

**CHINCOTEAGUE TOWN COUNCIL
REGULAR MEETING
A G E N D A**

January 7, 2019 - 7:00 P.M. - Council Chambers - Town Municipal Center

1. Call to Order
2. Invocation
3. Pledge of Allegiance Mayor Leonard
4. Public Comments
5. Agenda Adoption
6. Staff Updates Pg. 2
7. Committee Reports Pg. 6
8. Consider Adoption of the Minutes of the December 3, 2018
Council Meeting Pg. 14
9. 2018 Christmas Decoration Recognitions Mayor Leonard
10. Mayor & Council Announcements or Comments
11. Adjournment

CHINCOTEAGUE POLICE DEPARTMENT
January 2019
(December 2018 Activities)

The Chincoteague Police Department received 322 calls for service which resulted in 14 investigations of criminal offenses that included: 5 driving under the influence, 3 drunk in public, 4 refusals to take a blood or breath test, 1 distribution of marijuana and 1 possession of a controlled substance. There were 8 arrests with 14 charges as a result of these investigations.

The Department also responded to 3 accidents, 4 alarms, 13 suspicious activities, 4 civil problems, 11 assisting other agencies, 4 welfare checks, 7 animal complaints and 1 noise complaint.

In addition, 45 security checks, 8 public service calls, 15 finger printings and 8 traffic controls were conducted.

The Department issued 39 summonses for traffic offenses and issued 72 warning tickets.

The Department also:

- Supported the Chamber of Commerce's Annual Christmas Parade
- Held our annual Toy Run from Onley to Chincoteague, with lunch at Don's
- Hosted the Annual Former Chief of Police's Luncheon
- Conducted the 3rd Annual Santa at CPD with cookies and gifts for children
- Completed our annual Christmas shopping and toy drive, helping 14 families with 23 children
- Last, but not least, we hired two new officers: PFC Geno Geminiani & Patrolman Doug Barnes. Officer Barnes starts the police academy January 7th, while Officer Geminiani is already a certified officer that came to us from the Accomack County Sheriff's Office.

PUBLIC WORKS DEPARTMENT REPORT
January 2019

- Continued sidewalk replacement as part of the multi-modal transportation improvement project. Received quotes for a Maddox Boulevard right of way survey between Deep Hole and Chicken City Roads. Performed berm repair and shoreline stabilization at Mariner's point in conjunction with this effort;

- Received Blinker Stop Signs for the Church/Ridge/East Side intersection. Installation is scheduled for early January;
- Provided support and clean up for Christmas parade;
- Removed down trees from Nature Trail;
- Removed chain link fence at Recreation Center;
- Finalized snow removal equipment preparation;
- Performed routine equipment, park and office complex maintenance;
- Conducted routine drainage maintenance;
- Completed regularly scheduled bulk trash collection;
- Conducted routine pavement repair, street sweeping and traffic control maintenance;
- Performed routine water supply, distribution and repair.

Upcoming Projects

- Continued construction of multi-modal improvements on Main St/Maddox Blvd. Constriction of new Maddox Boulevard sidewalks between Deep Hole and Chicken City Roads has been identified as the next phase of construction.;
- Dog Park construction;

GENERAL GOVERNMENT REPORT January 2019

Water Supply: There were no new developments with regard to our water supply and our work with NASA. During the month, we briefed Congresswoman-elect Luria on the need for Congress to authorize NASA to use their appropriations to support the relocation of the Town of Chincoteague wells.

VDOT Grant Reimbursements: We learned that VDOT expects the Town to reimburse money previously paid on grant draws.

Dog Park Update: We have the permit and the area has been delineated. Clearing and filling the site should be completed by mid- February, with fencing to follow in early spring.

CMH Floating Dock: Installation is currently scheduled for mid-February.

Smith Street Property: We are in receipt of the deed for the property. Planning and scheduling the work of building parking, the field and playground should be accomplished by the end of January.

Wastewater Alternatives: DEQ has contacted us regarding our efforts to acquire a permit to discharge. They are to contact us to set up a meeting with Shellfish Sanitation sometime in January to discuss our next steps.

Tax Collections: December was a busy period for collection of Personal Property, Real Estate and the “new” Vehicle Tax. Here is our current status with a comparison to last year at the close of the calendar year:

Period	Real Estate Tax Revenue			Personal Property Tax Revenue			Vehicle Tax Revenue**		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
2017	\$638,000	\$588,737	92	\$204,000	\$178,870	88	\$72,000	\$69,323	96
2018	\$610,000	\$587,125	96	\$200,000	\$181,387	91	\$72,000	\$66,560	92

**Comparison not by calendar year

Building, Zoning & Code Enforcement: During the period from November 28, 2018, through December 31, 2018, the Building and Zoning Department performed the following:

