

**MINUTES OF THE JANUARY 4, 2021**  
**CHINCOTEAGUE TOWN COUNCIL MEETING**  
**Council Chambers**

**Council Members Present:**

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

**Council Members Absent:**

William T. McComb, Jr. Councilman

**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. Public Comment**

Mayor Leonard opened the public comment. There was none.

**5. Agenda Adoption**

**Councilwoman Richardson motioned, seconded by Councilwoman Bowden to adopt the agenda as presented. All present were in favor and the motion was carried.**

**Ayes: Bott, Bowden, Richardson, Taylor**

**Nays: None**

**Absent: McComb**

**6. 2020 Christmas Decoration Recognitions**

Mayor Leonard announced the winners of the 2020 Christmas Decorated Homes:

Most Traditional:

Mr. Jason Young  
Mr. & Mrs. Charles Pertsch, Honorable Mention

Most Festive:

Mr. & Mrs. William Kambarn  
Mr. Sonny Rodgers, Honorable Mention

## Best Overall

Mr. & Mrs. Bill Birch

Mrs. Yvonne Daisey, Honorable Mention.

## **7. Staff Reports**

### General Government

Town Manager Tolbert reported that tax collections are at 89%. He advised that the GAC Plant testing and sampling is complete. They are waiting for the final approval from the Office of Drinking Water to begin operations. The CARES Act grant is completed. He reported that they received \$503,922 through 2 awards. All monies have been applied, spent, received, and reimbursed. He feels it was a success.

Town Manager Tolbert reviewed the Financial Report. He reported that the Meals Tax revenues are down from last year and the Transient Occupancy Tax revenues are within a couple of hundred dollars from last year. He added that the floating dock for the Harbor should be here the 3<sup>rd</sup> week of January and scheduled to be installed within that week.

### Police Department

Chief Fisher advised he and Town Manager Tolbert attended a virtual Zoom meeting with the Academy who is conducting investigation of having their own firing range. He reported that he, Capt. Greenley and Dispatcher Lewis attended a virtual meeting with VRSA. He explained that President Trump ordered that law enforcement could only use a chokehold in life-or-death situations. It also has to be incorporated to their policy. Chief Fisher advised that the DCJS directed the accreditation staff to conduct the compliance reviews on this. He reported that they submitted all policies within a few days to the DCJS who approved the changes to their policy. He added that if they did not complete the changes, they would not receive federal money.

Chief Fisher announced they were able to help 10 families and 24 children for Christmas. He thanked everyone for their donations of money and toys. They also collected for the Sheriff's office who had a great year as well. The leftover toys and items went to the Atlantic Fire Company who helped 96 families.

### Public Works

Public Works Director Spurlock reviewed the current drainage situation. They repaired the pump at the traffic circle. They plan to clean ditches within the next couple of weeks.

Councilwoman Bowden asked about the traffic light at Maddox Boulevard and Main Street. Public Works Director Spurlock responded that the local signal tech from VDOT was here today. There is a faulty detector on Maddox Boulevard, and it should be repaired by the end of the week.

### Emergency Services

Emergency Management Coordinator Rush reviewed the monthly EMS report. He stated that in 2019 they ran 905 EMS calls and in 2020 they ran 902 EMS calls. They have to decontaminate the ambulance after calls and are going through PPE. He added that there are more COVID patients now than in the beginning.

## **8. Review of State of Emergency**

Emergency Management Coordinator Rush reported on the recent COVID statistics. He also reported on the vaccines. He mentioned that there is a mutated strain now in the U. S. which they believe is more contagious but no more dangerous. They are still in response and recovery operations. He encouraged the public to keep out of group settings, wash your hands, wear your mask and watch your distance.

## **9. Committee Reports**

### Public Works Committee

Councilwoman Richardson reported that they discussed the Multi-Modal Transportation Project.

### RCEC

Councilman Taylor advised they had a very productive meeting where they reviewed and continued plans for playground equipment at the new park on Smith Street. He commended the fundraising efforts. He also announced that a caring citizen has offered to match the funds raised for park equipment. He urged Council to put this in the budget.

## **10. Adoption of the Minutes for the December 7<sup>th</sup>, 2020 Council Meetings.**

**Councilwoman Richardson motioned, seconded by Councilwoman Bowden to adopt the minutes of the December 7<sup>th</sup>, 2020 Council meeting as presented. All present were in favor and the motion was carried.**

**Ayes: Bott, Bowden, Richardson, Taylor**

**Nays: None**

**Absent: McComb**

## **11. District 1 Supervisor Report**

Accomack County Supervisor Billy Joe Tarr gave an update on the CARES Act funds the County received which was about \$6 million. He reported where it was disbursed. They have \$1.2 million to help with the food shortage. He continued that they partnered with different agencies to help with relief from food shortages, internet and hotspots and utility bill assistance. They also gave hazard pay to the County's first responders. They are working on an Urgent Needs Grant to help in another round of assistance for hunger. They are also working on childcare. RH Contracting was given an extension to complete the Library. He also reported that the Governor has put in the 2022 budget, Cost of Obtaining Adjustment. This is a study of teachers' salaries around the state. This could lead to a raise in the teacher's salaries on the Shore making the salaries competitive and keeping teachers here.

