

**MINUTES OF THE NOVEMBER 2, 2020**  
**CHINCOTEAGUE TOWN COUNCIL MEETING**  
**Council Chambers**

**Council Members Present:**

J. Arthur Leonard, Mayor  
Councilman  
Christopher D. Bott, Vice Mayor  
Denise P. Bowden, Councilwoman  
Matthew Reed, Councilman  
Ellen W. Richardson, Councilwoman  
Gene W. Taylor, Councilman

**Council Members Absent:**

William T. McComb, Jr.

**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  
Mr. Mark Bowden, Building and Zoning Administrator

**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. Public Comment**

Mayor Leonard opened the public comment.

- Mrs. Monika Roske, a representative from the Chincoteague Island Cats gave an update regarding the upcoming Cat Roundup that will begin Thursday. She also discussed their operation which is paid for by donations and grants. She advised they are collecting supplies.

There were questions and comments.

- Mr. Garry Pinkston, 6264 Mumford Street asked Council for support in having VDOT update the Causeway. He feels it is unsafe and there is nowhere to pull off in an emergency.
- Town Manager Tolbert read a letter from the Chincoteague Volunteer Fire Company

regarding the need to hire more Emergency Medical Staff. They have several employees that are out due to illness, injury, and surgeries. They urged Council to approve the hiring of additional staffing to fill the shifts appropriately.

## **5. Agenda Adoption**

**Councilwoman Richardson motioned, seconded by Councilman Taylor to adopt the agenda as presented. Unanimously approved.**

## **6. Staff Reports**

### General Government

Town Manager Tolbert advised that the office staff has been diligently working on tax bills. He reported that over 10,000 tax bills will be mailed Tuesday morning. He also gave an update on the Filtration Plant at NASA which is complete, and the testing has been proposed and approved. He added that NASA owns and will operate the plant. He reported on the CARES Act. They awarded a total of 88 small businesses and 11 waterman grants which totals \$398,000, \$39,500 to hazard pay for EMS, Police and Public Works employees. He reported on the balance and proposed expenditures. He briefly reviewed the Financial Report, Meals and Transient Occupancy Tax revenues along with Building and Zoning. He reported on the Harbormaster Fishing Tournament. He read a list of those who donated and assisted in the successful event. He thanked Harbormaster Merritt who has done a great job.

### Public Works

Public Works Director Spurlock reported on the Mumford Street project. The new water main and tie-ins have been completed. The sidewalks should be completed by Friday and the paving is scheduled for the following week. He reported they also painted about 300 fire hydrants.

There were brief comments.

### Police Department

Chief Fisher reported that the officers are participating in the “No Shave November” fundraiser. He added that Ms. Leonard approached the Police Department for a donation for the Smith Street Park. The Police Department has decided they will sell Police Department hats with the “Be Kind” logo from Brianna Merritt’s wish with the proceeds going to the Smith Street Park in honor of Brianna.

### Emergency Services

Emergency Management Coordinator Rush reported on the EMS calls for October. He added that they are working on upcoming events.

## **7. Review of State of Emergency**

Emergency Management Coordinator Rush reported on the Virginia, County and Local COVID-19 statistics. He advised of Hurricane Eta which will make landfall Tuesday in Nicaragua. He

thanked Public Works Director Spurlock, Chief Fisher for all their help for another successful Halloween. He also thanked USF&W for allowing the Town to use their signboard.

Councilwoman Bowden commented on the Christmas parade route, from the High School to Bunting Road expressing concerns with the large concentration of people in the downtown area.

## **8. Committee Reports**

### Cemetery Committee

Councilwoman Richardson reported that Cleanup week is November 7<sup>th</sup> through November 13<sup>th</sup>. They will have a cleanup at the Mechanics Cemetery this Saturday from 9am to noon. She invited volunteers to help.

### Public Works Committee

Councilwoman Richardson stated that they discussed the Sarbanes path along Maddox, the storm water check valve purchase and cleaning out the ditches. She added that the County's spider can no longer clean out tidal ditches. She reported that they approved the purchase of a grading bucket for the excavator at a cost of \$3,500 - \$4,000 to be paid for out of the VDOT money.

There was brief discussion.

### RCEC

Councilman Reed reported that they discussed the Smith Street park and drawings. They will meet again in December to finalize the drawings and plans. He added that Ms. Leonard is working on donations for the park equipment.