- Conducted 73 inspections
- Assigned 3 each, 911 addresses
- Investigated 3 complaints
- Performed 43 construction inspections
- Performed 13 zoning inspections
- Answered 6 zoning inquiries
- Investigated 2 unsafe structures
- Investigated 1 accumulation on property
- Issued 2 business licenses
- 33 building permits were issued with a total value of \$1,000,143
- \$3,239 in fees collected for permits

Other:

- Updated Committee and Commission information is provided in the agenda packet.
- A letter from the DEQ is distributed in the agenda packet. The letter announces a 30-day public comment period (until January 26, 2019) prior to reissuance of a discharge permit for Island Utilities, formerly, Sunset Bay Utilities.
- Council is reminded of the opportunity to meet the new USFWS Refuge Manager on January 8th at 10 a.m. at the Bateman Center on Assateague.
- The request to extend the service district for Sunset Bay Utilities was withdrawn.

EMERGENCY SERVICES
January 2019

EMERGENCY MEDICAL SERVICES DIVISION

Reporting Period: 12/01/18 – 12/31/18

TOTAL EMS RESPONSES: 79

(13 MORE THAN IN SAME PERIOD 2017): 66

ADVANCED LIFE SUPPORT: 33

BASIC LIFE SUPPORT: 19

OTHER: 27(Fire Stand-by, Public Assist Calls, etc.)

HAZMAT: 0

2018 TOTAL RESPONSES: 1,067 (63 MORE THAN IN 2017)

COMMUNITY SERVICE

BP SCREENINGS

EMS staff conducted a total of 3 blood pressure screenings for individuals that came to the station for such service.

TRAINING

CONTINUING EDUCATION

EMS staff completed four hours of continuing education training.

- Protocol Reviews

LOGISTICS

MOVE TO NEW QUARTERS

Staff is inventorying supplies and packing non-essential items in preparation for a move to the new quarters within the next few months.

EMERGENCY MANAGEMENT DIVISION

- Daily weather monitoring is ongoing. No briefings were issued.
- Planning meeting to address Christmas Parade safety.
- Maintained daily situational awareness with VDEM and Joint Information Center.

**Public Safety Committee
Meeting Minutes
December 4, 2018**

1. Chairman Leonard called the meeting to order at 17:00

Present: Mayor Leonard, Chairman
Councilman Edward Lewis
James West, Town Manager
Bryan Rush, Director of ES
Randy Mills, Police Chief

Absent: Councilwoman Denise Bowden

2. Public Participation

Mr. Raymond Rosenberger is concerned about the curb area in the downtown area. His sister-in-law fell on Main St. during the parade in the area of Mumford and Main St. in the first car parking area. He reports that his sister-in-law was “fine”. Mr. Rosenberger states that there is no delineation of the curb especially at night and would like it to be taken under advisement.

Agenda Adoption

A motion to adopt the agenda was made by Councilman Lewis and seconded by Mayor Leonard. Motion unanimously passed.

3. Emergency Management Report

Submitted by Bryan Rush

November 29, 2018

PLANNING

LARGE EVENT PLANNING

Planning for next year’s large events has begun. After Action Reports will be reviewed to enhance planning and ensure public safety. Large events reported to Homeland Security through VDEM are: Rocket launches, Seafood Festival, July 4th Fireworks, Pony Penning, Oyster Festival, and Christmas Parade.

Director Rush advised committee that Chief Mills had come up with a change in response to the Christmas parade. Traffic flow was interrupted from south Main St. to avoid a rogue vehicle coming into the crowd. Chief Mills reports that the plan worked well but there is still a problem with traffic flow at Cropper St. A traffic control plan for Cropper St. will need to be developed for next year.

HURRICANE EVACUATION STUDY

VDEM is still assisting FEMA with local input conducting the hurricane evacuation study which will include the Eastern Shore this time. The study will be on-going and can be utilized to plan evacuations, as a great deal of data must be considered.

EVACUATIONS

An after-action meeting was held with VDEM and an outside panel from Louisiana Emergency Management in October 2018. The concerns over the premature and lengthy evacuation order as well as the decision process being taken away from the localities were discussed in length. Most localities had very similar concerns as those from the Shore.

Director Rush advised committee that the Louisiana group advised that their Parrish Presidents issue evacuation orders, not the governor.

LOGISTICS

EMERGENCY MEDICAL SERVICES

September through November 29 of 2018 has shown response numbers above the same time period in 2017. 270 calls have been logged so far for the time period, compared to 237 last year for a difference of 33 more calls.

OPERATIONS

DAILY WEATHER MONITORING

Daily weather monitoring is on-going, with situational awareness emails sent to department heads and staff as necessary.

PUBLIC INFORMATION

PREPAREDNESS

Disaster preparedness information will continue on the Town's web page, Facebook site, and information kiosk in the office.

4. Chincoteague Volunteer Fire Company Report

No report.