Councilwoman Bowden asked how much the study would cost for the teachers' salaries.

Supervisor Tarr responded that it wasn't specified. He thanked everyone and offered to be back the 1st meeting in April. He also announced that he will be the Vice Chairman of the Board of Supervisors this year and the Chairman the following year.

## **12. Consider Preliminary FY 22 Trolley Budget**

Town Manager Tolbert explained that the Operating Budget for the Trolley is due next month. He briefly reviewed the budget stating that the Trolley Service is funded by a federal and state

grant totaling 71% and the Town funds 29%. He stated that there is a capital expenditure this year where they have to replace a trolley that is 11 years old. The funding of the new trolley will be 80% paid by the government, 16% paid by the state and the Town would pay the remaining 4%. They have a capital account for a trolley and can only be used with approval from DRPT. Once they replace the trolley, they will come before Council to ask to surplus the trolley. The trolley will bring in more than the Town would pay out. He added that they plan to run the Trolley this year as they normally would as oppose to weekends only.

**Vice Mayor Bott motioned, seconded by Councilwoman Richardson to approve the preliminary FY 22 Trolley Budget. All present were in favor and the motion was carried.**

**Ayes: Bott, Bowden, Richardson, Taylor**

**Nays: None**

**Absent: McComb**

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

Councilwoman Bowden asked everyone to pray for Councilman McComb as he will be in Baltimore early tomorrow for surgery. She wished everyone a Happy New Year. She also stated that they made it through 2020 and together they can get through 2021. They have a lot to look forward to.

Councilman Taylor prayed for Councilman McComb.

Mayor Leonard concluded with "Roll Tide".

### **14. Closed Meeting in Accordance with §2.2-3711 (A) (1) of the Code of Virginia to Discuss Appointees for Filling the Vacant Council Seat.**

**Councilwoman Bowden motioned, seconded by Councilwoman Richardson move that the Council convene a closed meeting pursuant to Sec. 2.2-3711 A.1 Code of Virginia for discussion and consideration of the appointment to fill the vacant council position. All present were in favor and the motion was carried.**

**Ayes: Bott, Bowden, Richardson, Taylor**

**Nays: None**

**Absent: McComb**

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

**Councilwoman Bowden motioned, seconded by Councilwoman Richardson in accordance with §2.2-372 (D) of the Code of Virginia that the Council certify that to the best of each Council Member's knowledge.**

**(1) only public business matters lawfully exempted from opening meeting requirements under this chapter and**

**(2) only such public business matters are were identified in the motion by which the closed meeting was convened,**

**were heard, discussed or considered.**

**All present were in favor and the motion was carried.**

**Ayes: Bott, Bowden, Richardson, Taylor**

**Nays: None**  
**Absent: McComb**

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

**Ayes: Bott, Bowden, Richardson, Taylor**  
**Nays: None**  
**Absent: McComb**

**16. Adjourn**

**Councilwoman Bowden motioned, seconded by Councilwoman Richardson to adjourn. All present were in favor and the motion was carried.**

**Ayes: Bott, Bowden, Richardson, Taylor**  
**Nays: None**  
**Absent: McComb**

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager

**MINUTES OF THE JANUARY 21, 2021**  
**CHINCOTEAGUE TOWN COUNCIL WORKSHOP MEETING**  
**Via Zoom**

**Council Members Present:**

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

**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  
Mrs. Kelly S. Lewis, Finance Director

**1. Call to Order**

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

**2. Invocation**

Councilman McComb offered the invocation.

**3. Pledge of Allegiance**

Mayor Leonard led in the Pledge of Allegiance.

#### **4. Public Comment**

Mayor Leonard opened the public comment. There were none.

#### **5. Agenda Adoption**

**Councilwoman Richardson motioned, seconded by Councilwoman Bowden to adopt the revised agenda which added item: Consider Part-Time Employee Raises. Unanimously approved.**

#### **6. Review of State of Emergency**

Emergency Management Coordinator Rush reported on the COVID-19 positive rates. He also reported on the vaccine schedule and stated that the Eastern Shore is only receiving about 25% of the vaccines as ordered. He listed the Round 1B category of those to be administered the vaccination. He stated that the Health Department has been helping and they are training EMS staff to assist in administration of vaccinations. He feels that around May they should see things slow down. He reported on the hospitalizations as well.

Councilwoman Bowden asked about the holdup on vaccines.

Emergency Management Coordinator Rush feels it could be a number of reasons.

Councilwoman Bowden also asked if there is a timeframe on easing restrictions.

Emergency Management Coordinator Rush responded that there has been no discussion on easing restrictions. The current restrictions are in effect until January 31<sup>st</sup>.

Councilman McComb offered the Community Center for vaccinations administration.

Emergency Management Coordinator Rush stated that the Center Director and a Board member reached out to him as well.

