

Attached is the information we discussed. Below are the specifications for the concrete pad so that you have all of the information to pass on.

- 6ft X 11ft 6in
- Concrete thickness – 6in
- Concrete mix – 3500 psi with air entrainment at 5-7% air
- Shelter must be grounded (#6 stranded ground wire) per local electrical code
- Concrete pad to be as local sidewalk construction (ref grades etc.)
- Pad surface to be broom finished
- Concrete must be reinforced with 6in X 6in wire mesh
- Concrete pad must lie on 4-6in gravel base
- Concrete pad should be level with 1in max slope for water drainage

Bruce Simms, CCTM, CSSM
Chief Executive Officer
Virginia Regional Transit
email: bruce@vatransit.org
Phone: 540-338-1610 ext# 2101
Cell: 571-217-3146
Fax: 540-338-0690

1:780.05 LAST install CC 7/10/2017