5. Discuss Downtown Area Crosswalks

Councilman Lewis stated that a gentleman was complaining about cars not stopping at the crosswalks in town. Councilman Lewis states that the law says their feet have to be in the crosswalk for the law to apply and not just standing on the sidewalk. Chief Mills concurred with the interpretation of the law. Mayor Leonard stated that the speed trailer showed an average speed of 18 mph. He also stated that the signs that were deployed were complained about. Mr. West stated that it had been discussed to lower the speed limit. Mayor Leonard stated that the speed reduction was dropped when the data from the speed trailer showed 18 mph. Mr. West stated that the road was deliberately narrowed in that area to calm traffic. Chief Mills feels that it does reduce the speed through the area. Mayor Leonard stated that when Clark-Nexin studied the Maddox corridor, it was determined that signs and lights

give the public a false sense of security and cause more accidents. Mr. West feels that the signs deployed do a good job but there are complaints received about them impeding traffic so they are taken up. Councilman Lewis advised if people are complaining, the signs are working. Mr. West feels we should put them out in the spring and advise the public that it is for their safety. Mayor Leonard advised to put the signs back up in the spring but with a change in location to avoid impeding turning vehicles.

6. Review and Discuss Halloween Preparations and Response

Mr. West advised that Councilman Reed would like the committee to look at Sunnywood and if there is anything that could be done. Mr. West stated that he thought the downtown area was without problems. Chief Mills agreed. Chief Mills states that the problem in Sunnywood, is vehicular traffic and that closing the road to traffic would eliminate the problem. Councilman Lewis asked where people would park. Chief Mills advised to let people park at Memorial Park and allow only foot traffic. Mr. West advised that it would need to be advertised well on Facebook. Mayor Leonard advised that he would also like to see the Methodist Church move their Trunk-or-Treat into the park to maximize the road closure downtown as the church's event is outside the road closure. Mayor Leonard feels that blocking Sunnywood to all traffic could be problematic. Chief Mills stated that the barricades would have to be manned to allow residents ingress and egress by showing their drivers license. A discussion ensued. Chief Mills stated that a one way only with parking on one side may help. Mayor Leonard agreed with trying one-way traffic. Mayor Leonard stated that the traffic advisory sign could be used at the foot of the bridge notifying of the one-way traffic in Sunnywood. Mr. Rush advised that traffic flow could come in from Ridge Rd and turn right on to Sunnywood Dr, with parking on the right side only and with foot traffic only around Sunrise Dr. Circle and Olga Dr. The committee agreed with that plan. Mr. West and Mayor Leonard advised to advertise the plan a month or two before next year's event.

7. Discuss the Governing of Mower Guards

Mayor Leonard stated that someone approached Council about being struck by a rock from a mower and asked for some governance over using the protective guards. Chief Mills stated that the only regulations that he found was related to OSHA. Mr. West asked if the individual could be stopped and told to put their guard down. Chief Mills said it could be done; however, if someone refused, they could not be made to comply. Mr. West suggested an ordinance but that may be a bit trivial. Mr. West also stated that the wording on grass clippings in the street could be added. Mayor Leonard advised once an ordinance is written things become complex. Mayor Leonard advised that a rock had broken a window at his property and the guard was in place. Councilman Lewis stated he watched some grass cutting activities in which grass was blown into the street initially but then the individual used a leaf blower to clear the street at the end of the cutting session. Mayor Leonard asked for suggestions. Councilman Lewis advised to let the Building Inspector and Police know to stop individuals and educate them on grass clippings and guards if they see these actions being done. The committee agreed.

8. Committee Member Comments/Other Discussion

Councilman Lewis asked if the camper was still at Memorial Park. Chief Mills states that it is. He advised the proper signage is up to remove it but the signage was placed after this incident so he doesn't feel that it can be moved. Mr. West advised he would assume this risk, he just needs to know where to put the camper. Mr. West states that it could be put in the back. Councilman Lewis stated that in years past drug cars were stored back there until they were mitigated or sold. Mr. West states he is happy to move it back there. A discussion ensued on how to move it. Councilman Lewis stated it should have been towed that day. Chief Mills advised that there were no wreckers available that day. A discussion on using a wrecker company to move it ensued. Chief Mills stated that most companies probably would not take the job due to pavement. The committee agreed to allow Mr. West to move the camper off the property.

9. Adjournment

Councilman Lewis made a motion to adjourn with a second by Mayor Leonard.

The meeting adjourned at 17:30.

Chincoteague Recreation and Convention Center Authority

Meeting Minutes
December 17, 2018

Members present: Beitzel, Ellis, Shotwell, Stanfield, Wilder , Zoller

Staff present: Jessi West

Meeting started at 3:00 p.m.

Board Meeting Minutes unanimously approved from 11/19/18 & 12/5/18 meetings.