#### **7. Consider Smith Street Park Proposal**

Councilman Bott explained that the Budget and Personnel Committee discussed funding of the Smith Street Park Project. They voted to recommend approval of the funding which includes a donation from a generous benefactor, donations from fundraising efforts by a local group and the Town.

**Councilman Bott motioned, seconded by Councilman Taylor to approve the funding for the completion of the Smith Street Park allowing Town staff and the Recreation and Community Enhancement Committee to oversee the completion. Unanimously approved.**

Mayor Leonard added that at a Committee Meeting in 2019 they agreed to name the park after Brianna Merritt. He asked Council if they would vote to name it “The Brianna Kindness Park”.

**Councilwoman Bowden motioned, seconded by Councilman Taylor to name the Smith Street Park “The Brianna Kindness Park”. Unanimously approved.**

Councilman Taylor thanked Mayor Leonard and Vice Mayor Bott for supporting the community with this project.

Mayor Leonard stated that the group that is raising money for the Brianna Kindness Park has already met their goal of \$40,000 and they plan to continue with fundraising efforts.

**8. Consider Part-Time Employee Raises**

Vice Mayor Bott advised that the Budget & Personnel Committee unanimously approved and recommends a 2.5% salary increase for all Part-Time employees.

**Vice Mayor Bott motioned, seconded by Councilwoman Bowden to approve a 2.5% salary increase for all part-time employees. Unanimously approved.**

**9. Review of Salaries and Benefits FY 22 Budget**

Town Manager Tolbert reviewed the proposed FY 22 Budget for Department Salaries and Benefits.

**10. Mayor & Council Announcements/Comments**

Councilwoman Bowden welcomed Councilman McComb back. She stated that she has watched over the last year and a half the Brianna Kindness Wishes. She stated that there are a lot of players in the fundraising efforts. She expressed her thanks for the generous efforts from Mr. David Landsberger, Ms. Cindy Faith and Ms. Donna Leonard along with so many others that played a hand in this. She can't wait to see it completed and come to light for this child. She feels it will be a nice thing and she thanks every single individual who helped.

Councilwoman Richardson asked about the 1% of Transient Occupancy Tax that is supposed to go toward the EMS division.

Town Manager Tolbert stated that the increase went into effect January 1<sup>st</sup>. He advised that this is for “Public Safety”.

Councilwoman Richardson asked if it would be listed on a separate line item.

Town Manager Tolbert stated that they will have an internal accounting of the 1% of Transient Occupancy Taxes for Public Safety for tracking.

Mayor Leonard proudly announced that his team, the Alabama Crimson Tides won the National Champions. He concluded with “Roll Tide”.

**11. Closed Meeting in Accordance with §2.2-3711 (A) (1) of the Code of Virginia to Discuss Evaluation of Individual Personnel Performance Matters.**

**Councilwoman Bowden motioned, seconded by Councilman McComb move that the Council convene a closed meeting pursuant to Sec. 2.2-3711 A.1 Code of Virginia for discussion and consideration of the appointment to fill the vacant council position. All present were in favor and the motion was carried.**

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

**Nays: None**

**Absent: None**

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

**Councilwoman Bowden motioned, seconded by Councilman in accordance with §2.2-372 (D) of the Code of Virginia that the Council certify that to the best of each Council Member's knowledge.**

**(3) only public business matters lawfully exempted from opening meeting requirements under this chapter and**

**(4) only such public business matters are were identified in the motion by which the closed meeting was convened,**

**were heard, discussed or considered.**

**All present were in favor and the motion was carried.**

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

**Nays: None**

**Absent: None**

**Councilwoman Bowden motioned, seconded by Councilman to go back into regular session.**

**All present were in favor and the motion was carried.**

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

**Nays: None**

**Absent: None**

**13. Adjourn**

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

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager

**MINUTES OF THE FEBRUARY 1, 2021  
CHINCOTEAGUE TOWN COUNCIL MEETING  
Council Chambers**

**Council Members Present:**

J. Arthur Leonard, Mayor  
Christopher D. Bott, Vice Mayor  
Denise P. Bowden, Councilwoman  
Ellen W. Richardson, Councilwoman

**Council Members Absent:**

None



Gene W. Taylor, Councilman

**Council Members Present Via Phone:**

William T. McComb, Jr. Councilman

**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.

**Councilwoman Bowden motioned, seconded by Vice Mayor Bott to approve Councilman McComb attend via cell phone. Unanimously approved.**

**2. Invocation**

Councilman Taylor offered the invocation.

**3. Pledge of Allegiance**

Mayor Leonard led in the Pledge of Allegiance.

**4. Public Comment**

There was none.