### Budget & Personnel

Vice Mayor Bott advised they discussed round 2 of the CARES Act. They were given an update of the Financial Strategic Plan status. They reviewed the budget discussing salaries and promotional raises.

## **9. Adoption of the Minutes for the October 5<sup>th</sup> and 15<sup>th</sup>, 2020 Council Meetings**

**Councilman McComb motioned, seconded by Councilwoman Bowden to adopt the minutes of the October 5<sup>th</sup> and 15<sup>th</sup>, 2020 Council meetings as presented. Unanimously approved.**

## **10. Approve Resolution for Flood Ordinance**

**Councilwoman Bowden motioned, seconded by Councilman Reed to adopt the Resolution for Flood Ordinance. Unanimously approved.**

Mayor Leonard read the Resolution for Flood Ordinance



## RESOLUTION

**WHEREAS**, the Town Council has interest on behalf of its citizens to reduce the potential damage and impact due to flooding within the Town.

**WHEREAS**, the Town has previously adopted and currently enforces a flood ordinance that places certain restrictions on the building of structures within the Town to lessen and mitigate the effect of flooding.

**WHEREAS** this ordinance currently requires that all structures located in a flood hazard zone be built to the minimum Base Flood Elevation (BFE). and also includes a 2' freeboard requirement for new structures.

**WHEREAS** the National Flood Insurance Program's Community Rating System will begin implementing a free board standard for communities with Class 8 ratings that includes a one-foot freeboard requirement for all mechanical items as well as structures.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Chincoteague has adopted and will enforce a 2-foot freeboard requirement (including equipment or mechanical items) for all residential buildings, including manufactured homes, constructed, substantially improved, and/or reconstructed due to substantial damage, throughout its Special Flood Hazard Area (SFHA) where base flood elevations have been determined on the Flood Insurance Rate Map (FIRM) or in the Flood Insurance Study (FIS), except those areas that receive open space credit under Activity 420 (Open Space Preservation).

Recorded Vote:

Moved By: Councilwoman Bowden  
Seconded By: Councilman Reed

Yeas: Bott, Bowden, McComb, Reed, Richardson, Taylor  
Nays: None  
Abstentions: None  
Absent: None

TOWN OF CHINCOTEAGUE, VIRGINIA

TOWN COUNCIL of the

By: \_\_\_\_\_  
John Arthur Leonard, Mayor

The undersigned Clerk of the Town of Chincoteague, Virginia, hereby certifies that the foregoing constitutes a true and correct copy of a Resolution adopted by the Town Council of the Town of Chincoteague, Virginia, at a regular meeting held on the 2dn day of November, 2020.

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Michael T. Tolbert, Clerk

Town Manager Tolbert advised that Building and Zoning Administrator Bowden is certified in FEMA Flood Plain Management. He is reviewing and working hard on the points for the FEMA credits to help reduce the flood insurance on the Island.

#### **11. Appointment of Committee and Commission Members**

Mayor Leonard reviewed the appointments/reappointments: *Planning Commission*: The four-year terms being served by Mr. Michael Dendler and Mr. Steve Katsetos are expiring. They both would like to be considered for reappointed. *Curtis Merritt Harbor Committee*: Mr. Danny Bowden's two-year term is expiring, and he has indicated that he is willing to serve another 2-year term. *Building Code Board of Appeals*: Mr. Ernest Dale Holston's 5-year term is expiring, and he has indicated that he is willing to serve another term.

**Councilman Taylor motioned, seconded by Councilman McComb to appoint Mr. Michael Dendler and Mr. Steve Katsetos for another four-year term on the Planning Commission, Mr. Danny Bowden for another 2-year term on the Curtis Merritt Harbor Committee and Mr. Ernest Dale Holston for another 5-year term on the Building Code Board of Appeals. Unanimously approved.**

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

Councilwoman Bowden asked everyone to keep Councilman McComb in their thoughts and prayers.

Councilman McComb sent his best wishes and prayers as Supervisor, Billy Joe Tarr recovers from knee replacement surgery.

Councilman Taylor reminded everyone that God is in Control during the elections.

Mayor Leonard concluded with "Roll Tide".

#### **13. Closed Meeting in Accordance with §2.2-3711 (A) (1) of the Code of Virginia to Discuss Personnel Matters for Staff Evaluations.**

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

#### **14. 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.**

**15. Adjourn**

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

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager

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