

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

August 3, 2019 - 7:00 P.M. - Council Chambers - Town Municipal Center

1. Call to Order: Mayor Leonard
2. Invocation:
3. Pledge of Allegiance: Mayor Leonard
4. Public Comment:
5. Agenda Adoption: Mayor Leonard
6. Staff Updates: Pg. 2
7. Committee Reports: Pg. 9
8. Adoption of the Minutes of the July 6 and July 16,  
Council Meetings Pg. 18
9. Consider Cleaning Contract Award: Pg. 44
10. Consider Adoption of Revised Emergency Ordinance:
11. Mayor & Council Announcements/Comments:
12. Closed Meeting in Accordance with §2.2-3711 (A) (1,3) of the Code  
of Virginia to Discuss Personnel Matters and Acquisition of Property:
13. Certification of Closed Meeting in Accordance with § 2.2-3712 (D)  
of the Code of Virginia:
14. Adjournment

**GENERAL GOVERNMENT REPORT**  
**July 2020**

**Smith Street Project:** The site work is of course complete, and I have a proposal for the completion of the project that will be discussed later in the meeting.

**Water Supply Updates:** Construction on the filtration plant restarted on July 13 and is progressing. The expected completion date is still the end of September. I have received the testing procedure from WWF Restoration project manager David Liu and am reviewing it. Harvey and I will be touring the plant along with WWF Director and Deputy Director on August 27<sup>th</sup>.

**Firehall Purchase:** On Friday July 24, Harvey and I performed an inspection of the old firehouse. The building is structurally sound and is withstanding its lack of use and occupancy fairly well. However, continued lack of adequate ventilation and the exchange of air, the interior temperature was in the high 80's, will eventually produce some environmental issues. There are also some issues that still exist with the exterior brick veneer and some regular maintenance required to the roof membrane and coping system. The building appears to be watertight showing no signs of water entering the building envelope.

**Building and Zoning:** The time period from July 1, 2020 through July 24, 2020 the Building and Zoning Department conducted 93 inspections.

- 2 911 addresses
- 2 Accumulation on properties
- 8 Business License
- 48 Construction inspections
- 30 Zoning Inspections.
- 1 Zoning questions
- 2 Complaints

The department approved 37 building permits at a total value of \$ 1,034,314.00

Permit fees collected is \$ 3,400.88

Fines collected \$ 0

**Website** – After the WBOC story of returning to the State of Emergency ran last week, we added a post to the front page of our website indicating that Chincoteague is open under phase 3 of the Governor’s reopening plan. This was to counter the perceived notion of the Island being closed. A banner has been added to the front page of our website that links all CARES act grant information.

In response to a request for draft minutes, a section has been added under the “Minutes” button that posts draft minutes for review. I will also add that clicking on the “Meetings” button will take you to archived video of each meeting in its entirety.

**C.A.R.E.S. Act** – CARES Act information was published on the website on July 21 for both the Watermen’s and Small Business grant programs. Eight applications were submitted on Wednesday July 29 and the committee met on Thursday July 30. \_\_\_\_grants of \$5,000 were awarded by the committee. Checks were cut on Friday and distributed to the awardees. A display ad was submitted on Monday to the Chincoteague Beacon for advertisement of the Small Business Grant program. The add will run in 3 issues beginning on July 30. Applications were available for pick up at the Town office beginning today and are due on August 18<sup>th</sup> at 10 AM.

**Business Licenses:** The collection of Business Licenses fees is catching up with a total of 28 still outstanding as of Thursday. Business license renewals were due on June10 and we suspect the backlog of unpaid fees is due to the pandemic. The ladies in the office are doing an excellent job of pursuing these outstanding accounts.

**Budget vs Actual (Summary)**

Town of Chincoteague  
 Period Ending 07/29/2020

<b>10 GENERAL FUND</b>			<b>FY'21 BUDGET</b>	<b>MONTH TO DATE</b>	<b>FISCAL YEAR TO DATE</b>	<b>REMAINDER TO BRING IN OR SPEND</b>	<b>PERCENTAGE OF BUDGET</b>
<b>Revenues</b>							
	Revenues	<b>Totals:</b>	<b>\$6,362,979.00</b>	<b>\$411,905.67</b>	<b>\$411,905.67</b>	<b>\$5,951,073.33</b>	<b>6%</b>
<b>Expenses</b>							
	General Government		\$1,475,780.00	\$235,789.99	\$235,789.99	\$1,239,990.01	16%
	Emergency Medical Services		\$1,047,528.00	\$60,298.66	\$60,298.66	\$987,229.34	6%
	Public Works		\$1,725,266.00	\$168,675.58	\$168,675.58	\$1,556,590.42	10%
	Mosquito Control		\$123,318.00	\$3,433.66	\$3,433.66	\$119,884.34	3%
	Roads		\$700,000.00	\$13,696.13	\$13,696.13	\$686,303.87	2%
	Police		\$1,025,954.00	\$73,516.91	\$73,516.91	\$952,437.09	7%
	Dispatch		\$265,133.00	\$25,178.78	\$25,178.78	\$239,954.22	9%
	Expenses	<b>Totals:</b>	<b>\$6,362,979.00</b>	<b>\$580,589.71</b>	<b>\$580,589.71</b>	<b>\$5,782,389.29</b>	<b>9%</b>
					<b>(\$168,684.04)</b>	<b>(more expense than revenue)</b>	
<b>30 CURTIS MERRITT HARBOR</b>			<b>FY'21 BUDGET</b>	<b>MONTH TO DATE</b>	<b>FISCAL YEAR TO DATE</b>	<b>REMAINDER TO BRING IN OR SPEND</b>	<b>PERCENTAGE OF BUDGET</b>
<b>Revenues</b>							
	Revenues	<b>Totals:</b>	<b>\$688,056.00</b>	<b>\$42,951.05</b>	<b>\$42,951.05</b>	<b>\$645,104.95</b>	<b>6%</b>
<b>Expenses</b>							
	Expenses	<b>Totals:</b>	<b>\$688,056.00</b>	<b>\$69,971.93</b>	<b>\$69,971.93</b>	<b>\$618,084.07</b>	<b>10%</b>
					<b>(\$27,020.88)</b>	<b>(more expense than revenue)</b>	
<b>70 TROLLEY</b>			<b>FY'21 BUDGET</b>	<b>MONTH TO DATE</b>	<b>FISCAL YEAR TO DATE</b>	<b>REMAINDER TO BRING IN OR SPEND</b>	<b>PERCENTAGE OF BUDGET</b>
<b>Revenues</b>							
	Revenues	<b>Totals:</b>	<b>\$91,559.00</b>	<b>\$4,633.00</b>	<b>\$4,633.00</b>	<b>\$86,926.00</b>	<b>5%</b>
<b>Expenses</b>							
	Expenses	<b>Totals:</b>	<b>\$91,559.00</b>	<b>\$6,486.61</b>	<b>\$6,486.61</b>	<b>\$85,072.39</b>	<b>7%</b>
					<b>(\$1,853.61)</b>	<b>(more expense than revenue)</b>	
<b>80 WATER</b>			<b>FY'21 BUDGET</b>	<b>MONTH TO DATE</b>	<b>FISCAL YEAR TO DATE</b>	<b>REMAINDER TO BRING IN OR SPEND</b>	<b>PERCENTAGE OF BUDGET</b>
<b>Revenues</b>							
	Revenues	<b>Totals:</b>	<b>\$1,125,000.00</b>	<b>\$178,753.91</b>	<b>\$178,753.91</b>	<b>\$946,246.09</b>	<b>16%</b>
<b>Expenses</b>							
	Expenses	<b>Totals:</b>	<b>\$1,125,000.00</b>	<b>\$50,999.56</b>	<b>\$50,999.56</b>	<b>\$1,074,000.44</b>	<b>5%</b>
					<b>\$127,754.35</b>	<b>(more revenue than expense)</b>	

# **TOWN OF CHINCOTEAGUE EMERGENCY SERVICES MONTHLY REPORT**

## **EMERGENCY MEDICAL SERVICES DIVISION**

**Reporting Period:** 07/01/2020 – 07/28/2020

### **TOTAL EMS RESPONSES: 95**

(14 LESS THAN IN SAME PERIOD 2019): 109

ADVANCED LIFE SUPPORT: **40**

BASIC LIFE SUPPORT: **40**

OTHER: **14** (Fire Stand-by, Public Assist Calls, etc.)

HAZMAT: **1**

## **COMMUNITY SERVICE**

### **BP SCREENINGS**

The operations section of the station is closed to visitors due to Covid-19; however, staff performed five checks in vehicles outside the station this month.

### **PUBLIC ASSISTANCE**

Two subjects were assisted to their vehicles for scheduled doctor's appointments.

## **PLANNING**

### **LARGE EVENTS**

No large event planning at this time.

## **LOGISTICS**

### **PPE**

PPE use has remained steady along with procurement. A staff member is still assigned to daily PPE tracking in all Town departments and reporting every Tuesday to VDEM Logistics Section.

### **PATIENT CARE REPORTING**

Updated the reporting matrix and definitions for data submission in the patient care reporting system to maintain national and state compliance.

## **TRAINING**

We moved training back to in-person training with continued social distancing and enhanced cleaning of training props between use.

### **CONTINUING EDUCATION**

EMS staff completed four hours of continuing education in the below subject matter:

- Obstetric emergencies
- Pediatric cardiac/respiratory arrest

- Neurological emergencies
- Additional one hour of required training for VOSH on the Emergency Temporary Standards for Covid-19

### **EMERGENCY MANAGEMENT DIVISION**

- Daily weather monitoring is ongoing.
- Issued briefings on Tropical Storm Fay
- Participated in webinar for understanding and guidance in the Emergency Temporary Standards issued by VOSH related to Covid-19 that went into effect on July 27. Developed guidance to be used by the manager and department heads as it relates to the employer/employee responsibilities in occupational health and safety
- Participated in numerous conference calls for the planning, response, mitigation and recovery of the Coronavirus.
- Continuing to work resources for PPE
- Updating VDEM Web EOC sitrep
- Disseminated at least daily briefings on the Town's Coronavirus response to Mayor, Council and department heads except for time period 7/8 – 7/16
- Continued to track expenses for FEMA PA assistance
- Providing continued guidance to department heads concerning employee's safety and response
- Maintaining information for the Covid-19 event AAR (After Action Report)
- Maintained daily situational awareness with Accomack County, Northampton County, VDH, VDEM, FEMA and Joint Information Center.