**5. Agenda Adoption**

**Councilwoman Bowden motioned, seconded by Councilwoman Richardson and Councilman McComb to adopt the agenda. Unanimously approved.**

**6. Closed Meeting in Accordance with §2.2-3711 (A) (1) of the Code of Virginia to Discuss Appointees for Filling the Vacant Council Seat.**

**Councilwoman Bowden motioned, seconded by Councilman McComb move that the Council convene a closed meeting pursuant to Sec. 2.2-3711 A.1 Code of Virginia for discussion and consideration of the appointment to fill the vacant council position. All present were in favor and the motion was carried.**

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

**Nays: None**

**Absent: None**

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

**Councilwoman Bowden motioned, seconded by Councilman McComb in accordance with §2.2-372 (D) of the Code of Virginia that the Council certify that to the best of each Council Member's knowledge.**

**(5) only public business matters lawfully exempted from opening meeting**

**requirements under this chapter and  
(6) only such public business matters are were identified in the motion by which the  
closed meeting was convened,  
were heard, discussed or considered.**

**All present were in favor and the motion was carried.**

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

**Nays: None**

**Absent: None**

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

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

**Nays: None**

**Absent: None**

#### **8. Consider Appointment for New Council Member**

Mayor opened the floor for nominations from Council to fill the vacancy.

**Councilman Taylor nominated Mr. Jay Savage to fill the Town Council Vacancy, seconded  
by Vice Mayor Bott. Unanimously approved.**

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

**Nays: None**

**Absent: None**

Mayor Leonard congratulated Councilman Jay Savage advising that he would begin at the next Council meeting.

#### **9. Staff Reports**

##### General Government

Town Manager Tolbert reported on the upcoming launch information, reviewing COVID precautions for the NASA contractors traveling here from out of the country. The Visitor Center will be closed for the launch. He reported on the Virginia Port Authority Grant that the Harbor received. They have received several over the past few years. This grant which was awarded in May was to install more floating docks adding 20 slips at the Harbor. They have another grant opportunity next week for this year's project of adding a fishing pier at Memorial Park. He added that the Harbor Master has already been receiving calls to rent the new slips. He briefly reviewed the matching grant information.

Vice Mayor Bott feels the floating piers are the greatest things. He asked if there are plans to take care of the parking lot at the Harbor.

Town Manager Tolbert advised that this can be done. He continued by reviewing the financial report revenues, expenditures and comparing them to last year. He feels they are living within their means. He reported on the Meals and Transient Occupancy Taxes.

Councilwoman Bowden asked about building permit approval timeframe.

Town Manager Tolbert stated that there is nothing on the books. However, occasionally they have to wait on the Health Department, Land Use Permits, etc., which could cause a delay.

Councilwoman Bowden feels the Harbor's floating docks look very nice.

Town Manager Tolbert reported that the floating docks were installed in 66 hours and the Public Works staff did a great job.

Councilwoman Bowden asked if something could be done with the very bright Convenience Center's lights.

Town Manager Tolbert advised he will contact the Accomack County Public Works to have them redirected.

#### Police Department

Chief Fisher advised he gave Council an updated report. He attended a Committee meeting for the new radio system for Accomack and Northampton Counties. He reported that he attended a grant workshop. He added they have the new signboard/safety trailer. They have been meeting with Emergency Management Coordinator Rush for upcoming Emergency Operation Plans. He advised of a 50/50 DCJS grant for body cameras. He stated that Watchguard has an upgrade to the body cameras that is waterproof. They will apply Friday.

Councilwoman Richardson asked if the new signboard had radar and camera. She also asked if it gives counts, speeds, times and if a camera could be put on it.

Chief Fisher responded it does have radar, traffic counts, traffic studies, reports, etc., but not a camera. He also stated that a camera could be put on it. However, when you put the camera on it the charge becomes a civil matter as they didn't witness the violation.

Mayor Leonard asked if there is a schedule for moving the signboard to different points on the Island.

Chief Fisher stated that they want to work on a schedule for this summer for traffic studies. He advised of the reports it has already generated.

Councilwoman Bowden asked about the cost to replace the body cameras.

Chief Fisher advised it would cost \$15,000 total.

#### Public Works

Public Works Director Spurlock reviewed a PowerPoint presentation with pictures of the installation of the floating docks at the Harbor showing the different stages. He stated that it was a total cost to the Town of \$37,000.

Councilwoman Richardson asked about the life expectancy of the floating docks.

Public Works Director Spurlock advised approximately 25 years.

Councilwoman Bowden asked about installation.

Public Works Director Spurlock thanked Dean Fisher with Fisher Marine for all his help.

Mayor Leonard reminded that the Public Works staff worked in 10-15 mph winds with a day of winds up to 30 mph in the cold and blowing sand.

Town Manager Tolbert commented that sand blowing off of the Bluewater site has been a problem. Bluewater has agreed to put a tarp up on the Town's fence along with keeping it wet eliminate the problem.

There were comments.

Public Works Director Spurlock reported that the DEQ groundwater withdraw permit is a 15-year permit. He added that the DEQ measures growth and it is steadily declining in the amount of withdraw due to the new radio read meters and the Water Conservation Management Plan. He suggested that there may be a few new projects within 15 years.

Councilwoman Richardson advised there is no Public Works Committee Meeting Tuesday.

Councilwoman Bowden asked when they would start ditch maintenance.

Public Works Director Spurlock advised that repairs are being made to the bucket and they would start soon.