November Profit & Loss and Financial Statements were unanimously approved.

- Accounts Receivable negative status will clear up next month. Accountant is aware and corrections are in progress to rectify.
- The Profit and Loss entry under Building Expense has a new added line item of Furniture & Fixtures.
- Security Deposit line item under Income is inflated. Board suggested that a more specific description such as Security Deposits Retained be added for actual deposits kept.

Director's Report: Jessi West

- **Audit Update**
 - Audit went well. Jack came in to talk to the accountants and gain some clarity on the Accounts Receivable issue and the security Deposit issue.
- **Building Maintenance/Repairs**
 - Boiler is up for inspection in February. Ms. West is working on getting the inspection scheduled for January.
 - The floors will be stripped & waxed in February or March. Mr. Butler is working on getting some bids for a professional company to strip the floors. The past couple of years, Mr. Butler has handled the waxing but the floors need to be stripped and that may require some outside help to accomplish quickly.
 - Some maintenance projects and Improvements will performed to the facility during the month of January while the electrical work is happening. Those include the following: USB charging outlets and shelving for phones in the classrooms; cabinet doors in the kitchen; paint touch-ups; installing additional door stops; installing an ice scoop holder; determining if the air ducts need to be cleaned by Stanley Steemer again; installing remaining window gaskets; waterproofing exterior brick walls .
 - Board approved to pay Jack Tarr Electrical in 3 installments for completion of the lighting job.
 - Mrs. Webb's CPU was running slow. It needed additional memory to improve its functionality. Ms. West purchased new memory for the computer (\$40) and it will be installed soon.
 - The printer/fax machine in the administrative office has reached the end of its life. A new printer/fax machine has been purchased (\$100) and will be installed soon.

- The wifi router reset itself to its factory settings. The networks and passwords have been restored but this may be an indication that the router is starting to fail. It may need to be replaced in the near future. In restoring the network settings, we discovered that you can access our networks using QR codes. They don't require entering the network password. You simply scan the QR codes with a smartphone and the device will be connected automatically to our guest wifi. These QR codes have been added to the guest wifi signs.
- **Recent Event Update**
 - CVFC Fundraiser for Lisa Kambarn 11/24/18: 400 guests
 - ESVVA Tourism Commission New Website Workshop 11/29/18: 0 attendees
 - Educational workshop for local business to learn about how to post their companies on the new Tourism Commission website launching in January.
 - Intrepid Healthcare Free Blood Pressure Monitoring Event 12/5/18: 0 attendees
 - Intrepid will no longer be offering free monthly blood pressure monitoring at Chincoteague Center. There simply weren't enough participants to continue offering the free service.
 - Bluewater Development Conference 12/7/18: 58 attendees
 - Addison Wedding 12/8/18: 158 guests
 - CES Holiday Concert 12/11/18: 800 attendees
 - Town Committee Dinner 12/12/18: 60 guests
 - Police Department Holiday Party 12/15/18: 50 guests
- **Upcoming Events**
 - Senator Lewis Town Hall 1/3/19: 30-40 attendees expected
 - Marine Educators Conference - Walk-in Inquiry for small conference for high school teachers and college professor of marine sciences.
 - American Nystagmus Network Event: Lead from Virginia.org. Chincoteague Center did not have all the amenities (or enough classrooms) for the conference needs and didn't have all the dates available that they required.
 - Amanda Jackson Wedding: June or July 2019 wedding inquiry.
 - Joycelyn Davis Wedding 2/23/19: wedding inquiry
- **New Bookings and Leads**
 - Masquerade Ball 12/31/18: Approximately 100 guests expected
 - Jesslemania 2 Fundraiser 2/9/19: 150-300 attendees expected
 - Death by Chocolate Event 2/16/19: 300-400 attendees expected
- **Goal Updates**
 - Updates for the Three Goals of Attendance, Events, Free Events were given.
 - Attendance Goal presented to Town Council in October for FY 18 was 16,759 guests by June 30th, 2019. At the time of the presentation, 6,535 guests had attended events at Chincoteague Center. Currently 11,523 guests have attended events at Chincoteague Center (as of December 16, 2018). That's 68.7% to goal with 6 months left in the fiscal year.

- Number of Events per Year Goal presented to Town Council in October for FY 18 was 62 events by June 30th, 2019. At the time of the presentation, 35 events were on the books. Currently there are 49 events on the books (as of December 16, 2018). That's 79% to goal with 6 months left in the fiscal year.
- Number of Free/Community Events per Year Goal presented to Town Council in October for FY 18 was 29 events by June 30th, 2019. At the time of the presentation, 14 events were on the books. Currently there are 21 events on the books (as of December 16, 2018). That's 72% to goal with 6 months left in the fiscal year.

Old Business: Sam Serio reached out to Ms. West and indicated he's ready to move forward with the 2019 Blueberry Festival contract.

New Business: Captain Barry inquired about possibly having a Red Cross emergency center stationed on the Island at Chincoteague Center. Ms. West will convey that a meeting with a Red Cross representative and Captain Barry would be amenable. Also, Jim West will be notified of the suggestion.

Rocket Lab is a potential client. Evelyn will forward the contact information to Jessi.

Due to demand of printing needs for Chincoteague Center and needing a reliable printer, the Board suggested talking to Zerox or Affordable Business Solutions for best fit & price for a new printer.

Meeting adjourned at 4:10 p.m. Next meeting 1/21/19 @ 3:00 p.m.
Respectfully submitted, Theresa Stanfield & Jessica West

2:58 PM
 12/12/18
 Accrual Basis

Chincoteague Center
YTD Profit & Loss Budget vs. Actual
 July through November 2018

	Jul - Nov 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4350 · Security Deposit	2,400.00	0.00	2,400.00	100.0%
4100 · Facility Rental	21,146.25	21,000.00	146.25	100.7%
4105 · Bar Services	1,200.00	750.00	450.00	160.0%
4110 · Equipment Packages	525.00	625.00	-100.00	84.0%
4115 · Kitchen Usage Fee	2,100.00	1,200.00	900.00	175.0%
4120 · Maintenance Labor	900.00	300.00	600.00	300.0%
4150 · Meal Tax	35,552.78	32,000.00	3,552.78	111.1%
4250 · Occupancy Tax	45,833.35	45,833.35	0.00	100.0%
4400 · Sponsored Events	11,508.00	12,585.00	-1,077.00	91.4%
Total Income	121,165.38	114,293.35	6,872.03	106.0%
Gross Profit	121,165.38	114,293.35	6,872.03	106.0%
Expense				
6010 · Advertising/Promotion	4,121.61	2,935.00	1,186.61	140.4%
6100 · Bar Expenses	617.87	150.00	467.87	411.9%
6200 · Board Expense	60.20	150.00	-89.80	40.1%
6300 · Building Expense	3,362.38	4,600.00	-1,237.62	73.1%
6400 · Contractual Services	5,571.64	3,459.75	2,111.89	161.0%
6600 · Employee Costs	47,248.57	47,865.50	-616.93	98.7%
6700 · Events	8,573.79	8,557.50	16.29	100.2%
7100 · Fees	532.68	308.31	224.37	172.8%
7170 · Insurance	6,444.00	6,000.00	444.00	107.4%
7200 · Office Expense	926.54	1,804.12	-877.58	51.4%
7500 · Utilities	11,614.38	10,788.31	826.07	107.7%
Total Expense	89,073.66	86,618.49	2,455.17	102.8%
Net Ordinary Income	32,091.72	27,674.86	4,416.86	116.0%
Other Income/Expense				
Other Income				
7600 · Interest	158.31	153.31	5.00	103.3%
Total Other Income	158.31	153.31	5.00	103.3%
Net Other Income	158.31	153.31	5.00	103.3%
Net Income	32,250.03	27,828.17	4,421.86	115.9%

MINUTES OF THE DECEMBER 3, 2018
CHINCOTEAGUE TOWN COUNCIL MEETING

Council Members Present:

J. Arthur Leonard, Mayor
Ben Ellis, Vice Mayor
Matthew Reed, Councilman
Ellen W. Richardson, Councilwoman
Gene W. Taylor, Councilman

Council Members Absent:

Denise P. Bowden, Councilwoman
Edward W. Lewis, Jr. Councilman

1. Call to Order

Mayor Leonard called the meeting to order at 7:00 p.m.

2. Invocation

Councilman Taylor offered the invocation.

3. Pledge of Allegiance

Mayor Leonard led in the Pledge of Allegiance.

4. Presentation – Museum of Chincoteague

Mrs. Maria Grenchik, the Executive Director of the Museum of Chincoteague, thanked Mayor Leonard and Council for the funds they allotted for the Museum in 2018. She reviewed how the funds were put to good use. They were supported by 32 active volunteers and welcomed over 12,000 visitors to the Museum. They sponsored events: Tuesday night lecture series, cemetery clean-up day, Heritage Days, holiday open houses, decoy carving class, Chinco De Mayo Art Show and Sale, Buckaroo Bingo and decoy carving demonstrations. She advised that a few of these successful events will be repeated in 2019. She stated that they offer 4 fieldtrip options for the standard of learning with 1st – 5th grades. They had approximately 200 students and scouts visit the Museum on fieldtrips. She added that the fieldtrips are free for students of Accomack and Northampton Counties.