August 2020

## **Public Works Update**

- Released the John H. Tarr Trail Wayfinder plan signage for production. Installation scheduled for late August;
- Completed initial phase of the Smith Street project;
- Sanitized all Town restrooms at two-hour intervals in response to COVID19 guidelines. Work was, and continues to be, done seven days a week;
- Refinished Donald Leonard Park picnic tables;
- Performed routine equipment, park and office complex maintenance to include mowing operations;
- Completed regularly scheduled bulk trash/brush collection;
- Performed routine pavement repair, weed control and traffic control maintenance;
- Performed routine cemetery maintenance;
- Performed routine water supply, distribution and repair. Total water production for July is projected to be approximately 25,000,000 gallons. This volume reflects an increase of approximately 3,500,000 as compared to July of 2019.

### Upcoming Projects

- Fall paving;
- Multi-modal trail construction.

## **CHINCOTEAGUE POLICE DEPARTMENT**

### **MONTHLY REPORT TO COUNCIL**

**July 2020**

The Chincoteague Police Department received 561 calls for service which resulted in 28 investigations of criminal offenses that included: 1 sexual battery, 1 making threats of death, 5 driving under the influence, 2 drunk in public, 1 refusal to take a breath test, 2 possession of a controlled substance, 1 assault and battery, 5 petit larceny, 1 grand larceny, 2 destruction of property, 2 credit card theft and 1 obstruction of justice, 1 defrauding an inn keeper and 3 hit and run. There were 11 arrests with 13 charges as a result of these investigations.

The Department also responded to 6 animal complaints, 12 alarms, 15 suspicious activities, 11 civil problems, 7 control burn checks, 15 assisting other agencies, 6 welfare checks and 4 noise complaints.

In addition, 111 security checks and 22 public service calls were conducted.

The Department issued 131 summonses for traffic offenses and 52 warning tickets.

Chincoteague Police Dept. assisted with traffic and crowd control for the rocket launch.

Two Chincoteague Police Department officers completed the Intox EC/IR II Breath Alcohol Operators' Recertification class.

Three Chincoteague Police Department officers attended training with Chincoteague EMS personnel along with Mandy Betts of Salyers Funeral Home.

The Chincoteague Police Department is conducting their biennial on-line citizen survey.



**Public Works Committee Meeting  
June 7, 2020  
Minutes**

**Members Present:**

Mrs. Ellen Richardson, Chairperson  
Mr. Chris Bott, Councilman  
Mr. Matthew Reed, Councilman

**Others Present:**

Mr. William T. McComb, Jr., Councilman

**Staff Present:**

Mr. Michael T. Tolbert, Town Manager  
Mr. Harvey Spurlock, Public Works Director

**Call to Order**

Chairperson Richardson called the meeting to order at 5:00 p.m.

**Roll Call**

All members were present.

**Public Participation**

There was none.

**Agenda Adoption**

Chairperson Richardson asked to add 7a to the agenda to discuss Merritt Drive drainage.

Councilman Bott motioned, seconded by Councilman Reed to adopt the agenda adding item 7a. Unanimously approved.

**1. Approval of May 19, 2020 Meeting Minutes**

Council received and approved the minutes.

**2. Multimodal Transportation Project Wayfinder Plan**

Public Works Director Spurlock explained the Wayfinder Plan, “John H. Tarr, Bay to Beach” signage. He asked the Committee if they had time to review the content of the signs. There was also a brochure with bicycle map showing specific stops and areas of the Island.

Chairperson Richardson asked if any had any corrections. She pointed out some spelling corrections. There are 45 “Bay to Beach” signs directional signs.

Councilman Bott pointed out a spelling corrections to “Coach’s Lane” and “Coast Guard”.

There were comments.

Councilman Reed motioned, seconded by Councilman Bott to approve the brochure and map as corrected. Unanimously approved.

### **3. Fall Paving**

Public Works Director Spurlock stated that they need to prioritize the paving from the list in the agenda. They have approximately \$500,000 to spend on pavement and sidewalk maintenance. He gave the approximate costs for each of the potential projects. He added Mumford Street sidewalks. He stated they can do it as one contract or two contracts.

There was discussion that Mumford Street sidewalks and drainage should be a priority. They also mentioned other important areas to consider.

Public Works Director Spurlock stated they cannot act on this until solicits bids.

Town Manager Tolbert suggested they decide on the priorities. They listed priorities as: 1. Bunting Road, 2. Mumford Street, 3. South Main Street, 4. Ridge Road, 5. Tarr Lane and 6. North Main Street. He stated that they do not have enough funds to do them all.

Public Works Director Spurlock advised that Chincoteague is part of VDOT's Urban Maintenance Program. VDOT gives the Town money for the roads that are in the state system to do maintenance. They can also purchase equipment with this.

There were further comments.

Councilman Bott motioned, seconded by Councilman Reed to approve staff's recommendation of the priorities: Unanimously approved.

### **4. Maddox Boulevard Restrooms**

Chairperson Richardson advised that the Committee has been asked to consider the design and construction of the restrooms on the Maddox traffic circle.

There was discussion of the restrooms being connected to the Chamber building or as a separate building. They also discussed pump-and-haul for septic. The restrooms at the Harbor cost approximately \$20,000, which are ADA compliant. They must meet base flood elevation. They also discussed the funding and possibly including it in next year's budget. They talked about aesthetics, cost, and the number of stalls.

### **5. WARN Membership**

Public Works Director Spurlock explained that WARN is a mutual aid agreement for water and wastewater system. He stated that there is cost.

Town Manager Tolbert stated that it is budget neutral. It is an organization that the Town can help as much as the Town wants, and other organizations can help what they can. There is no membership fee.

Public Works Director advised that it requires a resolution.

Councilman Reed motioned, seconded by Councilman Bott to proceed to Council for approval. Unanimously approved.

## **6. LED Stop Sign**

Chairperson Richardson stated the proposed blinking stop sign would be at the intersection of Clark and Pension Streets.

Councilman Reed feels they are getting out of control with them. He does not feel a blinker sign at this intersection is necessary. He only felt they need one at Camper's Ranch.

There was discussion.

Councilman Reed motioned, seconded by Councilman Bott to put the flashing LED stop sign off as there is not a need. Unanimously approved.

## **7. Completion of Smith Street Project**

Public Works Director Spurlock advised that the sitework is complete. They discussed the costs to complete the project.

Town Manager Tolbert advised he has been approached with funding for the remainder of the Park at no cost to the Town.

Councilman Reed motioned, seconded by Councilman Bott to complete the parking lot. Unanimously approved.

### **7a. Discussion of Merritt Drive Drainage**

Chairperson Richardson showed pictures of drainage structure at the intersection of Misty Meadows Drive and Merritt Drive.

Public Works Director Spurlock explained that there is a drainage pipe that runs under the road.

Town Manager Tolbert stated that they know that the 2 pipes are connected.

Public Works Director Spurlock stated that the concern is that vehicles are cutting the corner short and hitting the pipe.

There was further discussion about possible damage and making the correction to maintain the drainage. Staff recommended to extend the pipe and put a covering over it.

Councilman Bott motioned, seconded by Councilman Reed to approve staff recommendation to extend the pipe and put a covering over it. Unanimously approved.

## **8. Questions/Comments**

Councilman Bott expressed how nice the bike path looks.

Town Manager Tolbert stated how well the flashing crosswalk is working in front of his house.

Councilman Bott also commented on how well the flashing crosswalk on Pension Street has diverted the bike traffic.

There was brief discussion of the bicycle directional road decals are working. They feel there should be a ribbon cutting ceremony.

Councilman McComb referred to the historic map and stated that due to COVID, maps and brochures will become less prominent. He suggested partnering with the Chamber to possibly be handed out with the Travel Guide. This can be distributed by app for cell phones.

There was discussion about adding QR Codes. The Chamber is willing to host the website for this application.

**9. Adjournment**

Councilman Reed motioned, seconded by Councilman Bott to adjourn. Unanimously approved.

**MINUTES OF THE JULY 14, 2020  
BUDGET AND PERSONNEL COMMITTEE MEETING**

**Members Present:**

Christopher Bott, Acting Chair  
Arthur Leonard, Mayor  
Denise Bowden, Councilwoman

**Others Present:**

William T. McComb, Jr., Councilman  
Ellen W. Richardson, Councilwoman

**Staff Present:**

Michael T. Tolbert, Town Manager  
Robby Fisher, Police Chief  
Vernon Merritt, Harbormaster

**1. Call to Order**

Chairman Bott called the meeting to order at 5:00 p.m.

**2. Public Comment**

There was no public comment.

**3. Agenda Adoption**

Mayor Leonard motioned, seconded by Councilwoman Bowden to adopt the agenda as presented. Unanimously approved.

**4. Discussion of C.A.R.E.S. Act Funding Program**

Town Manager Tolbert reviewed a sample program for the C.A.R.E.S. Act. He stated that he left blanks along with numbers in red for Council to determine. He stated that Council expressed a desire to give the grants to local businesses. He invited changes. He added that the County set aside \$100,000 of their \$1 million for working watermen. The Town's amount is just over \$251,000. The Town will use 100% of this and Council can decide if they would like to set aside an amount for working watermen along with what would be an appropriate amount. He reviewed the criteria and basics for working watermen with details. He stated that Harbormaster Merritt has talked with the watermen and the ones that would qualify under the County Program. He stated that they can't take any other money such as unemployment or the PPP money. They are required to have a valid VMRC license. Any of this money has to be given to a business or working waterman that resides within the corporate limits of the Town of Chincoteague. They have to employ 10 people or less, the Town taxes must be current, and they must submit the application to the Town office. The business must be in good standing with the Town. He explained that if they are required, they must have a current business license.

Town Manager Tolbert advised that Harbormaster Merritt has identified a few people that may qualify. He added that they do not have to use the same qualifications that the County did.

Mayor Leonard asked Harbormaster Merritt if any of the working watermen had applied to the County.

Harbormaster Merritt advised that they did not apply to the County because the Town didn't give the County any of their money. The County took the first 20 applicants who received \$5,000 each. He added that there was a lot of unemployment awarded. He advised that he has identified 4 watermen that have received no unemployment and are full-time 100% working watermen.

Mayor Leonard asked if the charter boat captains received money.

Harbormaster Merritt responded that they did receive money.

There were brief comments.

Councilwoman Bowden asked if Harbormaster Merritt knew how many watermen would apply.

Harbormaster Merritt advised he knew of 4.

There were further comments about full-time watermen.