#### Emergency Services

Emergency Management Coordinator Rush reviewed the monthly EMS report. He also compared the stats from January 2021 to January 2020. There were many more respiratory distress calls in January of 2020 than January of 2021. He advised that his staff is putting reports together to track the cause of the change. He stated that they hired 4 part-time EMS personnel. He also reported that Emergency Management has been working on the Hazard Mitigation Plan for a final adoption of next year. The EOP is also up for renewal. He plans to incorporate the changes to include public health and pandemic. They will continue to meet every few weeks. Once the EOP is in a good draft stage Council will review and make changes. They want it to meet all of their needs.

Vice Mayor Bott asked if Council will have to approve the final EOP.

Emergency Management Coordinator Rush advised Council would have the final approval. He would like to have it adopted by the 1<sup>st</sup> part of June and Council should see it by mid-March. He also advised of minor coastal flooding for tomorrow.

#### **10. Review of State of Emergency**

Emergency Management Coordinator Rush gave stats on statewide and Town COVID-19 testing, positive rates, and hospitalizations. He also reviewed the vaccination phases. He stated

that they are seeing a decrease in numbers but warned of a possible increase in the next few weeks. He concluded that the public is the key, adding “Wash your hands, wear your mask, watch your distance”.

Mayor Leonard asked about the projection of people for the Antares launch.

Emergency Management Coordinator Rush was unsure but reported that the Visitor Center will be closed for the launch Saturday, February 20<sup>th</sup> at 12:36p.m. They should plan for extra space.

Mayor Leonard asked if the Refuge would be closed all day or until after the launch.

Emergency Management Coordinator Rush was unsure at this time.

Mayor Leonard was concerned about the Causeway.

Emergency Management Coordinator Rush stated that the Virginia State Police would be monitoring the Causeway.

Councilwoman Bowden announced that the Fire Company was denied for the RFAF Grant to purchase a new ambulance.

Emergency Management Coordinator Rush stated they were declined but will reapply in March for a possible award in July. He stated that a new ambulance is approximately \$259,000 and the grant is an 80/20 grant. He advised that the ambulances are in excellent shape and other agencies needed the grant more at this time.

#### **11. Chamber of Commerce Annual Report**

Chamber Executive Director, Mrs. Evelyn Shotwell reviewed their Mission Statement and goals. She also reviewed the regional overview from the Virginia Tourism Corporation. She went over stats, growth and the obtained goals. She advised of a marketing grant they received along with press releases, brochures, social media outreach and promotions. She reviewed the events expressing their success: DIY Oyster Festival, Business Christmas Decoration Contest, member services, ribbon cutting, Businessperson of the Year and Citizen of the Year.

Chamber Executive Director Shotwell continued reviewing the economic development, plans for a hospitality summit, and the travel guide. She thanked Accomack County Board of Supervisors and the Town of Chincoteague for all their help and support and for believing in them every year.

#### **12. Committee Reports**

Mayor Leonard dispensed of the Committee reports.

#### **13. Adoption of the Minutes for the January 4<sup>th</sup> and January 21<sup>st</sup>, 2021 Council Meetings.**

**Councilwoman Richardson motioned, seconded by Councilwoman Bowden to adopt the minutes of the January 4<sup>th</sup> and January 21<sup>st</sup>, 2021 Council meeting as presented. Unanimously approved.**

**14. Mayor and Council Announcements/Comments**

Councilwoman Bowden asked everyone to keep Councilwoman Richardson in their prayers. She also welcomed Councilman Savage to Council and added she has no doubt that he will serve Council well.

Councilman McComb congratulated Councilman Savage. He thanked everyone who applied and hopes to see them at the poll running at the next election.

Councilman Taylor also congratulated Councilman Savage.

Mayor Leonard stated that he looks forward to working with Councilman Savage.

**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

**MINUTES OF THE FEBRUARY 18, 2021  
CHINCOTEAGUE TOWN COUNCIL MEETING  
Council Chambers**

**Council Members Present:**

J. Arthur Leonard, Mayor  
Christopher D. Bott, Vice Mayor  
William T. McComb, Jr., Councilman  
Ellen W. Richardson, Councilwoman  
K. Jay Savage, Councilman  
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

**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 was none.

### **5. Agenda Adoption**

**Vice Mayor Bott motioned, seconded by Councilman McComb to adopt the agenda removing Item #8. Unanimously approved.**

### **6. Review of State of Emergency**

Emergency Management Coordinator Rush reviewed the most recent COVID-19 statistics for the state and the Eastern Shore. He discussed the positive cases, tests, and deaths. He reviewed the numbers of vaccinations and plans going forward. He also reviewed the plans for the ANTARES rocket launch scheduled for 12:36 p.m. Saturday, February 20<sup>th</sup>. He advised that the Refuge will be closed until after the launch. He added that the Health Department is the enforcement authority for the Governor's Executive Orders. He reported that the new COVID virus is in Virginia which could be more contagious but less serious.

Emergency Management Coordinator Rush also stated that you can call (877)-VAX-in-VA or (877) 829-4682. The call center is staffed from 8:00 a.m. to 8:00 p.m. 7 days a week. If you have preregistered, you do not have to register again. You can go to the website to register as well: [www.vaccinate.virginia.gov](http://www.vaccinate.virginia.gov). He reminded everyone to wash your hands, wear your mask and watch your distance. He added to keep your circle small, if you're sick don't go out and get tested.