Mrs. Grenchik reported they are partnering with the Chincoteague Elementary School 5th grade teachers to teach the students about the importance of collecting oral histories. There are 5 new exhibits and an audio tour with interaction on smart phones. They are planning the Heritage Days annual event and will focus on the downtown March 22-24, 2019. She listed the partners. She continued to review the community event partnerships. She reported that the Miles Hancock workshop was moved just outside of the Museum last year. They hosted 21 successful road scholar programs and are increasing the programs to 29 next year. She thanked Mayor Leonard and the Town Council, adding they wouldn't be where they are today with the continued support.

5. Public Comments

Mayor Leonard opened the floor for public comment.

- Ms. Julie Brommer, founder of the Chincoteague Island Community Cats, advised that this program began in April of 2018. She stated that their mission is to establish a sustainable cat program providing compassionate solutions for island cats. She thanked Council for their support allowing them to use the Donald J. Amrien Recreation Center for 2 weekends this year. They were able to roundup and transport 30 kittens to shelters and rescue groups, spay, neuter, vaccinate and microchipped 94 cats since June. She added that their goal is to reach 100 cats before the end of the year. She reported that the locals have stepped up to help the cats. She again thanked Council for their continued support.

- Mrs. Nancy Cunningham, Island Library, gave an update on what's going on at the Library. She stated that over 1,400 adults and over 125 juveniles have their library cards at the Island Library. She reviewed the increase in new patrons and over 200 new titles added to their collection. They had over 1,000 items in circulation reported in October. The internet usage is 145 within the Library. They are working on fundraising. She added that they continue to sell "The Hidden Galleon" and "The Treasure Island". They will continue the 1st Night of Summer Cruise fundraising event along with the Labor Day yard sale.

Mrs. Cunningham reported that there are 2 adult book clubs and they want to add technology sessions. Mr. Dan Thomas a local artist will be at the Library Tuesday evening. Crafts and coloring will begin Thursdays at 6:00 p.m. as another adult program. Locals Week was created to encourage residents to visit the Library. There will be a special event to celebrate Marguerite Henry's birthday. She also reported on the Tales 4 Tots Program with the theme "People in Our Neighborhood". They have special programs planned with the Pony Center, the Salisbury Zoo and a magician. Each Library program is free. They use social media to publicize local events. They now have 2,837 friends on Facebook. They participate in the local events as well. The volunteers also maintain the Little Library box on the corner of Main Street and Cleveland Street. They are proud of serving the community for over 20 years. She concluded that the Library appreciates everything the Town of Chincoteague does for the Library.

- Mr. Ray Rosenberger, Chairman of Planning Commission, mentioned the acquisition from NASA of a new launch and now the request of the Corps of Engineers and Wetlands Board regarding the riprap on their beach. He also mentioned the south end of the Island. He suggested addressing with the Wetlands Board a beach on Main Street. He mentioned, bulkheading, the impacts on the current in the channel along with the flooding at the foot of the bridge. He urged Council to be careful of what transpires there.

He advised that he received an email from Councilwoman Bowden regarding the PSA expansion. He suggested that Council review this carefully as there are other issues taking place such as a request for a PSA just for the Town. He added that they would establish an island-wide system. He also wished everyone a Merry Christmas.

- Mrs. Evelyn Shotwell, Director of the Chamber of Commerce, thanked everyone

that had any part in the parade Saturday night. She thanked the Town, Police Department, Public Works, the Museum. She also thanked the Library for the beautiful judges stand. She stated that she appreciated the Town's support.

6. Agenda Adoption

Councilwoman Richardson motioned, seconded by Councilman Reed to adopt the agenda as presented. The motion was carried.

Ayes: Reed, Richardson, Ellis, Taylor

Nays: None

Absent: Bowden, Lewis

7. Staff Updates

Police Department:

Captain Lewis advised that for the month of November staff received 318 calls for service. They participated in the Tales 4 Tots reading at the Library. They also attended a multi-agency briefing at NASA in preparation for the rocket launch. They held their 1st Annual Fall Senior Luncheon at Don's Seafood. He reported that the officers donated \$1,300 for Mrs. Lisa Kambarn with their beard for Lisa Campaign. They hosted a training program with Accomack County Victim Witness Advocates office. He advised they installed new video surveillance within the Police Station, Town Office, common area and outside the main entrance.

Mayor Leonard thanked the Police Department and staff for all their hard work. He added that Mrs. Lisa Kambarn's fundraiser turned out well.

Public Works Department:

Public Works Director Spurlock also reported that they are still working on Main Street and Maddox Boulevard. He stated that paving on Main Street depends on the weather and if Branscome can get to it. He added that the paving on Maddox Boulevard will be in the spring.

General Government:

Town Manager West advised on the water supply, that they had a very good presentation from the PDC regarding desalination. He advised that NASA hasn't scheduled another meeting with the Town. He commented on the VDOT reimbursement, adding that the expected reimbursement had changed again. He stated that they have the permit for the Dog Park and the consultant is reviewing it. He advised they had a group of brilliant students on coastal resiliency. He was able to have a phone conference with Senator Lewis and the Secretary of Natural Resources last week to discuss the possibility of funding in the Governor's budget to help study the Inlet. He was assured that the Governor is also in support of it. They agreed that there are a lot of grants out there. He reported that after the conversation he received a call to try and coordinate the efforts of the 30 or so students who

all working on different efforts relative to coastal resiliency. He stated that the floating dock is in production and an agreement for installation has been worked out today. They also have the deed to the Smith Street property that the Mayor has executed. He thanked Mr. Landsberger and mentioned that certain obligations will be upheld.

Mayor Leonard asked if they could expand the floating dock.

Town Manager West stated that over the holidays he will work on a budget amendment which will capture the new fuel pump system, the ADA access, the floating dock section and surveillance system update.

8. Committee Reports

Public Works Committee:

Councilwoman Richardson reported that the high-rise tank maintenance cost has come in higher than expected and the Committee decided to put it off until the next budget cycle. She mentioned that Public Works Director Spurlock has ordered the flashing stop sign which will include radar. She stated that they agreed to a change in the bulk trash collection policy. She explained that if a mattress is put out for collection it should be in a plastic cover. She added that the fence at the Amrien Center should be taken down.

Budget and Personnel Committee:

Councilman Ellis discussed 3 items. He advised that Town Manager West was approached by a citizen to be able to hunt the mainland property. He stated that this citizen has hunted the land for several years. They discussed this and feel that if he provides suitable liability insurance he could hunt it this year. They also decided that next year they will put it out for competitive leasing and accept applications. An issue was raised about businesses participating in nonprofit sponsored events who are not required to obtain a business license. He stated that they asked if it was fair to other Island businesses. They decided that it isn't a sufficient problem to address at this time. The final thing they discussed was the lobbyist agreement. They talked about the value received with money they pay. It was agreed that the cost effectiveness was not there, and they would obtain a lobbyist on an as needed basis.

9. Consider Adoption of the Minutes of the November 5, 2018 Council Meeting

Councilman Reed motioned, seconded by Councilwoman Richardson to adopt the minutes as presented. The motion was carried.

Ayes: Reed, Richardson, Ellis, Taylor

Nays: None

Absent: Bowden, Lewis

10. Public Hearing – Property Line Elimination

Mayor Leonard advised that no one signed up to comment during the public hearing. He opened the public hearing.

Mr. Osbourne Abbey explained that they request the line be removed to adjoin both properties, so they can put a small addition onto the house. They have been working with an architect and Mr. Lewis to get the proper permits in place.

Mayor Leonard closed the public hearing.

Councilman Taylor feels it would be an improvement.

Councilwoman Richardson motioned, seconded by Councilman Reed to approve the elimination of the property line between lots 46 and 47 on Josephine Lane owned by Mr. & Mrs. Abbey. The motion was carried.

Ayes: Reed, Richardson, Ellis, Taylor

Nays: None

Absent: Bowden, Lewis

11. Committee and Commission Vacancies

Curtis Merritt Harbor Committee:

Mayor Leonard advised that the term of Mr. Danny Bowden has expired on the Harbor Committee. Mr. Bowden has advised that he would like to be reappointed. He entertained a motion.

Councilman Taylor made a motion, seconded by Councilwoman Richardson to reappoint Mr. Danny Bowden to serve another term on the Curtis Merritt Harbor Committee. The motion was carried.

Ayes: Reed, Richardson, Ellis, Taylor

Nays: None

Absent: Bowden, Lewis

Planning Commission:

Mayor Leonard stated that after the last meeting there was some confusion. There was a vote of 4 -2 in favor of electing Mr. David Britton to the Planning Commission. He stated that Councilman Reed has asked to recuse himself from that vote. Mayor Leonard then explained that this makes that vote 3-3, but his vote for Mr. Britton breaks the tie. Mr. David Britton has been appointed to the Planning Commission.

12. Consider Request to Expand Sewer Utility Service Area

Mr. John Custis, attorney advised he is representing Mr. Bill Davis who has he purchase of Inlet View Campground under contract. He feels the property will be an amazing asset for the Town. They found that Inlet View Campground is one of the largest violators of septic on the Island and in Accomack County. He is working with Mr. Davis on a solution and on-site septic would be the best but tough. He advised he also works for the Burbage family and he has connected Mr. Davis with the Burbage family who owns and controls Sunset Bay Utilities. He stated that they are asking for the option to expand the service area from Sunset Bay to Inlet View Campground if it is feasible. They are unsure if it is feasible at this point but if it is they want to extend the sewer line to Inlet View. He feels

it's a dire need as septic is a big issue. He offered to answer questions. He also stated that the procedure is to ask the Town for its support, the Town would send a letter of support to the State Corporation Commission in Richmond who would oversee the expansion. He added that it would be guided by VDOT regulations and the State Code.

Mayor Leonard asked if Mr. Davis would be keeping this as a campground.

Mr. Custis responded that he does intend to keep it a campground.

Councilman Ellis asked if Sunset Bay has the capacity to add this to their current service.

Mr. Custis advised that they do.

Councilman Ellis asked if they are only talking about extending the service area, not the capacity.

Mr. Custis stated that this was correct. He stated that it has nothing to do with Sunset Bay plant, only running the line.

Councilman Ellis then asked if this would have any impact if Council decided in the future to go with the proposal submitted by the Burbage family that Mr. Custis presented.

Mr. Custis advised that Mr. Burbage was only at that meeting in a capacity to hand over the business as he isn't looking to stay into the business. He stated that the massive plan that was proposed a week ago has nothing to do with this. He advised that this is a solution to a major problem that they have. He added that they have a contract problem and have until January to figure out if Mr. Davis is going to buy the campground. He stated that if they can't find a solution to the septic, the plans will fall through. Mr. Custis stated that he is involved in both, but this has nothing to do with the other.

Councilman Taylor asked about the above ground septic systems there.

Mr. Custis was told that in order to solve the problems there it would have to be an on-site plant.

There were further comments.

Councilwoman Richardson stated that she was on Council when Sunset Bay put in sewage downtown for the businesses. They are now in the process of obtaining a permit and they have spent a lot of the taxpayers' money. She agreed with Mr. Rosenberger and Council should tread this lightly. She stated that it isn't just affecting new businesses, it's affecting the whole Island and they should be careful and study it thoroughly.

Councilman Taylor feels she is 100% correct. He stated that they're talking about getting an answer between now and January. He also stated that after they get the permit he can't see the Town doing anything with the permit for the next 10 years. He doesn't feel it's

realistic and that they can come up with the money. He believes they can expedite the permit process and the state would help.

Mayor Leonard asked if they would bore or dig up Main Street to hook up.

Mr. Custis stated that it would be regulated through VDOT.

Public Works Director Spurlock interrupted that it would be regulated through the Town and it would be a directional bore. He added that it would be pit dug.

Mr. Custis stated that there would be a protection clause to protect the Town from having to take care of it, much like the original line put in. He thanked Council for their time.

Councilman Taylor feels the on-site sewer is the better option. He stated that he would vote for this if they received something from the Health Department saying they deny an on-site system. He added that the engineering won't be done by January anyway.

Councilwoman Richardson agreed.

Councilman Ellis stated that if they approve the request, they aren't approving the project. This would allow them to put in the applications and obtain the permits. He feels it would allow them to go ahead and see if they can proceed.

Mayor Leonard stated that if the Town gives their approval they will be able to get the permits and go ahead with the project. He expressed his concerns with the engineering, boring and how much would be done to the road. He feels it's a long run and they don't know the facts or what it will take to hook up.

Councilman Reed feels it's the prettiest spot on Chincoteague. However, the biggest eyesore. He asked if he planned to make it a decent campground.

Mr. Custis advised that Mr. Davis was.

There was brief discussion.

Councilwoman Richardson feels that all Council should be present for this vote.

Councilwoman Richardson motioned, seconded by Councilman Ellis to table this matter until next month. The motion was carried.

Ayes: Reed, Richardson, Ellis, Taylor

Nays: None

Absent: Bowden, Lewis

13. Mayor & Council Announcements or Comments

Councilman Reed thanked the Chamber of Commerce for the Christmas Parade. He was glad that they were able to have it. He reported that the Youth Football League Float received 1st place.

Councilman Taylor wished everyone a Merry Christmas. He stated that it is hard work for the volunteers. He also stated that it is amazing to see everyone work so hard for the benefit of our community.

Councilman Ellis was disappointed and discouraged that the Trump Administration approved permits to do off-shore seismic testing off shore from Delaware to Florida. He stated that every state and local government along the coast expressed strong opposition to this. He also wished his colleagues and everyone a Merry Christmas.

Councilwoman Richardson also wished everyone a Merry Christmas and Happy New Year. She asked about the next meeting.

Town Manager West advised that it is the 1st Monday of the month which is January 7th.

Mayor Leonard stated that judging of the home decorations will be the 13th. He asked when the last day is to bring toys into the Police Department.

Captain Lewis advised it is December 8th. He added that they will also have cookies with Santa at 11:00 a.m. on December 8th.

Mayor Leonard wished everyone a Merry Christmas and Happy New Year. He concluded by saying "Roll Tide".

14. Adjournment

Councilman Ellis motioned, seconded by Councilman Taylor to adjourn. The motion was carried.

Ayes: Reed, Richardson, Ellis, Taylor

Nays: None

Absent: Bowden, Lewis

J. Arthur Leonard, Mayor

James M. West, Town Manager