Councilwoman Bowden approves of the way it is written and setup. She would like to see when applications are distributed, they would include the Governor's Executive Order #53 and #55 along with the Mayor's Executive Order #1.

There was discussion and the Committee concurred to set aside \$30,000 giving each qualifying applicant \$5,000. They also discussed that if the full \$30,000 was not used for working watermen they could turn the remainder over to use for the businesses.

Town Manager Tolbert reviewed the Small Business Program, the amounts, and the breakdown of the different amounts. Those businesses who participated in other programs would be excluded.

The Committee agreed not to exclude those businesses who received the PPP funding, but want to fund those who did not first.

Town Manager Tolbert advised that the County prioritized with a time and date stamp for those who applied first. They took the first so many qualifying applications they received in order. He added that because the Town didn't set up a website to complete the application, the Town would have to hand out the applications and give a time and date to get them in. They would use a time and date stamp when an application is received. There would be about 44 businesses that would receive a \$5,000 grant. He added that he spoke with Mr. Mason who felt that the businesses that were completely closed suffered more than those that didn't have to close fully which is why they lowered the grant for those who stayed open.

Councilwoman Bowden stated that she is happy with whatever they can give to the business.

Mayor Leonard interjected that if they gave \$4,000 grants, they would be able to give funding to 55 businesses.

Chairman Bott feels this would simplify the process.

Councilwoman Bowden stated that she is still in favor of giving the working watermen \$5,000.

Town Manager Tolbert added that they have until December 31<sup>st</sup> to distribute the grant. He would like to set it up with their direction to have it at the Thursday Council meeting or at the August meeting.

Mayor Leonard stated that he would like to present it to Council this Thursday. He feels that the sooner they can distribute the money the better.

Councilwoman Bowden asked how the Town would let the businesses know this is available.

Town Manager Tolbert responded that they would put it on the website, Facebook and in the newspaper. They could also do a radio spot. The County's went live on July 6<sup>th</sup>. The County posted on their website listing the towns that chose to participate who gave half the money back. Chincoteague was not on the list and some thought the Town wasn't participating. When staff gets done putting this out everyone will know.

They discussed the timeframe for setting it up and a deadline.

Town Manager Tolbert stated that they can have the application put together by the end of next week, the applications can be distributed and approved in August. This needs to be advertised and getting everyone up-to-speed so no one falls through the cracks. He would like to give everyone a couple of weeks of advertisement and a couple of weeks to submit the application. It could take a couple weeks to determine the winners.

Chairman Bott stated that theoretically it should be by the 1<sup>st</sup> of September.

Town Manager Tolbert agreed that in September they should be able to issue checks.

They discussed doing the watermen separately and right away.

Chairman Bott discussed having the applicants indicate that they received PPP funding and putting them in line behind those who have not received the PPP funding.

The Committee concurred.

## **5. Committee Member Comments/Other Discussion**

Chairman Bott stated that Town Manager Tolbert is going to work on the budget. He asked for a long-term financial plan to have guidelines identify the current assets and savings and to get the rules straight. The VML recommended 3 months of savings of 25% for localities and larger amounts for small localities. He stated that they need to see that the savings plan is at that level. He added that they need to transition over time to an accrual accounting system for the Town. The Committee and Council would have to determine what they see as the long-term financial

goals. He mentioned items like the firehouse and what kind of money this will take. He added that there would be things in Public Works that are not covered through the state contract.

Mayor Leonard stated that they need a financial planner at this point. He stated that the ladies in the office have kept the Town funded and in line. He suggested having a financial planner come to a work session giving ways to do it.

Chairman Bott stated that this is not going to happen overnight. They need to think long-range financial planning.

Town Manager Tolbert advised he was talking to the financial staff today and one of the things they were reviewing was 3-6 months which is not much for a reserve. He would feel comfortable if the Town would reserve a lot more than 3 or 6 months. He suggested that they should strive for a year. He also suggested consulting a professional, which costs a lot of money. He offered to research this to find some information that wouldn't cost a lot.

There was discussion about cutting out consultants.

Councilwoman Bowden asked what date in July a restaurant is required to submit the Meals Tax for June's reporting.

Town Manager Tolbert wasn't sure of the date.

Councilwoman Bowden knows they haven't been at full capacity due to the Governor's Orders, but she believes that they may fair better than expected. She stated that she was less than encouraged with the Governor's update. But feels good at the way the things are looking in the Town currently.

Mayor Leonard stated that on the budget side they need to look at putting out some of the money the Town was obligated to. He mentioned the Chamber who needs support. The Chamber is looking at another one of their events being canceled. He stated that it behooves the Town to make sure they are funded.

Chairman Bott concurred.

There were brief comments about the possibility of canceling more local events.

Town Manager Tolbert, referring to the Chamber, stated that this was based on a monthly percentage and paid out monthly. He stated that they can restart this again as they collect Meals Tax.

Councilwoman Bowden stated they can't make it retroactive but can start it again. She advised that with the C.A.R.E.S. Act, the County is setting aside some of their money for some projects.

Town Manager Tolbert advised that the County has set aside \$1 million.



Councilwoman Bowden wanted to make sure that the public knows that the Town is receiving just over \$251,000 and all of it will go out to the businesses and not going to any projects. Unlike other entities, Chincoteague is giving all the money to the businesses.

**6. Closed Meeting in Accordance with §2.2-3712 (A) (1) of the Code of Virginia to Discuss Personnel Matters Related to Employee Reviews and Other Personnel Matters**

Mayor Leonard motioned, seconded by Councilwoman Bowden to convene a closed meeting in accordance with §2.2-3712 (A) (1) of the Code of Virginia to discuss personnel matters related to employee reviews and other personnel matters. Unanimously approved.

**7. Certification of Closed Meeting**

By show of hands, all of Council certified that the closed meeting was held in accordance with § 2.2-3712 (D) of the Code of Virginia.

**8. Adjournment**

Mayor Leonard motioned, seconded by Councilwoman Bowden to adjourn. Unanimously approved.

**MINUTES OF THE JULY 6, 2020**  
**CHINCOTEAGUE TOWN COUNCIL MEETING**

**Council Members Present:**

J. Arthur Leonard, Mayor  
Christopher D. Bott, Vice Mayor  
William T. McComb, Jr. Councilman  
Matthew Reed, Councilman  
Ellen W. Richardson, Councilwoman  
Gene W. Taylor, Councilman

**Council Members Absent:**

Denise P. Bowden, Councilwoman

**Staff Present:**

Mr. Michael T. Tolbert, Town Manager  
Mr. Bryan Rush, Emergency Management Coordinator  
Mr. Robby Fisher, Police Chief  
Mr. Harvey Spurlock, Public Works Director

**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. Agenda Adoption**

Councilwoman Richardson asked to add an item to the agenda to discuss verbiage in the Personnel Policy.

Councilwoman Richardson motioned, seconded by Councilman Taylor to adopt the agenda adding item 13a. Discussion of Employee Handbook. All present were in favor and the motion was carried.

Ayes: Bott, McComb, Reed, Richardson, Taylor

Nays: None

Absent: Bowden

**5. Public Comment**

Mayor Leonard opened the floor for public comment.

- Mr. Greg Thomas, 3442 Ridge Road, addressed Council regarding the damages and loss

of his boat trailer at the Veteran's Memorial Park boat launch. He uses Memorial Park's launch because it was large enough to launch his large pontoon boat. He explained that there is a sign posted that states "End of Ramp". He also stated that he has used this launch several times going beyond the end of the ramp without problems. However, after the ramp maintenance they attempted to launch and hit something. He reported that he went over the bumper causing the pontoon boat and trailer to go sideways. They were able to get the pontoon boat off of the trailer and into the water. Harbormaster Merritt was called and came right over to assist who suggested that Mr. Thomas to go out in the boat and he would take care of the trailer. Harbormaster Merritt brought a frontend loader to pull out the boat trailer. He added that the boat trailer is totaled. He added that there is no sign for the wheel block. He advised that he is seeking reimbursement for the \$5,250 trailer. He feels this was due to the lack of signage.

Mayor Leonard stated that they can't act on this tonight. He advised the ramp stop has been removed because people were having problems launching. The Town was told that ramp stops are standard, so that people don't back their trailers completely in the water. He advised that at this ramp, because of the water level, people were having a problem launching. The Town thought it best to remove the ramp stop.

Councilman Taylor asked about the year, make and cost of the trailer.

Mr. Thomas advised it is a 2013, 22' Load Rite pontoon boat trailer.

- Mrs. Pat Farley, 6282 Cleveland Street, came before Council congratulating those who won the election. She welcomed Councilman McComb. She learned a lot about the Island, the people and what the people are publicly and privately concerned about. She also asked if Council could be more accessible with their emails on the website for a better way of communicating. She thanked Mayor Leonard for the way he personally approached the pandemic. She stated that she knows it was a hard decision to make to protect the people.

- Town Manager Tolbert read a letter from Mr. Ernest Dale Holston. Mr. Holston expressed his concerns with the unequal enforcement of Governor Northam's Phase I Order regarding the Lighthouse Fellowship Church and the demonstration held at the Leonard Park. Mr. Holston feels they have lost the core values that were instilled while growing up on Chincoteague. He feels this was done against the church as they were an easy target. He requested an explanation of how a peaceful protest could be allowed at the Leonard Park comprising of more than 10 people with the Town helping to organize with barriers and calling in the State Police and other law enforcement organizations. He feels the Town should apologize to the Preacher and the congregation of the Lighthouse Fellowship Church for the unequal enforcement of the Governor's Order. He commented further that the students of Chincoteague High School couldn't walk across the stage for graduation. However, the protest was allowed without social distancing and breaking the 10 persons limit. He asked Council to answer his concerns and give an apology to the church.

Councilman Taylor commented.

Mayor Leonard asked Town Manager Tolbert to schedule a meeting with Emergency Services Coordinator Rush so they can address this.

## **6. Staff Updates**

### Police Department

Chief Fisher advised the report is in the packet and entertained questions or comments.

Councilman Taylor asked if they were still planning to have the Annual Ride for Kids Motorcycle Run.

Chief Fisher responded that he held a staff meeting that resulted in the decision to have a poker run only. He explained that this would be a traditional poker run where the riders would go in small groups which would spread it out over a longer time. This would keep everyone from coming to the same place at the same time to eat. He doesn't plan to have an auction or street dance. He added that he didn't have the heart to ask the businesses for donations. They want to hold it as a "thank you" for the last 16 years of support. He stated that he plans to sell t-shirts as part of the fee to ride. He feels the street dance would be a little too much.

Councilman Taylor asked how the Town made out on July 4<sup>th</sup>.

Chief Fisher advised he had more officers on duty. He added that fireworks are a problem. He felt there was more this year with the Town and Fire Company's fireworks being canceled.

Mayor Leonard commented that if anyone believes that fireworks are not dangerous, they can ride to Doe Bay Lane. He added that if that were a structure there would have been a lot of property damage.

Chief Fisher hopes that next year they can get on top of this with help from the Chamber and the Fire Department. He commented further.

### Public Works Department

Public Works Director Spurlock reported that the NASA water filter plant should be opened by September.

Councilman Taylor suggested looking into a deep well.

Public Works Director Spurlock gave a presentation of the ongoing projects which included: Smith Street, storm water management, Coach's Lane bike path, and the flashing crosswalks on Pension and Chicken City Roads. He reminded Council of the Public Works Committee meeting Tuesday at 5:00 p.m. They will be putting the finishing touches on the Wayfinder signage. The fire hydrants have all been painted with an airless sprayer. He commented that they can now get 25-30 painted in a day. The water tank has been completely rehabbed. He reported on the amount of water being pumped into the distribution system. He also reviewed signage plans.

Mayor Leonard asked if the Town has been giving the U.S.F&W an update on the Sarbanes projects.

Public Works Director Spurlock advised he gave an annual report a few months ago.

### General Government

Town Manager Tolbert stated that the Smith Street Project went well. The NASA filtration plant construction has been suspended. NASA continues to sample the water and found minute traces of PFAS. They expect to restart construction this month and should have it completed by the end of September. This will allow the Town to possibly reopen the shallow wells. However, there will be sampling, and testing done until we are satisfied it is working as it should. He also reported that Anthem has given 15% back due to COVID-19. He advised that the Building and Zoning numbers are down a little from last year. He also stated that the website has a new feature. Under the “Code” button, staff has added “Ordinance Changes” which will include the ordinances that have been added or changed and will show there for about 6 months. He reported on the CARES Act funding. The County’s small business funding went live today. They continue to search for a full-time Town Attorney. He reported that they have recently had work done by Mr. Tommy Dix who has done a good job for the Town. Town Manager Tolbert asked Mr. Dix if he would be willing to do jobs like this for the Town and Mr. Dix agreed. The Commission for the Arts Grant came in and the Town will be matching it with \$4,500 which goes to the CCA. The meeting is again live on Facebook and YouTube. The comments to date have been positive with the exception of rustling papers. However, with everyone wearing masks, the volume has to be turned up to hear regular speech. He concluded that they are behind in collecting Business Licenses.

### Emergency Services

Emergency Services Coordinator Rush advised there will be a meeting Tuesday regarding the Rocket Launch to understand the safety areas and boundaries. He reported on the Department runs.

Mayor Leonard asked if both ambulances are in service.

Emergency Services Coordinator Rush stated that one was down for maintenance. They are currently both in service. He also added that staffing most days are good, but there are days they are a little short.

## **7. Committee Reports**

Mayor Leonard stated that they’ve already discussed the Ordinance Committee information.

## **8. Adoption of the Minutes of the June 1, 2020 and June 18, 2020 Council Meetings.**

Councilman Bott motioned, seconded by Councilwoman Richardson to adopt the minutes of the June 1, 2020 and June 18, 2020 Council meetings as presented. All present were in favor and the motion was carried.

Ayes: Bott, McComb, Reed, Richardson, Taylor

Nays: None

Absent: Bowden

**9. Selection of Vice Mayor**

Mayor Leonard explained that traditionally the highest votes of the recent election determine the nomination for Vice Mayor. He was unsure about this election as one was a special election for a 2-year term as opposed to the normal elections. He stated that it is completely up to Council

Councilman Taylor interjected that they could nominate anyone.

Councilwoman Richardson feels they should go by the Code. Even if it is a 2-year term, the Vice Mayor is elected every 2 years and it wouldn't matter. She stated that this year it has nothing to do with the number of votes, it's how she feels. She stated that this person has only been on Council for about 6 months. She feels that the knowledge he has would benefit Council.

Councilwoman Richardson nominated Councilman Bott as the Vice Mayor; the nomination was seconded by Councilman Taylor.

Ayes: McComb, Reed, Richardson, Taylor

Abstain: Bott

Nays: None

Absent: Bowden

**10. Committee Assignments**

Mayor Leonard handed out the Committee assignments.

**Mayor & Council  
Two Year Committee Appointments  
July 6, 2020 – June 30, 2022**

**Budget & Personnel Committee**

Chris Bott, - Chair  
Denise Bowden  
Arthur Leonard

**Meeting Day and Time**

2<sup>nd</sup> Tuesday – Time TBD  
Every Other Month

**Ordinance Committee**

Matthew Reed – Chair  
Denise Bowden  
William McComb

2<sup>nd</sup> Thursday @ 5:00 PM  
Every Other Month

**Meals Tax Committee**

process  
William McComb

As needed during the budget

**Harbor Committee**

Arthur Leonard – Chair  
PM

1<sup>st</sup> Thursday @ 5:00

Chris Bott

Every Other Month

**Recreation & Community Enhancement Committee**

Matthew Reed – Chair

2<sup>nd</sup> Tuesday @ 5:00

PM

Chris Bott

Every Other Month

Gene Wayne Taylor

**Public Works Committee**

Ellen Richardson – Chair

1<sup>st</sup> Tuesday @ 5:00

PM

Matthew Reed

Every Other Month

Chris Bott

**Planning Commission**

William McComb

2<sup>nd</sup> Tuesday @ 7:00 PM

**Cemetery Committee**

Ellen Richardson – Chair

1<sup>st</sup> Thursday @ 6:00

PM

Gene Wayne Taylor

As needed

**Public Safety – Police, EMS, EOC**

Denise Bowden – Chair

1<sup>st</sup> Tuesday @ 5:00

PM

Matthew Reed

Every Other Month

Arthur Leonard

**Liaison Committee**

Denise Bowden

As needed

Arthur Leonard

**Chincoteague Recreation & Convention Center Authority**

William McComb

3<sup>rd</sup> Monday @ 3:00 PM

**11. Proclamation in Recognition of the 25<sup>th</sup> Anniversary of the Chincoteague Library**

Town Manager Tolbert read the Proclamation:



**PROCLAMATION  
IN RECOGNITION OF  
THE 25<sup>TH</sup> ANNIVERSARY OF THE  
CHINCOTEAGUE ISLAND LIBRARY**

**Whereas**, on July 4<sup>th</sup>, 1995 a group of civic-minded residents, responding to the needs of a young and growing community, met with the objective of establishing a library in Chincoteague Island, Virginia; and

**Whereas**, these determined individuals founded the library in the Historic Downtown area of Chincoteague with a mere 3,600 volumes and opened its doors on July 4<sup>th</sup>, 1995; and

**Whereas**, from these modest beginnings the Library's collections grew along with the community, to the point that a new addition was erected in 2009, and now with a current collection of 12,775 items in the collection; and

**Whereas**, over the years, the Library has offered programs for all ages, outreach services, literacy initiatives, job search and small business resources, expanding information services, computer use, internet access and other means of community support and enrichment; and

**Whereas**, the Library has continued to serve the people of Chincoteague Island, Accomack County, and visitors from near and afar as a place of learning, culture, and community.

**Now, Therefore**, I, John Arthur Leonard by the virtue of the authority vested in me on behalf of the Chincoteague Town Council and as the Mayor of the Town of Chincoteague, do hereby extend to the Chincoteague Island Library sincere gratitude to its Board, staff and volunteers, past and present for their accomplishments, commitment and dedication to the Town of Chincoteague, its residents and many visitors.

**In Witness Whereof**, I have hereunto set my hand and caused the Seal of the Town of Chincoteague to be affixed this 6<sup>th</sup> day of July 2020.

---

John Arthur Leonard, Mayor

Attest:

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Michael T. Tolbert, Town Manager



## **12. Monthly Financial Report**

Mayor Leonard advised that in the packet is a new Financial Report spreadsheet and asked if there were any questions or comments.

Town Manager Tolbert explained that staff created the new format. He stated that it shows a lot of information because it is the last month of the fiscal year information. This is a snapshot of what they are doing. He added that this is not exactly like he wants it, but they plan to tweak it a little more. He wants a summary of where the Town is financially.

There was discussion about the spreadsheet verses the reports they were given in the past and Council would like the spreadsheet and reports.

Mayor Leonard stated that it doesn't have to be included in the agenda, just in the packet.

Councilman Bott questioned the deficit in the report.

Town Manager Tolbert explained that this was because they purchased the firehouse and the funds were not budgeted. There was a budget amendment for this, and they increased the revenue of the budget and transferred money from GFS to GFC to handle the purchase. One of the numbers reflects the transfer. The other does not as this was not a new revenue it is a transfer. He apologized that this wasn't as clear cut as he wanted it to be.

Councilman Taylor stated that at some point Council needs to talk about the firehouse.

Mayor Leonard advised that the ANPDC will be meeting at the firehouse soon about the plans the engineers created. He added that Councilwoman Bowden is on that committee and there will be a meeting for community review and input.

## **13. Review of State of Emergency**

### **a. Executive Order #EO 1**

### **b. Executive Order #EO 1 Amended**

Emergency Services Coordinator Rush reported that today is day 118 of COVID-19 and day 109 of the Declaration of Local Emergency. The numbers have remained at 10 cases. He added that for those people who claim Chincoteague as their residence is who is counted. Those who own homes here but don't claim Chincoteague as their primary residence will not be counted. He continued with the state report. There have been 177 people tested on Chincoteague. Today there were no new deaths in the Commonwealth. He reported that they have been cautioned that a 2<sup>nd</sup> wave is coming possibly in the fall time-period with school and colleges starting. The responsibility relies on the public. He mentioned the PPE supplies being used more due to the weather and type of calls.

Emergency Services Coordinator Rush stated that the other problem is hurricanes. This is a point of the next wave. He feels that if there are 2 or 3 storms and shelters opened, this could be a probable site for COVID-19 spread. FEMA is looking into contracting with motels/hotels for

possible shelters. This would allow a family to be in a room but separated. He reported on upcoming potential storms.

Councilman Taylor motioned, seconded by Councilman Bott to come out of the Local State of Emergency.

Mayor Leonard stated that it is easier to stay in it than to go out and have to go back in especially with hurricane season.

Emergency Services Coordinator Rush recommended that they stay in the Local State of Emergency. He added that with a hurricane you would go into a separate State of Emergency. He explained that the entire state and all other localities are under the State of Emergency. He added that if the Town has another outbreak the State of Emergency is still in place and they have the public assistance money from FEMA that they are still tracking. They can streamline this and keep that funding stream. He added that if you go out of it, it stops the funding stream. He doesn't feel there is an emergency on the Island at this time but there is a potential, which is why he recommends they stay in.

Councilman Taylor asked if they could vote to go back in later by consensus of Council if they go out now.

Emergency Services Coordinator Rush stated that it is by consensus of Council and 45 days. He explained that the Mayor can declare a State of Emergency an hour from now and within 45 days Council has to reconvene and vote for this.

Councilman Taylor interrupted that it states that "unless they can't get Council together".

Town Manager Tolbert read "at the next regular meeting or within 45 days with the concurrency of Council".

Mayor Leonard asked Councilman Taylor what his reason was to come out of the State of Emergency.

Councilman Taylor responded that it would go back to regular rule by Council.

There was discussion about the decisions made.

Councilman Taylor asked if they got Council consensus and if Council voted to go into the State of Emergency.

Emergency Services Coordinator Rush responded it was voted on by full Council on March 19<sup>th</sup>.

Discussion continued about including Council in the decisions.

Councilman Bott asked about funding based on the President's State of Emergency Declaration. He added that the state's funding would be dependent on the state's declaration.

Emergency Services Coordinator Rush stated that the state would request a Presidential Declaration of a State of Emergency and the FEMA money would be 75% and the Town would be responsible for the other 25%.

Councilman Bott asked how this affects the Town's responsibility for reimbursement. Emergency Services Coordinator Rush explained that the Town can still be eligible up to this point. However, the point the Town goes out of the State of Emergency until the point they go back in for the same incident could be unfunded during that time frame. He stated that the funds are for cleaning supplies, PPE and things like that.

Councilman Bott stated that the funding is based on the President and Governor's declaration.

Emergency Services Coordinator Rush stated that there could be funding available post July 6<sup>th</sup>, but they could be at risk for additional funding.

Councilman McComb asked what the Town has accrued.

Emergency Services Coordinator Rush stated they've been working with the numbers and the latest is \$8,500 at this time. This includes when an officer delivers information to a motel, office staff printing flyers or issuing statements via media, all COVID related.

Councilman McComb stated that if they go out tonight and there is a new event could they go right back into a State of Emergency.

Emergency Services Coordinator Rush advised they could. They wouldn't be able to take any further action until they did go back into a State of Emergency.

Public Works Director Spurlock advised he has staff working 8 hours a day cleaning public restrooms because of COVID.

Councilman Taylor read the statement again and reiterated that if the governing body could not convene. He feels that they could convene.

Emergency Services Coordinator Rush stated that on March 19<sup>th</sup> Council voted to have a Local Emergency declared.

Councilman Bott asked if there as a way they could get clarification that they would not be eligible for funding if they go out.

Emergency Services Coordinator Rush advised he couldn't find out this evening.

Councilman Bott stated that the Island is still in a Phase 3 because the Governor made that order.

Emergency Services Coordinator Rush agreed and added that the Town can be more restrictive but not less restrictive than the Governor's orders.

Councilman Bott explained that his issue is that they are using the storm management protocol for a pandemic. He feels the Emergency Operations Plan should be amended and asked how long before it is updated.

Emergency Services Coordinator Rush responded that it is reviewed every 4 years and is due to be reviewed again in January 2021.

Councilman Bott asked that this be amended because with the pandemic and the new technology The Town shouldn't be in this position.

Emergency Services Coordinator Rush advised he was correct and in order to convene they have to give 72 hours' notice for a Council meeting. Some of the decisions had to be made robustly and hastily. He explained that some of the Governor's decisions forced their hand.

Councilman Bott stated that the Governor changed his mind at the last minutes as well.

Councilman Taylor motioned, seconded by Councilman Bott to come out of the State of Emergency. The motion was carried.

Ayes: Bott, McComb, Reed, Taylor

Nays: Richardson

Absent: Bowden

Councilwoman Richardson explained that she opposed because of Hurricane Sandy. She is unsure if the Town ever got the money from FEMA.

Public Works Director Spurlock responded that they did receive the money through VDEM.

Councilwoman Richardson expressed her concern if the Town will be able to get the funds.

### **13a. Discussion of Employee Handbook**

Councilwoman Richardson addressed a statement the Employee Handbook that refers to Chain of Command. She asked where Council is on the chain. She gave a couple of examples. She stated that according to the Handbook she couldn't speak to staff without going to the Town Manager. She asked if the Chain of Command was for the employees and it affects Council. She commented further.

Town Manager Tolbert responded that he has been in this situation in other organizations. The organizational chart looks similar. He stated that this was not his intent. He advised that he was asking for courtesy from staff to be advised that if Council came to them with a problem that he should know about. It was not meant in the way it was taken and he would clarify this immediately with staff. He stated that when he worked on the School Board for 20 years, he had School Board Members call him often. He added that when they did, he went to the Superintendent to make him aware. He again apologized for the misunderstanding as it was not his intent.

There were brief comments.

#### **14. Mayor & Council Announcements or Comments**

Councilman Reed asked Public Works Director Spurlock if he would patch the lip in guttering and pavement at the Chicken City Road. He expressed his concern for possible injuries. He also agreed that something has to be done about the Memorial Park boat launch. He explained that he has been using this launch for years. However, when he used it to launch after the maintenance, he was unable to and had to use the ramp on East Side. He feels this should be completely redone. He commented further. He asked that they change the pitch of the ramp as well. He also welcomed Councilman McComb on Council.

Councilman Taylor welcomed Councilman McComb and congratulated Councilman Bott. He also thanked Mrs. Farley for running for Council and being willing to serve. He commented further.

Councilman McComb agreed with Mrs. Farley about adding Council's contact information on the website. He commented on a great job that was done on the bike trail. He asked about the traffic control officer for summer.

Chief Fisher responded that they had an SRO in the budget, but with cuts, they weren't able to fill the position.

Councilman McComb added that he is looking forward to working with everyone.

Councilman Bott also likes the email idea that Mrs. Farley suggested. He asked how this would work.

Town Manager Tolbert advised that he will check into getting everyone an email with ".gov". He will get this set up soon.

Councilman Bott congratulated everyone on using masks and social distancing. He feels that it has been going very well throughout Town with our visitors. It seems that everyone is giving it their all. He concurred with Councilman Reed that something has to be done at the Memorial Park boat ramp.

Councilwoman Richardson welcomed Councilman McComb, Councilman Taylor and Mayor Leonard along with Town Manager Tolbert. She agreed that something has to be done about the boat ramp at Memorial Park. She stated that her daughter attempted but was unable to use the ramp and went to Eastside. Eastside was too steep as well and she ended up going to the Harbor.

Mayor Leonard also welcomed Councilman McComb aboard. He stated he is glad to see the Island hopping.

#### **15. Closed Meeting in Accordance with §2.2-37111A(3) of the Code of Virginia to Discuss the Disposition of Public Property.**

Councilwoman Richardson motioned, seconded by Councilman Reed to go into a closed meeting in accordance with §2.2-3711A(3) of the Code of Virginia to discuss the disposition of public property. All present were in favor and the motion was carried.

Ayes: Bott, McComb, Reed, Richardson, and Taylor

Nays: None

Absent: Bowden

**16. Certification of Closed Meeting in Accordance with §2.2-3712 (D) of the Code of Virginia**

Councilwoman Richardson motioned, seconded by Councilman Reed to certify the closed meeting in accordance with §2.2-372 (D) of the Code of Virginia. All present were in favor and the motion was carried.

Ayes: Bott, McComb, Reed, Richardson, and Taylor

Nays: None

Absent: Bowden

Councilwoman Richardson motioned, seconded by Councilman Reed to go back into regular session. All present were in favor and the motion was carried.

Ayes: Bott, McComb, Reed, Richardson, and Taylor

Nays: None

Absent: Bowden

**17. Adjournment**

Councilwoman Richardson motioned, seconded by Councilman Reed to adjourn. Unanimously approved

\_\_\_\_\_  
J. Arthur Leonard, Mayor

\_\_\_\_\_  
Michael T. Tolbert, Town Manager

**MINUTES OF THE JULY 16, 2020  
CHINCOTEAGUE TOWN COUNCIL WORKSHOP MEETING**

**Council Members Present:**

J. Arthur Leonard, Mayor  
Christopher D. Bott, Vice Mayor  
Denise P. Bowden, Councilwoman  
William T. McComb, Jr. Councilman  
Matthew Reed, Councilman  
Ellen W. Richardson, Councilwoman

**Council Members Absent:**

None

Gene W. Taylor, Councilman

**Staff Present:**

Mr. Michael T. Tolbert, Town Manager  
Mr. Bryan Rush, Emergency Management Coordinator  
Mr. Robby Fisher, Police Chief  
Mr. Larry Welsh, Director of Transportation

**1. Call to Order**

Mayor Leonard called the meeting to order at 5:00 p.m.

**2. Invocation**

Councilman McComb offered the invocation.

**3. Pledge of Allegiance**

Mayor Leonard led in the Pledge of Allegiance.

**4. Agenda Adoption**

Councilwoman Richardson motioned, seconded by Councilwoman Bowden to adopt the agenda as presented. Unanimously approved.

**5. Public Comment**

Mayor Leonard opened the floor for public comment.

- Mrs. Ruth Mascari, 3539 Main Street, approached Council regarding the recent vote to come out of the Local State of Emergency. She advised she has been coming to the Island for about 75 years. She urged Council to continue to use the Executive Order as a tool to build on. She feels it would be beneficial to the Island.
- Mrs. Lynn Matthews, 6067 Peterson Street, came before Council with an old newspaper article from May 10<sup>th</sup>, 1956 about her grandfather, Mr. Norman “Rooster” Hancock. She read excerpts from the article. Mr. Hancock formed the Little League and Pony League on Chincoteague. She asked Council to consider naming one of the Little League fields after him.
- Mr. Robert Lappin, Chincoteague Volunteer Fire Company, asked Council if he could be included in the discussion regarding the C.A.R.E.S. Act and the Local State of Emergency.
- Mrs. Jane Fetterman, 7441 Herbie’s Lane, thanked Mayor Leonard and especially Emergency Management Coordinator Rush for keeping the Island safe. She asked Council why they would come out of the Local State of Emergency. She asked Councilman Taylor why he changed his mind.

There were comments.

Mrs. Fetterman questioned if this was just for COVID. She didn't think the Town would want to pull out of it especially with tourist coming to the Island. She stated that she trusts Emergency Management Coordinator Rush with her life. She doesn't believe they should cut anything. She thanked Emergency Management Coordinator Rush.

- Town Manager Tolbert read 6 letters from: Ms. Paula Nees, 6417 Canal Lane, Ms. Debra Martin, 4090 Channel Lane, Ms. Brenda Watson, 3634 Willow Street, Mrs. Theresa Bulger Borne, 3380 Main Street, Ms. Susan Milligan, and Mr. and Mrs. Bob Zoller, 3454 Main Street. They all expressed their displeasure and disagreement with Council's vote to come out of the Local State of Emergency.

## **6. Transportation Plan Approval**

Transportation Director Welsh reviewed the Transportation Development Plan explaining the importance. The state reviewed what the critical needs would be. They met with a consulting firm who focused on developing goals and objectives to establish things to work toward. The first goal was to maintain the existing program. He discussed the changes within the state such as testing and regulatory compliance. The second goal is to maintain mobility options to adjust to the needs in the community. He explained that it means they have to have the ability to change the routes and become more flexible. He gave an example of having a route to the Harbor for those who are mooring there. They also wanted to meet the needs with outreach. He advised they created programs such as: Ride to Read Program with the toddlers partnering with the Library. They also have a program called Stuff the Trolley where they responded to the needs of the teachers at the local schools. He reported that they stuffed the Pied Piper with educational supplies for the local teachers.

Transportation Director Welsh discussed the growth opportunities. There was a suggestion to purchase a directional transportation system with the Refuge. The funding for this would be through grants. The Federal Government covers 80% of the grant, the state covers 16% and the local funding is 4% which is supplemented with fares. One of their initiatives this year would go from a fare of \$0.25 to \$0.50. This was supposed to begin this year but was impacted due to COVID. They have received a contribution of \$4,000 which is supposed to last until the grant and funding will be approved. He added that with the current plan in place \$4,000 will last. He mentioned the C.A.R.E.S funding which is unclear.

Town Manager Tolbert advised the DRPT gave the Town \$76,000 which is C.A.R.E.S. money for operation of the Trolley. They issued a resolution. However the Town didn't fit the criteria. The DRPT advised that they would be responsible and not the Town. He stated that they won't use the C.A.R.E.S. Act money until they can get clarification. The grant was approved but not funded as of yet and won't be funded until September.

Transportation Director Welsh stated that this is an exciting time in the Transportation Department. They have been looking forward to putting the program in place. They will bring



quality service and increase the amenities to the Island. The program is on the share drive and copies have been made available.

Councilwoman Richardson advised that the “Ride the Pony Express” is in the VML magazine.

## **7. Eastern Shore Broadband Update**

Mr. Robert Bridgham with the Eastern Shore Broadband gave an update regarding upgrades and adding services to the Island and the Shore. He advised of a free wireless hotspot site at the Library adding that the other free hotspot sites are listed on their website. He reported that they are offering residential connections to include all of the Island. He gave some history and their plans based on demand since COVID. They are working on state and federal funding to help expand.

There were comments and questions about the mapping which indicated where the current lines are and potential communities.

## **8. Adoption of the Vehicle and Traffic Code**

Chief Fisher explained that this is an annual re-adoption requirement so that the Town Code aligns with the changes in the Code of Virginia.

Councilwoman Richardson motioned, seconded by Councilman Bott to adopt the Vehicle and Traffic Code. Unanimously approved.

# **TRAFFIC AND VEHICLES**

## **ARTICLE I. IN GENERAL**

### **Sec. 58-1. Compliance with chapter; violations and penalties generally.**

(a) It shall be unlawful for any person to violate or fail to comply with any of the sections of this chapter or of any rule or regulation promulgated pursuant to this chapter.

(b) Every person convicted of a violation of any of the sections of this chapter for which no other penalty is provided shall be punished by a fine of not more than \$200.00.

(Code 1977, § 11-21)

**State law references**—Penalties for motor vehicle violations, Code of Virginia, § 46.2-113; town prohibited from imposing a penalty for violation of motor vehicle ordinance in excess of that imposed by state for a similar offense, Code of Virginia, § 46.2-1300.

### **Sec. 58-2. Adoption of state law; former provisions.**

(a) Pursuant to the authority of Code of Virginia, § 46.2-1313, as amended, all of the provisions and requirements of the laws of the Commonwealth of Virginia contained in Title 46.2 of the Code of Virginia of 1950, as amended; Article 9 (§16.1-278 *et seq.*) of Chapter 11 of Title 16.1

of the Code of Virginia of 1950, as amended; and Article 2 (§18.2-266 *et seq.*) of Chapter 7 of Title 18.2 of the Code of Virginia of 1950, as amended, in effect on July 1, 2020, except those provisions and requirements the violation of which constitute a felony and except those provisions and requirements which by their very nature can have no application to or within the Town, are adopted and incorporated herein by reference and made applicable within the Town. References to “highways of the state” contained in such provisions and requirements hereby adopted shall be deemed to refer to the streets, highways, and other public ways within the town. Such provisions and requirements hereby adopted, mutatis mutandis, are made a part of this section as fully as though set forth at length herein, and it shall be unlawful for any person within the town to violate or fail, neglect, or refuse to comply with the provisions of Title 46.2 of the Code of Virginia of 1950, as amended; Article 9 (§16.1-278 *et seq.*) of Chapter 11 of Title 16.1 of the Code of Virginia of 1950, as amended; and Article 2 (§18.2-266 *et seq.*) of Chapter 7 of Title 18.2 of the Code of Virginia of 1950, as amended, which are adopted by this section, provided that in no event shall the penalty imposed for violation of any provision or requirement hereby adopted exceed the penalty imposed for a similar offense under Title 46.2 of the Code of Virginia of 1950, as amended; (§16.1-278 *et seq.*) of Chapter 11 of Title 16.1 of the Code of Virginia of 1950, as amended; and Article 2 (§18.2-266 *et seq.*) of Chapter 7 of Title 18.2 of the Code of Virginia of 1950, as amended. Amendments to the above provisions of the laws of the Commonwealth of Virginia hereafter adopted shall be incorporated herein on their respective effective dates unless specifically rejected by the governing body of the town. (Code 1977, § 11-1; Ord. of 6-21-2001; Readopted 6-3-02, 6-2-03, 7-6-04, 6-16-05, 6-15-06, 6-4-07, 6-2-08, 7-1-09, 6-17-10, 6-6-11, 6-4-12, 6-3-13, 6-19-14, 6-18-15, 6-16-16, 6-15-18, 7-16-19)

(b) The provisions of this section, as readopted, shall be effective as of 12:01 am July 1, 2019. As of such effective date, such readoption shall replace former section 58-2 as it existed prior to the effective date of readoption, provided that such repeal shall not affect any act or offense done or committed or any penalty or forfeiture incurred or any right established or suit or action pending on that day. Except as otherwise provided, neither the repeal of section 58-2 nor the enactment of this readoption shall apply to offenses committed prior to the effective date of this section, and prosecution for such offense shall be governed by pitot law, which is continued in effect for that purpose.

(Code 1977, § 11-1; Ord. Of 6-21-2001' Readopted 6-3-02, 6-2-03, 7-6-04, 6-16-05, 6-15-06, 6-4-07, 6-2-08, 7-1-09, 6-17-10, 6-19-14, 6-18-15, 6-16-16, 6-15-18, 7-16-19)

## 9. Adoption of WARN Resolution

Town Manager Tolbert explained that WARN, Water and Wastewater Agency Response Network, is a network of professional water and wastewater operators throughout the state. He stated that if there is an emergency on Chincoteague, we would contact them, and they would contact qualified waterworks operators to assist in preparing the system. The Town would be responsible for the repair costs. This is a mutual aid agreement that sets up the framework. He advises that there is no obligation. If the Town is contacted and they are unable to participate they don't have to at that time. He read the resolution.

## RESOLUTION AUTHORIZING EXECUTION OF THE

## **VIRGINIA WATER AND WASTEWATER AGENCY RESPONSE NETWORK MUTUAL AID AGREEMENT**

**WHEREAS**, the National Infrastructure Protection Plan and in particular the Sector Specific Plan for the Water Sector developed by the United States Environmental Protection Agency identifies the development of a Water and Wastewater Agency Response Network in each State as an important means of helping to ensure resilient water and wastewater infrastructure in the public interest; and

**WHEREAS**, in furtherance of such national Water Sector plan, Virginia's longstanding, nationally-recognized professional associations known as the Virginia Section of the American Water Works Association ("VA AWWA") and the Virginia Water Environment Association ("VWEA") have jointly formed the Virginia Water and Wastewater Agency Response Network ("VA WARN") Committee to develop the EPA-recommended network and associated procedures for implementation in Virginia; and

**WHEREAS**, the VA WARN Committee has developed the attached form of a VA WARN Mutual Aid Agreement for use by public and private Water Sector utilities for purposes of requesting assistance and responding to such requests as well as a related form of an Event Agreement for providing assistance of a defined scope on defined terms and conditions; and

**WHEREAS**, this VA WARN Mutual Aid Agreement is intended to supplement and integrate with the Statewide Mutual Aid Program administered by the Virginia Department of Emergency Management, with the Emergency Management Assistance Compact, and with other mutual aid agreements of local, intrastate and interstate scope; and

**WHEREAS**, The Town of Chincoteague, Inc is responsible for public water supply in the Commonwealth of Virginia and is therefore eligible to participate in VA WARN and the VA WARN Mutual Aid Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the Town of Chincoteague, that the Town Manager is hereby authorized to execute the VA WARN Mutual Aid Agreement, which is hereby approved.

Adopted by the Council of the Town of Chincoteague this 16th day of July 2020.

Councilwoman Richardson motioned, seconded by Councilman McComb to adopt the WARN Resolution. Unanimously approved.

### **10. Adoption of Wayfinder Plan**

Public Works Director Spurlock reviewed the Wayfinder Plan stating that they are in the final phase of the Multi-Modal Project. He reviewed slides showing signage and the map. The signage and map identify the trail and specific stops. The Public Works Committee has approved the Plan. He reported that the total cost of the plan is approximately \$5,000.

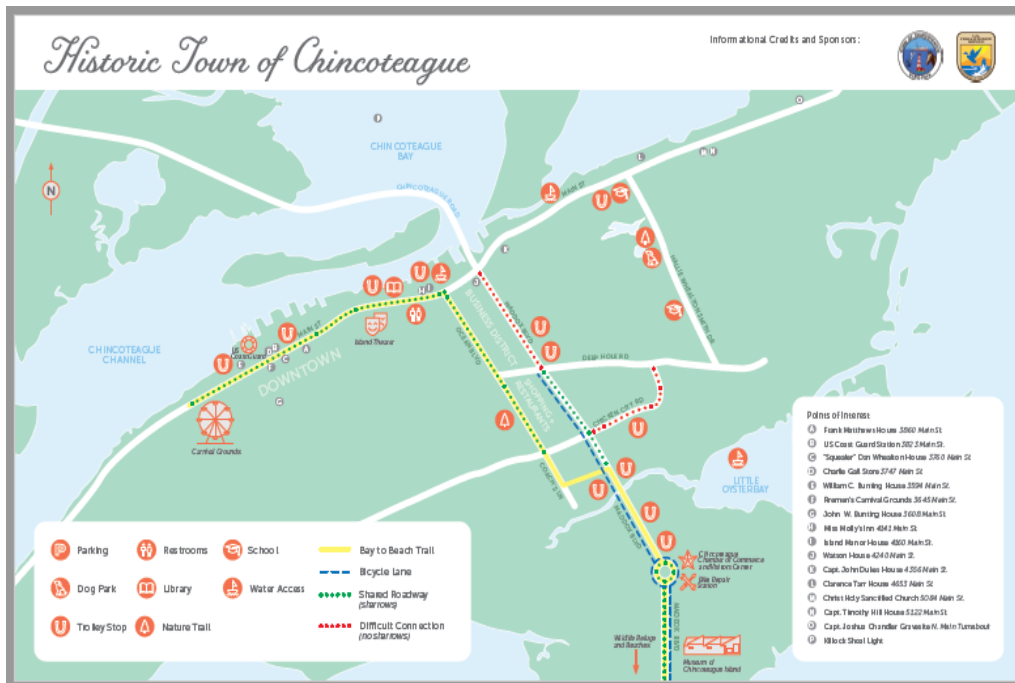
Mayor Leonard asked if this is expandable.

Public Works Director Spurlock advised it could be expanded. He discussed the directional signage as well.

Councilman Taylor expressed the need for lighting at the Ocean Blvd. extended trail beside the Dollar General.

Public Works Director Spurlock responded that they could add lighting.

Councilwoman Richardson motioned, seconded by Councilman McComb to adopt the Wayfinder Plan. Unanimously approved.





## 11. Smith Street Project Funding

Town Manager Tolbert reported that this was discussed at the Budget and Personnel Committee last Tuesday. He advised that the property was given to the Town with conditions. The Town was to do specific things to the property on a schedule which he listed. He added that in the last fiscal year, the Smith Street Project was \$67,000. He advised that to date they have spent \$92,000 on this project including engineering and design. He added that it leaves \$50,000 budgeted in this fiscal year for this project. He listed the items that would be completed this fiscal year. He stated that the total amount this year would be \$60,000. Town Manager Tolbert advised that they have secured half of this, which is \$30,000 from an individual. He explained that with the current situation and what the Town may be facing, they are trying to be as fiscally responsible as possible. He asked Council if they would like to pursue and apply the other \$30,000 from the budget this fiscal year and proceed with the work.

Councilman Taylor asked if it was required to pave the parking lot.

Town Manager Tolbert stated that the drainage work has been done, the land use has been done, and the next step is put surfacing on the parking lot.

There was discussion about the drainage being completed first, using millings from Smith Street as a base, which was cost effective.

Town Manager Tolbert reported that at the Budget and Personnel Committee meeting he advised he was unsure what they were facing as far as revenues and he recommended not proceeding. He would like to postpone this until they know what they are facing.

Councilwoman Bowden asked if there was a stipulation, except for the \$30,000 or a timeline.

Town Manager Tolbert advised there was not except the timeline and they have gone past that time. They want the project completed but with the current state of affairs he can't see completing this project.

Councilwoman Bowden stated that at the Budget and Personnel Committee meeting she expressed the issue she had with accepting this property. There were many additions put on this within a specific timeline. Before COVID happened, she warned Council that they don't know from year to year what will happen down the line. She agreed with Town Manager Tolbert and they need to wait and see what will happen the rest of the summer. She doesn't feel they're in a position to move forward.

Town Manager Tolbert agreed and added that if he thought this was something they could do in Public Works and with expertise when the season slacked up, they may be able to do some of this work. However, the Town doesn't have the equipment to pave the parking lot but may be able to do some of the concrete work. He doesn't see saving a lot of money on this particular item. The Town did a lot on this contract. He advised that initial price they received for sitework was over \$200,000. He stated that Public Works Director Spurlock was able to get it done for \$80,000.

Councilman McComb asked if this could be paid for through the VDOT roads' money or the ANPDC.

Town Manager Tolbert advised they couldn't go through VDOT for this project and he was unsure about ANPDC.

Councilman McComb suggested tabling this until Town Manager Tolbert could look into this.

Council concurred to table this matter.

## **12. C.A.R.E.S. Act Funding Program**

Town Manager Tolbert stated that the reward from the County is \$251,981. The County did a Small Business Assistance Program setting aside \$100,000 for working watermen. A sample program was presented to the Budget and Personnel Committee which mirrors the County's Program. They will propose to set aside \$30,000 for the working watermen with the balance going to the Small Business Assistance Program. The working watermen will have to have a VMRC card and prove that 51% of their income comes from working on the water. Having a business that works on the water doesn't necessarily make you qualify. The grant would be \$5,000. His direction was to set up the Working Watermen Program first and then to set up the Small Business Assistance Program. The applications for working watermen will be available

Wednesday, July 22<sup>nd</sup> at 8:00 a.m. This will be advertised on Facebook, in the newspaper, the Chamber, the Town's website, and they may do a radio spot.

Town Manger Tolbert stated that the working watermen's applications will be due in the office by July 29<sup>th</sup> at 10:00a.m. As they are received, they will be marked with the date and time. The \$5,000 grants will be awarded to the earliest qualifying application and proceed until all the money is gone. If they don't award the entire \$30,000 allotted, the balance will revert back to the Small Business Program. They decided that they not disqualify applicants if they received other assistance, however they will move down the list.

Town Manager Tolbert explained the Small Business Program. They decided that the grant will be \$4,000 per award. He listed qualifications and businesses that would qualify. They will only qualify businesses and watermen that have an address within the incorporated Town of Chincoteague, working watermen with their primary residence within the incorporated Town. If the applicant has received assistance, they will go to the back of the line. He added that the remainder of \$221,981 will be given out as long as the money lasts. Applications will be available starting August 3<sup>rd</sup> and must be submitted by August 18<sup>th</sup>, first come first served with time and date stamp.

Town Manager Tolbert advised that he spoke with an individual from the County about the County's Program. They had 83 applicants and awarded 20 grants. They were going to give 200 small business grants and had a total of 81 applications. They did not give all of the money out. Town Manager Tolbert asked if the Town could get the money. He was told that this wasn't likely as they have ideas, but the Board of Supervisors haven't decided yet. He would like to get an approval so they can get it finalized next week.

Mayor Leonard stated that there would be 55 small business grants.

Councilwoman Bowden stated that every cent of the \$251,000 that the Town is receiving will be given to a business or working watermen. The County is keeping back \$1million to work on their projects or whatever they feel they need. She feels this is a slap in the face to the businesses that the County decided to keep \$1million for themselves.

Mayor Leonard commented that he is certain that some of the watermen that weren't approved for a grant would have something to say about this.

Councilman McComb commented that the requirement in the application was that a small business has less than 30 employees. He stated that the Town closed the hotels and the state closed campgrounds. He advised he conducted a poll reviewing businesses they're trying to help who have over 30 employees which makes them ineligible. He asked if this is what they want to do as well.

Town Manager Tolbert stated that they used the number 30 as well. He also stated that it can be easily changed.

Councilman McComb stated that for continuity with what is determined as a small business by both a Virginia agency and the Federal agency he would think we would use their lowest limit of 100 people. Then no one can question it.

Town Manager Tolbert stated that when you look at this community, several run a small business. People don't realize the number of employees a small business will have.

Councilman McComb stated that a lot of them are teenage kids. He suggested that if they accepted EIDL or PPP, instead of excluding them or putting them in the back of the line, maybe they get half a grant. He added that some of the assistance they received was not a lot compared to the loss of revenue. The Town was talking about what they could lose as far as Federal funding but at the same time they're talking about excluding a group of people that lost money just because they received some assistance from another source. He suggested making them eligible for 50% or 25%. He wants to make it as fair to everyone they can.

Councilwoman Bowden asked why they have to have a limit on the number of employees.

Town Manager Tolbert advised they don't. It is Council's program and they can craft it as they wish.

Councilwoman Bowden suggested eliminating the number of people employed at the small business.

Vice Mayor Bott stated that the Budget and Personnel Committee decided not to remove those who received the EIDL or PPP but they wanted them to indicate if they've received it so they would be placed behind those who received nothing.

Town Manager Tolbert added that the direction was to give a higher priority to those who have not received any assistance.

There was discussion about reporting unemployment and gross receipts.

Town Manager Tolbert stated that the staff for the County did an excellent job setting up the Program and defining it.

Mayor Leonard asked how many Business Licenses are on Chincoteague.

Town Manager Tolbert responded there are in excess of 1,200.

Mayor Leonard stated that they aren't going to be able to please everyone.

Councilman McComb referred to the number of Business Licenses and asked if this includes all of the register rental homes adding that they fall under rental agencies.

Town Manager Tolbert advised that there are approximately 650.



Councilman McComb stated that this brings the count to 550, which is a lot more manageable.

Town Manager Tolbert stated that they have discussed this in the office and a good suggestion was to establish a committee to include the Financial Director and a few others to review the grants more objectively and report those to Council.

Mayor Leonard appointed Vice Mayor Bott and Councilwoman Bowden to the committee. He stated that Town Manager Tolbert can decide on the others for the committee.

Councilwoman Bowden motioned, seconded by Vice Mayor Bott to move forward with the C.A.R.E.S. Act application with the elimination of the 30 employees or less. Unanimously approved.

### **13. Review of State of Emergency**

Emergency Management Coordinator Rush advised that funding was the question last week. He spoke with his contact at FEMA and the grant liaison concerning grant VR4512-VA, which is the disaster grant for COVID. He was advised that the Town would not lose any funding for going out of the Local State of Emergency. He stated that he reported Monday night that they had COVID expenses of roughly \$8,500. He reviewed the reports and updated the expenses to \$20,155.66. Based on this, if the entire figure is approved by FEMA, they would receive \$15,116.75 and would be responsible for \$5,038.92. He added that there is leeway now to include administrative costs and some of his hours were able to be accounted for. He advised that they are including everything they believe is eligible

Emergency Management Coordinator Rush stated that a State of Emergency for a hurricane or nor'easter is typically 3-7 days. Unfortunately, they are still in an emergency for COVID, as it is ongoing. He commented on Hurricane Sandy regarding expenses. He reported that funding is not in jeopardy for this event. He stands by his statement that there is still an emergency and they should remain in a State of Emergency. He reviewed the situation in different localities throughout the state. He advised that the Town's economy is starting to come back. He reviewed a map that shows which counties and municipalities that are in or not in a State of Emergency throughout the state. He advised that COVID has not gone away. He added that there have been tough decisions. He also stated that when you're dealing with an emergency that is a beast all to itself you have to act quickly. Any decisions or recommendations are based on doing the most good for the most people. He stated that the Town's finances are secure in this. He expressed that he feels for the businesses. He advised that in PSA #4 they didn't want to close the businesses because the employees and the businesses suffer. He added that he has a timeline if Council chooses to review. He advised that in his opinion and recommendation there is no benefit in coming out of the State of Emergency.

There was lengthy discussion regarding, quarantine facilities, compromise, the timelines of COVID and Council's comments, votes, suggestions of additional, special, and emergency meetings.

Town Manager Tolbert stated that he will contact an attorney to check on the legalities of the special meeting notices. He also suggested a resolution for the special State of Emergency to address COVID where the Mayor and Town Council share the responsibility in the decisions.

Councilman McComb motioned, seconded by Councilman Reed to have Town Manager Tolbert contact an attorney to 1. To find out if they can have a resolution in this special State of Emergency to address COVID where the Mayor and Council share responsibility in the decisions as they would any other time. 2. Once Town Manager Tolbert has the information to call a special meeting within the required timeframe to reassemble and discuss the information to vote accordingly. Unanimously approved.

Councilman Bott motioned, seconded by Councilwoman Bowden to go back into the Local State of Emergency as of 8:20 p.m. July 16<sup>th</sup>. Unanimously approved.

#### **14. Mayor & Council Announcements/Comments**

Councilwoman Bowden asked about Mrs. Matthews' request to name the Little League ballfield after her grandfather Mr. Rooster Hancock. She asked who owned the Little League ballfields.

Councilman Reed advised that the land belongs to the Accomack County School Board who has a lifetime lease of \$1 per year.

There was discussion about having Mrs. Matthews contact the Little League President.

Vice Mayor Bott reported that he and Councilman McComb attended FOIA training this week. He advised that everyone has to have a certificate of FOIA training.

Town Manager Tolbert advised they have scheduled FOIA training in the fall.

Mayor Leonard suggested to name the ballfield at Memorial Park after Mr. Hancock. They can also fixup the ballpark. He referred this matter to the Recreation and Community Enhancement Committee.

Councilman McComb advised that he has been reading through the minutes. He noticed that they used to have a quarterly update from the Board of Supervisors. He feels that Supervisor Tarr is easy to work with. He stated that he spoke with Supervisor Tarr who advised he would be willing to give regular updates. He would like for Council to invite him quarterly for updates on what the County is doing. He stated that with the VML training they discussed social media presence with elected officials and what it means to use your personal social media page as a platform for office. He explained that the social media page then becomes a matter of record which has to be maintained. You can't delete the Facebook page if you've used it in your platform of or in office, it has to be maintained for FOIA purposes. He also mentioned that they heard throughout the elections about not hearing anything from Mayor or Council through the State of Emergency. The VML has tools that can help for better social media presence for the Town as a whole. He suggested Town Manager Tolbert to obtain information from VML to help give that presence. He gave examples of the reports from Emergency Management Coordinator

Rush of what they are doing with COVID to give information to the businesses and citizens. He would like to add this to the August agenda. This will keep individual Councilmembers from using their social media pages as a platform. He appreciated everyone's comments.

Councilman Taylor stated that in the motion, trust has been shown with Mayor Leonard and he appreciated it. He believes bridges are designed to be built. Mayor Leonard knows what Council wants. He believes they will work together.

Mayor Leonard stated that they are not in it for themselves, they're in it for the Town. He added that this is a good thing.

**15. Closed Meeting in Accordance with §2.2-3711A(1,3) of the Code of Virginia to Discuss the Disposition of Public Property.**

Councilwoman Richardson motioned, seconded by Councilman Reed to go into a closed meeting in accordance with §2.2-3711A(1,3) of the Code of Virginia to discuss the personnel matters or acquisition of property. Unanimously approved.

Ayes: Bott, Bowden, McComb, Reed, Richardson, Taylor

Nays: None

Absent: None

**16. Certification of Closed Meeting in Accordance with §2.2-3712 (D) of the Code of Virginia**

Councilwoman Richardson motioned, seconded by Councilwoman Bowden to certify the closed meeting in accordance with §2.2-372 (D) of the Code of Virginia. Unanimously approved.

Ayes: Bott, Bowden, McComb, Reed, Richardson, Taylor

Nays: None

Absent: None

Councilwoman Richardson motioned, seconded by Councilwoman Bowden to go back into regular session. Unanimously approved.

Ayes: Bott, Bowden, McComb, Reed, Richardson, Taylor

Nays: None

Absent: None

Vice Mayor Bott motioned, seconded by Councilman McComb to table discussion of the employee raises until after October 1<sup>st</sup>. Unanimously approved.

Councilwoman Richardson advised this would make them retroactive.

**17. Adjournment**

Councilman Reed motioned, seconded by Councilman McComb to adjourn. Unanimously approved

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager

**BID  
JANITORIAL SERVICES  
CONTRACT 1-JS1019**

Instructions: Please fill in all blanks with type or handwriting in ink.

All written bid amounts supersede the numerical amounts.

**BID ITEM 1:**

Description: **Bi-weekly** janitorial services in accordance with the contract scope as defined in Part 1 above.

**BID ITEM 2:**

Description: **Weekly** janitorial in accordance with the contract scope as defined in Part 1 above.

**BID ITEM 3:**

Description: **Monthly** janitorial services in accordance with the contract scope as defined in Part 1 above.

**BID ITEM 4:**

Description: **Semi-annual** janitorial services in accordance with the contract scope as defined in Part 1 above.

**BASE YEAR**

Bid Item #1 Biweekly Services (Bid amount is per month)

(Numerical) \$ 700.00

(Written) \$ Seven Hundred

---

Bid Item #2 Weekly Services (Bid amount is per month)

(Numerical) \$ 185.00

(Written) \$ One-hundred and eighty-five

---

Bid Item #3 Monthly Services (Bid amount is per month)

(Numerical) \$ 60.00

(Written) \$ Sixty

---

Bid Item #4 Semi-Annual Services (Bid amount is per semi-annual cleaning)

(Numerical) \$ 1,350

(Written) \$ One-thousand-three hundred and fifty

---

TOTAL AMOUNT OF BASE BID (Total bid amount is per year)

(Numerical) \$ 2,362.50

(Written) \$ Two-thousand-three-hundred-sixty-two and fifty cents

---

**OPTION PERIOD ONE**

Bid Item #1 Biweekly Services (Bid amount is per month)

(Numerical) \$ 700.00

(Written) \$ Seven Hundred

---

Bid Item #2 Weekly Services (Bid amount is per month)

(Numerical) \$ 185.00

(Written) \$ One-hundred and eighty-five

---

Bid Item #3 Monthly Services (Bid amount is per month)

(Numerical) \$ 60.00

(Written) \$ Sixty

---

Bid Item #4 Semi-Annual Services (Bid amount is per semi-annual cleaning)

(Numerical) \$ 1,350

(Written) \$ One-thousand-three hundred and fifty

---

TOTAL AMOUNT OF OPTION PERIOD ONE (Total bid amount is per year)

(Numerical) \$14,040.00

(Written) \$ Fourteen-thousand and forty

---

TOTAL AMOUNT OF BASE BID (Total bid amount is per year)

(Numerical) \$ 2,362.50

(Written) \$ Two-thousand-three-hundred-sixty-two and fifty cents

---

**OPTION PERIOD ONE**

Bid Item #1 Biweekly Services (Bid amount is per month)

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Bid Item #3 Monthly Services (Bid amount is per month)

(Numerical) \$ 60.00

(Written) \$ Sixty

---

Bid Item #4 Semi-Annual Services (Bid amount is per semi-annual cleaning)

(Numerical) \$ 1,350

(Written) \$ One-thousand-three hundred and fifty

---

TOTAL AMOUNT OF OPTION PERIOD ONE (Total bid amount is per year)

(Numerical) \$14,040.00

(Written) \$ Fourteen-thousand and forty

---

**OPTION PERIOD TWO**

Bid Item #1 Biweekly Services (Bid amount is per month)

(Numerical) \$ 700.00

(Written) \$ Seven Hundred

---

Bid Item #2 Weekly Services (Bid amount is per month)

(Numerical) \$ 185.00

(Written) \$ One-hundred and eighty-five

---

Bid Item #3 Monthly Services (Bid amount is per month)

(Numerical) \$ 60.00

(Written) \$ Sixty

---

Bid Item #4 Semi-Annual Services (Bid amount is per semi-annual cleaning)

(Numerical) \$ 1,350

(Written) \$ One-thousand-three hundred and fifty

---

TOTAL AMOUNT OF OPTION PERIOD TWO (Total bid amount is per year)

(Numerical) \$14,040.00

(Written) \$ Fourteen-thousand and forty

CORPORATE PRINCIPAL:

CORPORATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

BY (Printed): \_\_\_\_\_

(Affix Corporate Seal)

ATTEST

Corporate Secretary \_\_\_\_\_

INDIVIDUAL PRINCIPAL:

FIRM NAME: K.I. Family Cleaning LLC

SIGNATURE Irony Turner

BY (PRINTED): Irony Turner

IN PRESENCE OF: April Slopper  
Witness

FIRM ADDRESS: 8268 Treherneville Dr. Birdsnest, WA. 23307

TELEPHONE: 757-607-7537