### **7. Presentation of Old Fire House Project**

Mr. Grayson Williams with the ANPDC reviewed the updated proposed plans for the Old Fire House. He reviewed the checklist, parking, designs and funding. The overall goal is to have a continual asset that can give back to the community, creating more opportunities for the work force, create more foot traffic in the downtown going toward the Ropewalk. He reviewed the statistics of the survey and commented on the RFQ with Hill Studio, the design from Hill Studio, and identified rent. He discussed the sewage treatment system which will be on the Cropper Street property and budget constrictions,

Mr. David Hill, President of Hill Studios, reviewed the plans showing pictures. He also described and explained the proposed interior space, possible events, rental spaces, apartments, elevator, tax credits and several grants. He reviewed maintenance, the potential cashflow, and loans.

Mr. Williams explained that they researched other areas the size of Chincoteague showing pictures.

Mr. Hill stated they recommend that the Town approve a plan so they can explore the grants.

Mr. Williams feels this is the most feasible plan within the real estate market. He offered their help every step of the way. He asked for questions or comments.

Councilman Taylor asked if there is any subsidizing.

Mr. Williams advised he would check on that specifically.

Councilwoman Richardson thanked them for the presentation. She commented that this plan is what they need and the whole purpose for saving the Fire House. She thanked them and added that they've done a good job.

Mr. Williams thanked Council for meeting with them.

8. ~~FY22 Budget Discussion for Harbor, Water & EMS~~

**9. Mayor & Council Announcements**

Mayor Leonard welcomed the newest Councilmember, Mr. Jay Savage.

Councilman Savage expressed his appreciation for Council's confidence in him. He has been thinking about this for a while and feels it is time for him to serve the community. He added that he will do this to the best of his ability.

Councilman Taylor wished Councilwoman Richardson well, adding that God will be with her during her surgery. He wishes Councilwoman Bowden well and hopes to see her back with them. He thanked Councilman Savage for his willingness to serve. He warned Councilman Savage that it won't be easy and there will be times you will make people mad. Any decision they make they ask that the Lord guide them, the employees and the Town. He added that Councilwoman Richardson will be in his prayers.

Councilman McComb welcomed Councilman Savage. He wished Councilwoman Bowden well adding that he is confident she'll be back to herself in the morning. He added that Councilwoman Richardson is in his prayers.

Mayor Leonard also welcomed Councilman Savage. He wished Councilwoman Richardson the best of luck tomorrow. He reminded everyone to keep the folks in Texas in our prayers.

**10. Adjourn**

**Councilman McComb motioned, seconded by Vice Mayor Bott to adjourn. Unanimously approved.**

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager



**MINUTES OF THE MARCH 1, 2021**  
**CHINCOTEAGUE TOWN COUNCIL MEETING**  
**Council Chambers**

**Council Members Present:**

J. Arthur Leonard, Mayor  
Christopher D. Bott, Vice Mayor  
Denise P. Bowden, Councilwoman  
William T. McComb, Jr., Councilman  
K. Jay Savage, Councilman  
Gene W. Taylor, Councilman

**Council Members Absent:**

Ellen W. Richardson, 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. Public Comment**

There was none.

**5. Agenda Adoption**

**Councilwoman Bowden motioned, seconded by Vice Mayor Bott to adopt the agenda. Unanimously approved.**

**6. Staff Reports**

**General Government**

Town Manager Tolbert reported on the completed application and presentation to the Virginia Port Authority Grant for the Harbor to replace finger piers with another floating dock. He thanked Mr. Patrick Hendrickson for his photos of the Harbor before and after the new pier was installed. He added that it showed the KOA next door, which shows a need as well. He advised that the KOA is requesting 12 slips. He thanked Mr. Cole Chesser for his drone low altitude pictures of the Harbor that were also used the grant presentation. He thanked Mr. Mike Tolbert, 2<sup>nd</sup> for his drawings they used for the grant presentation. He added that they didn't charge for the services.

Town Manager Tolbert reported that the General Government finances are where they are supposed to be which is at about 66% - 68%. He stated that the Harbor was approximately \$110,000 in the red, but as of today the last VPA grant funding arrived making it even. The Harbor Master is selling fuel. He reminded Council that the slip rental will not be collected until after July 1<sup>st</sup>, which is in the next fiscal year. He continued that the Meals Tax is down about 10%. However, the Transient Occupancy Tax is up because this is the first reporting from the 1% increase which started January 1<sup>st</sup>. The Building and Zoning Department has been extremely busy for February. He commented that Building and Zoning Administrator Bowden is doing a great job.

