

MINUTES OF THE NOVEMBER 19, 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
Gene W. Taylor, Councilman

Council Members Absent:

None

Staff Present:

Mr. Michael T. Tolbert, Town Manager
Mr. Bryan Rush, Emergency Management Coordinator
Mr. Robby Fisher, Police Chief

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. Public Comment

There were no comments.

5. Agenda Adoption

Mayor Leonard requested to move item #7, Public Hearing, Lot Line Vacation for Mr. Lawrence Casserly to item 12a.

Councilman McComb motioned, seconded by Councilwoman Bowden to adopt the agenda as changed. Unanimously approved.

6. Joint Public Hearing with Planning Commission: Conditional Use Permit for Mr. David Landsberger.

Planning Commission Chairman Rosenberger opened the Planning Commission joint meeting and public hearing. He reported at the last Planning Commission they had the opportunity to

Speak with Mr. Landsberger. He commented that it is a legal building and if the building was joined to the main structure this wouldn't be an issue, but because it is unattached it requires a conditional use. He asked for a motion to approve.

Planning Commission Member Shendock moved, seconded by Planning Commission Member Katsetos to recommend to Council to approve the conditional use permit for Mr. David Landsberger. Unanimously approved.

Mayor Leonard opened the public hearing, there were no comments, and he closed the public hearing. He asked for discussion from Council.

Councilwoman Bowden motioned, seconded by Councilman McComb to approve the Conditional Use Permit for Mr. David Landsberger. Unanimously approved.

~~7. Public Hearing, Lot Line Vacation for Mr. Lawrence Casserly~~

8. Review of State of Emergency

Emergency Management Coordinator Rush reviewed the current statistics regarding COVID-19. He discussed the planning for the upcoming vaccinations as soon as mid-December. He also reviewed plans for POD (Point of Distribution) for employees.

9. Consider EMS Staffing Proposals

Emergency Management Coordinator Rush explained the staffing deficiencies the EMS has been experiencing due to injuries and illnesses. He reviewed plans to hire 3-7 part-time EMS personnel along with the cost to the Town and savings.

Vice Mayor Bott motioned, seconded by Councilwoman Bowden to approve the hiring of part-time EMS staff as recommended. Unanimously approved.

10. Review of C.A.R.E.S. Act

Town Manager Tolbert explained the proposed purchases with the left-over funds of the C.A.R.E.S. Act. He informed Council of the cost of a cloud-based dispatch system which would fall under the C.A.R.E.S. Act guidelines for dispatchers who could work at other locations or at home due to COVID-19 for separation of staffing to keep them safe and continuing to function. He reviewed the cost of the equipment and installation which is just under \$20,000. There will be a monthly fee of approximately \$1,000 to be paid for by the USF&W dispatch fees the Town collects. He added the 3-month trial offered.

Town Manager Tolbert also advised of a letter he received from a business owner who didn't know about the last round of C.A.R.E.S. Act funding.

Councilwoman Bowden commented that this was advertised with the media in print, website, and Facebook. She feels that everyone had the same opportunity.

Council agreed that the 2nd round was closed.

Councilman McComb motioned, seconded by Councilwoman Bowden to approve the purchase of the cloud-based dispatch system. Unanimously approved.

11. Consider Employee Raises

Vice Mayor Bott advised employee raises were discussed in depth with various scenarios to give the Town's employees raises. He advised that the Budget and Personnel Committee recommends giving the employees the merit and/or cost of living raises with the retroactive amount to be revisited in May 2021.

There were brief comments.

Vice Mayor Bott motioned, seconded by Councilwoman Bowden to give the employees the merit and/or cost of living raises with the retroactive amount to be revisited in May 2021. Unanimously approved.

12. Review of Strategic Financial Plan

Mr. Robert Lauterberg and Mr. Taylor Brian with VML-VaCo came before Council to review the Strategic Financial Plan. He advised that the Town's financial situation is very good and very well ran. He reviewed and gave suggestions to put some policies in place for surplus funds in General Government, Water Department and Harbor to go to reserves for each of those departments to be used for capital improvement projects. He discussed in depth revenue sources and the Town's very low debt. They offered to come back to assist in creating and implementing the plans.

Councilwoman Bowden stated that it is a great feeling when a firm such as VML-VaCo says they're in good financial standing.

Council thanked Mr. Lauterberg and Mr. Brian for the work they presented.

12a. Public Hearing, Lot Line Vacation for Mr. Lawrence Casserly

Mayor Leonard opened the public hearing, there were no comments, and he closed the public hearing.

Councilwoman Bowden motioned, seconded by Councilman McComb to approve the vacation of lot line on Cleveland Street for Mr. Lawrence Casserly as presented. Unanimously approved.

13. Mayor & Council Announcements/Comments

Councilman Taylor thanked the current and past Town Managers, Councilmembers and Mayors for doing such a great job being conservative with the Town funds. He feels the Town is blessed and thanked God

Councilman McComb wished everyone a Happy Thanksgiving and a safe holiday.

Vice Mayor Bott gave a shoutout to Town Manager Tolbert and Emergency Management Coordinator Rush for their time and hard work on the EMS staffing and salary increases. He expressed his appreciation.

Councilwoman Bowden stated that in the month where they are to give thanks the Town is blessed. She is extremely thankful for the employees, especially this year where they have gone above and beyond doing just about anything asked of them. She added that she was glad to be able to give the raises. She wished everyone a Happy Thanksgiving adding to enjoy the time with family as you never know when you they won't be there.

Councilwoman Richardson stated they are very fortunate. She feels the Town has been frugal through the years. She stated that everyone is on the same page and wants what is best for the Town. She appreciates the Town employees, adding that without the employees the Town wouldn't be here.

Mayor Leonard wished everyone a Happy Thanksgiving. He also suggested the possibility of having a mini parade where it would include Town Police, Fire Company, and Trolley with limited exposure. He added that there would be no candy. He asked for input after the meeting.

14. Closed Meeting in Accordance with §2.2-3711 (A) (1,3) of the Code of Virginia to Discuss the Evaluation of Senior Staff and Acquisition and of Real Property

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

15. 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.

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

16. Adjournment

**Councilwoman Richardson motioned, seconded by Councilwoman Bowden to adjourn.
Unanimously approved**

J. Arthur Leonard, Mayor

Michael T. Tolbert, Town Manager