### Police Department

Chief Fisher gave an update to the report advising that he had an officer working Selective Enforcement Saturday who wrote 10 summons which brings the total to 33 for February. He reported that he and the Department Heads have been meeting to update the EOP. He stated that he and all the officers provided monitoring and traffic control for the ANTARES launch. The officers also participated in Domestic Violence Training via Zoom. Chief Fisher stated that since Governor Northam has eased up on some of the restrictions, they have decided to schedule the Flag Football Tournament for April 3<sup>rd</sup> starting a 9:00 a.m. The proceeds from the Flag Football Tournament will benefit Brianna's Kindness Park equipment fund. They have also scheduled a Drive-up Senior Luncheon for Wednesday, March 24<sup>th</sup>, from 11:00 a.m. – 2:00 p.m. He stated that the Island Seniors can call the Chincoteague Police Department to schedule a pickup time.

### Public Works

Public Works Director Spurlock stated that drainage has been the topic for February with the amount of rain they have had. He advised of drainage problems on Cropper Street and Cleveland Street which will be addressed when it dries up. He reported that the ditch bucket has arrived and working well. Mr. Chuck Holston is doing a great job with it. He asked Council for a list of ditches that needed immediate attention. He also advised they relocated the emergency generator from the old Firehouse to the Willow Street filter plant. He commended Mr. Edwin Taylor for doing an outstanding job getting this moved and operational. He concluded that the final phase of the Sarbanes Project has started with the sidewalks down Maddox Boulevard from Chicken City Road to the traffic circle.

Mayor Leonard commented that the roads in Ocean Breeze are going to be a continuous nightmare.

Public Works Director Spurlock agreed and commented further. He added that the Ocean Breeze roads have been submitted to VDOT to be included in the Urban Maintenance Funding.

### Emergency Services

Emergency Management Coordinator Rush reviewed the monthly EMS report. He stated that he compared the stats from January and February 2021 to January and February from the past 5 years. He advised that respiratory illnesses is less this year than previous years. He feels this is probably due to wearing masks and less people in groups. He stated that with the COVID-19

cases lower they haven't had as many COVID transports. He feels it could be the education from staff to clientele.

Vice Mayor Bott interjected that sickness is lower than it has ever been that he can recall.

Emergency Management Coordinator Rush also reported that EMS is required to have advanced training and are now able to have in-house instructors. The Fire Company has purchased 2 new stair chairs at a cost of \$12,015.97 that are electric driven. There were comments. He also advised that the Fire Company is buying 2 new LifePac 12-lead monitor/defibrillator systems at a cost of \$40,893. He also showed drawings of the new ambulance adding that they are reapplying for a grant which closes on March 15<sup>th</sup>. The cost is \$270,000. This is an 80/20 grant which would cost the Fire Company approximately \$53,000 - \$54,000 out-of-pocket. He reminded everyone that the current ambulances are still in good shape but on the replacement cycle. They will know if they have been selected to receive the grant by July 1<sup>st</sup>. He added that they have been working on the EOP. He feels they are ahead of schedule and his goal is to have it to Council by the 1<sup>st</sup> meeting in April for a final adoption in June.

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

Emergency Management Coordinator Rush advised they are in day 356 of COVID-19. He gave the stats on the State, Eastern Shore, and Town for testing, positive rates, and hospitalizations. He reviewed the vaccine schedule and numbers of doses given in Virginia daily. He reported that Johnson & Johnson has been approved and has a 1 dose vaccination. They should have 69,000 doses in Virginia by the end of the week. He advised to register for a vaccination by going to: <https://vaccinate.virginia.gov> or call 877-829-4682. He reported that the Governor has eased some of the restrictions slightly. He stated they are in mitigation of the lessons learned to return as close as possible to normal. He concluded that the public is still the key, keep in small groups, wash your hands, wear your mask, watch your distance, don't go out when you're sick and get vaccinated.

## **8. Committee Reports**

### Budget & Personnel Committee

Vice Mayor Bott reported they met on February 9<sup>th</sup> and reviewed the proposed FY22 Budget for General Government, Public Works, Roads, Police, Dispatch and Mosquito Control expenditures.

### RCEC

Councilman Taylor advised the playground equipment has been ordered. He stated that Mrs. Donna Leonard and Mr. David Landsberger has done a lot of work to raise money. Brianna's Kindness Park is becoming a reality and fundraising efforts continue. He stated they received a request for the Pickleball group to use the gym. This has been tabled for a month in hopes that the Governor will lighten up on restrictions. The Tennis Association has requested that the Town resurface the tennis courts at Memorial Park. They are willing to give \$11,000 toward this.

Town Manager Tolbert advised to fill the cracks, reseal and coat the tennis courts and basketball courts would cost just under \$40,000.

**9. Adoption of the Minutes for the February 1st and February 18<sup>th</sup>, 2021 Council Meetings.**

**Councilwoman Bowden motioned, seconded by Vice Mayor Bott to adopt the minutes of the February 1<sup>st</sup>, and February 18<sup>th</sup>, 2021 Council meeting as presented. Unanimously approved.**

**10. Discussion of Budget: EMS, Harbor and Water**

Town Manager Tolbert reviewed the proposed FY22 Budget expenses for the Water Division, the Harbor and EMS listing proposed items, projects and savings.

There were brief comments regarding line items listed within the EMS Division, and significant savings in the EMS Division due to Emergency Management Coordinator Rush utilizing part-time personnel to fill the shifts. They also discussed parking at the Harbor.

Town Manager Tolbert concluded that at the next meeting Council will have to decide how to balance the proposed FY22 Budget making revenues match the expenditures which are over at this point.

**11. Mayor and Council Announcements/Comments**

Councilwoman Bowden asked about the Inlet Study.

Mayor Leonard responded that VIMS hasn't given a final report.

Town Manager Tolbert stated that he included the study in the ANPDC list of projects, but hasn't seen anything.

Councilwoman Bowden welcomed Councilman Savage to Council. She asked everyone to keep Councilwoman Richardson on their prayers, Mr. Carlton Leonard, and the Rush family who are going through some trials. She concluded by saying "Go, Yankees!"

Councilman Savage stated that he has hit the ground running. He feels that the Town government is doing quite well, especially in the times we live in. He feels that staff is doing a good job. He thanked Councilwoman Bowden for welcoming him. He also stated that he is praying for Councilwoman Richardson, Mr. Leonard and the Rush family.

Councilman Taylor also commented on his prayers for Councilwoman Richardson, Mr. Leonard, and the Rush family. As tourist season approaches, he prays for a safe, happy, and healthy family-oriented season.

Councilman McComb also echoed prayers for Councilwoman Richardson, Mr. Leonard and the Rush family. He also added tourist season is coming, ready or not.

Councilwoman Bowden added that she asked Mayor Leonard advising when COVID-19 is over and they get the green light, if the Town could have a block party with a big bonfire to burn masks.

Mayor Leonard thanked everyone for their prayers for his brother, Mr. Carlton Leonard. He stated that this is how Chincoteague is and the community is a blessing. He advised this is a wonderful place. He also commented that a year ago they didn't know what they were getting into. He hopes this March isn't like last March. He added that all they can do is pray.

**12. Adjourn**

**Councilwoman Bowden 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

**MINUTES OF THE MARCH 18, 2021  
CHINCOTEAGUE TOWN COUNCIL MEETING  
Council Chambers**

**Council Members Present:**

J. Arthur Leonard, Mayor  
Christopher D. Bott, Vice Mayor  
William T. McComb, Jr., Councilman  
K. Jay Savage, Councilman  
Gene W. Taylor, Councilman

**Council Members Absent:**

Ellen W. Richardson, Councilwoman  
Denise P. Bowden, Councilwoman

**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 was none.

**5. Agenda Adoption**

**Vice Mayor Bott motioned, seconded by Councilman McComb to adopt the agenda as presented. All present were in favor and the motion was carried.**

**Ayes: Bott, McComb, Savage, Taylor**

**Nays: None**

**Absent: Bowden, Richardson**

**6. Review of State of Emergency**

Emergency Management Coordinator Rush reviewed the Covid-19 state and local statistics. He also reviewed the vaccination phases along with the variants. He advised that the Governor announced an increase for graduations of an outdoor capacity to 5,000 attendees or 30% of the venue whichever is less. They are currently in response, mitigation, and recovery mode within the State of Emergency. He reminded everyone to “wash your hands, wear your mask, watch your distance, don’t go out when you’re sick and get vaccinated”.

**7. Consideration of Rate and Fee Adjustment**

Town Manager Tolbert briefly reviewed the Rate and Fee Schedule. He advised of a recommendation to increase the trash collection fees. There was discussion.

Councilman Taylor suggested to increase it \$0.10 per week and review this each year.

**Vice Mayor Bott motioned, seconded by Councilman Taylor to make an increase of \$0.10 per week, effective 07/01/2021. All present were in favor and the motion was carried.**

**Ayes: Bott, McComb, Savage, Taylor**

**Nays: None**

**Absent: Bowden, Richardson**

**8. FY 22 Budget Workshop 2<sup>nd</sup> Draft**

Town Manager Tolbert reviewed the changes from the 1<sup>st</sup> draft to the 2<sup>nd</sup> draft, advising of the deficit. There was discussion and changes were made to the revenues for Meals Tax and Transient Occupancy Tax bringing the deficit down.

Council directed Town Manager Tolbert and staff to continue to review making cuts and corrections eliminate the deficit.

There was brief discussion regarding upgrades to the high-pressure water main from the mainland to the Island.

Mayor Leonard feels they are well ahead of schedule.

Town Manager Tolbert gave created to prior staff stating that years of work has gone into the spreadsheets and he has taken it and made it his own. He asked when they want to meet again and suggested the next Budget and Personnel Committee meeting.

Council agreed to review it again at the next Budget and Personnel Committee meeting.

**9. Mayor & Council Announcements**

Councilman Taylor stated that he misses Councilwoman Richardson and added that he is praying for the Leonard Family.

Councilman McComb Concurred.

Mayor Leonard concluded with “Roll Tide”.

**10. Adjourn**

**Vice Mayor Bott motioned, seconded by Councilman McComb to adjourn. All present were in favor and the motion was carried.**

**Ayes: Bott, McComb, Savage, Taylor**

**Nays: None**

**Absent: Bowden, Richardson**

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager