

**MINUTES OF THE JANUARY 2, 2024  
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  
Ellen W. Richardson, Councilwoman  
K. Jay Savage, Councilman  
Gene W. Taylor, Councilman

**Council Members Absent:**

**Staff Present:**

Mr. Michael T. Tolbert, Town Manager  
Mr. Tyler Greenley, Acting Chief of Police  
Mrs. Mary E. Leonard, Center Director

**Call to Order**

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

**Invocation**

Councilman Taylor offered the invocation.

**Pledge of Allegiance**

Mayor Leonard led in the Pledge of Allegiance.

**Christmas Lights Winners**

Mayor Leonard announced the winners of the 2023 Christmas Decorated Homes:

**Honorable Mention**

Gene Jester & David Taylor  
Dino Johnson

**Winners**

3<sup>rd</sup> Place: Richard & Carolyn Conklin  
2<sup>nd</sup> Place: Matt & Janet Mason  
1<sup>st</sup> Place: Delmas & Theresa Mears

**Public Comment**

Mayor Leonard opened the floor for public comment. There were none.

**Agenda Adoption**

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

**Staff Reports**

**General Government**

Town Manager Tolbert advised that the Center's HVAC system installation has been completed. He added that the floors have been completely stripped and waxed. He reported that the Town has achieved its goal of obtaining the Sunset Bay sewage treatment plants and transferring them

to HRSD. The final documents were delivered to the Clerk's office in Accomac on December 19<sup>th</sup>. HRSD is the legal owner of the sewage treatment plants and associated properties sans HOA covenants and restrictions. The change in ownership will automatically void the lease between the Town and Sunset Bay Utilities. HRSD is well into the process of designing new plants to replace the existing dilapidated plants. The Town signed a contract with Davis Bower and Friedel on December 18<sup>th</sup> to provide design, construction administration, and inspection services for the Town's initial public sewage collection system. The contract is valued at \$283,600 and will be paid for with the Town's ARPA award. Design prep work began immediately and should be completed in September of this year. In addition to the ARPA funds, the Town will seek additional funding through the state's Clean Water Revolving Loan Fund to make sure the Town can obtain the construct the entire system at one time.

Town Manager Tolbert reviewed the Meals and Transient Occupancy Tax revenue for December. He then advised that things are slow at the Harbor. Harbormaster Merritt is working with Public Works to price material for the replacement of the wood finger piers at the traditional slips. They will begin working on this project this month for completion before the spring season. Water pedestals for the new floating piers have been ordered and will be installed over the winter. There is some subleasing in the winter months at the Harbor as well. The ACOE is also planning to dredge in the spring. He reviewed the December Financial Report advising that the Town is where they should be in December. He also gave the Building and Zoning Report for December. He stated Building and Zoning Administrator Bowden issued 36 building permits and conducted 40 inspections. The total value of building cost instruction of \$1.72 million, with fees collected of \$5,000. He also reported he received an email from Mr. Robby March of ANEC who received an email from an EV customer. The customer came to Chincoteague advising that it usually takes 50 hours to charge their battery to 100%. They reported they enjoyed the 90 minutes today contributing to the economy of Chincoteague by having lunch at Bill's Seafood Restaurant, visiting Sundial Books, and the Island Library while the car was charging. He added that it was astonishing to see the battery increase at that time.

Councilwoman Bowden asked about possibly putting in a floating pier with finger piers off of it.

Town Manager Tolbert advised they have discussed this, but once they put a floating pier there it is more difficult to access as it will run the entire length, parallel with the bulkhead.

There was brief discussion.

Councilman Taylor asked about the sewer collection system and the state Clean Water Revolving Loan Fund.

Town Manager Tolbert advised it is a loan fund with low interest of less than 1%. This is not something they would want to do, however, would be by act of Council. He added they wouldn't have to fund the entire project with this. He stated they would be collecting connection fees.

Councilman Taylor stated that if they do this in phases and charge the same amount in hookup fees that were being charged by Sunset Bay Utilities, then those fees would pay for the next

person's fees. He explained that for those people who aren't tied into the sewer at all wouldn't be funding it.

Town Manager Tolbert agreed that this is an option.

Mayor Leonard advised that at the Legislative meeting, they were advised that some of the ARPA funds would come back.

Town Manager Tolbert stated that they don't expect everyone to expend all the funds. He added that they will stand in line for these funds. By the time this would become available the design would be complete.

#### Police Department

Acting Chief Greenley reported that the Department held its annual Christmas Toy Ride with 50 bikers. They went shopping on the 13<sup>th</sup> and were able to give toys to 33 children. They donated the extra toys to Atlantic Volunteer Fire Company. They assisted with traffic control for the annual Christmas parade, and on December 5<sup>th</sup> Pfc. Matthews, Pfc. Renas, and Pfc. McGee completed Speed Measurement Training. Acting Chief Greenley reported that the white Durango, and the white Dodge Ram have the police lettering. The white Durango is currently getting interior equipment installed, the Dodge Ram is next and should be done soon. He added that all of the officers have been issued with bullet proof vests, that are lighter, better design, and protection on the side. They also received new pepper guns. Both were issued through a grant.

#### Public Works Department

Town Manager Tolbert reported that Public Works Director Parks met with a company today that was able to give a price on replacing the sand in the sand filters at the water plant. As soon as Public Works Director Parks gets a good price, they'll be issuing this. He added that the money is in the budget. They a tree removed at the Greenwood Cemetery by a local tree removal contractor. He reported that the Brianna's Kindness Park restrooms are completed and open to the public. He added that the porta-johns will be removed from the Park as well. Public Works Director Parks found a contractor that paid the Town to scrap the chiller and boiler. They also took the gas water heater, the ductwork, and will cleanup the piping in the mechanical room. He stated they planned OSHA 10 training course for the 17<sup>th</sup> and 18<sup>th</sup>. This is a basic safety course for outside and construction work. They plan to remove and store Christmas decorations, replace finger piers at the Harbor, install an alarm system for the drain pumps at the traffic circle, and continue routine maintenance of equipment and vehicles.

#### Chincoteague Center

Center Director Leonard reported that for the month of December there were 10 events, which was an increase of 22% from last year. She advised of upcoming events scheduled and announced that walking at the Center has started back Monday through Friday from 9am – 10am, beginning today. She reported on the classes, and events during the month. She stated that Delegate Bloxom's New Year's Eve event went well. They were able to secure the trolleys, which were a huge success. Center Director Leonard reported that with the help of the Chamber, they submitted a proposal to the Virginia Tourism Commission to have Chincoteague host the annual 2024 Virginia Visitor Center Seminar Summit and was awarded this opportunity. There

will be at least 100 people to come from visitor and welcome centers across the state. The seminar will be held in March and the attendees will be touring the Island, Wildlife Refuge, and NASA via the Island Trolleys. They will be spending money on motels and restaurants on the Island. During the seminar they plan to utilize local people like decoy carving. She welcomed suggestions for events, classes, etc. She also reported that she met with the Island Community House who requested to have bingo at the Center. It is the last Monday in the month from 1:00p.m. – 3:00p.m. Since July they have 1,500 new followers on Facebook. They plan to bring back the Decoy Show Thanksgiving.

Councilwoman Bowden asked if they have what they need with an audio-visual system.

Center Director Leonard advised they have nothing.

Town Manager Tolbert responded that it's in the works.

Councilwoman Bowden feels that with the Tourism Summit, they will need it.

Town Manager Tolbert stated that the object, this winter is to have a permanent system installed.

Center Director Leonard stated her email is on the report and invited comments and ideas.

Councilwoman Bowden stated that she is doing an awesome job.

Mayor Leonard invited everyone to do the walk in the morning to see what has been done at the Center.

Councilwoman Bowden asked why they didn't complete the kitchen and why the Community House can have a full kitchen.

Center Director Leonard believes it because of the Health Department.

Town Manager Tolbert stated that the permit restricts no more than 2 food events within a certain amount of hours. He is unsure why, but believes it has to do with the capacity of the drainfields. He stated it would be beneficial to look into this to change it.

Center Director Leonard stated that some of the caterers bring food carts.

### Emergency Services

Town Manager Tolbert reported that they responded to 62 calls in December. He stated that Emergency Services Coordinator Rush is on the EMS Advisory Board for the state. Governor Younkin has directed \$8 million surplus in the General Fund to be redistributed to EMS. The new ambulance is scheduled for inspection by the end of January. He advised that they have 1 new hire, and 2 letters of intent for the full-time positions.

### **Adoption of the Minutes**

**Councilman Savage motioned, seconded by Councilman McComb to adopt the minutes of the December 4<sup>th</sup>, and 11<sup>th</sup> Council meetings. Unanimously approved.**

### **Consider FY25 Trolley and Grant Application**

Town Manager Tolbert advised that Council reviews the Pony Express budget annually at the January regular meeting allowing the grant application to be submitted on time. He stated that this year's Trolley operations budget is \$92,803 of which federal and state grants will fund about 73% with the Town's local match covering the remaining \$25,400 (27%). The budget includes a raise in salaries to attempt to lure and retain enough drivers to operate a full schedule for the first time since Covid. The new schedule will provide service 7 days a week during the months of July and August. They also do specials for the Oyster and Seafood Festivals.

Town Manager Tolbert also stated they plan to surplus the 4<sup>th</sup> vehicle during the spring or summer. They propose to purchase the trolley outright. This direct purchase will take it out from under the guise of the DRPT and into the Town's to use as they see fit. DRPT has restrictions, and between Center Director Leonard and Transportation Director King, DRPT allowed a trolley to be used for the Delegate's Ball and lining it up for the Summit in March. DRPT was agreeable to these items because one was for a sitting Delegate(s) and the other involves a Department of the State of Virginia. It was very popular. He feels if the Town owned one, it would be popular as well and feels it would be worthwhile that the Town consider purchasing it so there would be no restrictions. He further advised they don't know the process of purchasing it.

They discussed naming the new trolley allowing the elementary school children to vote on the name. There was discussion regarding the salaries, the recruitment of an excellent group of school bus drivers from Accomack County Schools.

**Councilwoman Bowden motioned, seconded by Councilwoman Richardson to approve the FY25 Trolley Budget as presented as well as the submission of this information for the FY25 – 5311 Trolley Operations Grant. Unanimously approved.**

### FY25 Trolley Budget

ACCOUNT	REVENUE	FY25	FY24	FY 23 Actual
	<b>OPERATIONAL REVENUE</b>			
704501.0100	TROLLEY GRANTS (5311 Operations)	\$62,340	\$68,913	\$33,630
704501.0110	PROGRAM INCOME	\$5,000	\$4,000	\$1,829
704501.0200	RTAP REIMBURSEMENTS	\$0	\$0	\$0
704501.0300	MISC. NON-PROGRAM INCOME	\$0	\$0	\$0
704501.8900	TRANSFER FROM GEN. FUND	\$25,463	\$28,148	\$25,419
	SUB TOTAL	\$92,803	\$101,061	\$60,878
	<b>CAPITAL REVENUES AND GRANTS</b>			
704501.0100	FEDERAL GRANT (New Trolley)	\$0	\$132,400	\$0
704501.0100	STATE CAPITAL GRANT (New Trolley)	\$0	\$26,480	\$0
704501.0100	TRANSFER FROM TROLLEY CAPITAL ACCT.	\$0	\$0	\$0
	SURPLUS TROLLEY SALE	\$40,000		
	<b>EXPENDITURES</b>			
	<b>SALARIES</b>			
703010.0100	SALARIES	\$44,220	\$49,980	\$19,476
	SUB TOTAL	\$44,220	\$49,980	\$19,476
	<b>BENEFITS</b>			
703010.2001	SOCIAL SECURITY	\$3,383	\$3,831	\$1,489
	SUB TOTAL	\$3,383	\$3,831	\$1,489
	<b>OPERATIONAL EXPENSES</b>			
703030.3401	INSURANCE & BONDING	\$3,400	\$3,400	\$0
703030.4400	COMUNICATION SERVICES	\$800	\$500	\$0
703030.4401	PRINTING & REPRODUCTION	\$3,000	\$3,000	\$1,253
703030.4402	ADVERTISING & PROMOTION	\$1,200	\$1,200	\$825
703030.4403	EDUCATION & TRAINING	\$2,000	\$1,000	\$0
703030.4404	CLEANING SUPPLIES	\$300	\$300	\$0
703030.4406	SUPPLIES & MATERIALS	\$500	\$500	\$0
703030.4407	MEMBERSHIPS & DUES	\$250	\$250	\$250
703030.4408	TRAVEL & MEALS	\$1,000	\$1,000	\$100
703030.4701	FUEL & LUBRICANTS	\$7,000	\$8,000	\$2,237
703030.4702	TIRES & TUBES	\$3,000	\$3,000	\$0
703030.4703	UNIFORMS	\$500	\$1,000	\$0
703030.4704	PARTS	\$750	\$750	\$602
703030.5201	DRUG TESTING/BACKGROUND CHECKS	\$1,000	\$750	\$67
703030.6100	RTAP EXPENSES	\$0	\$0	\$0
703030.7302	REPAIRS/MAINT	\$4,500	\$6,500	\$9,123
703030.8505	RENT TO GENERAL FUND	\$16,000	\$16,000	\$15,000
	SUB TOTAL	\$45,200	\$47,150	\$29,457
	<b>Total Operating</b>	<b>\$92,803</b>	<b>\$100,961</b>	<b>\$50,422</b>
	<b>CAPITAL EXPENSE</b>			
703090.9001	NEW TROLLEY	\$0	\$148,626	
	TRANSFER TO TROLLEY CAPITAL ACCT.	\$40,000	\$10,254	
703090.91	CAPITAL EXPENSE	\$0	\$0	
	<b>Total Capital</b>	<b>\$40,000</b>	<b>\$158,880</b>	<b>\$0</b>
	<b>Total Trolley Budget</b>	<b>\$132,803</b>	<b>\$259,841</b>	<b>\$50,422</b>

### **Council Comments**

Councilwoman Bowden wished everyone a Happy New Year. She hopes and prays that the Town will continue on the path to continue welcoming our visitors and the citizens who live here. She stated they have issues to address and take care of. She agrees with Councilman Taylor about being kind. She also stated they need to make sure the employees are being taken care of in the Town. She advised to pray for Councilman Savage's mother. She added to also pray for Councilman Taylor's son-in-law who was in a serious ATV accident.

Councilman McComb agreed and echoed Councilwoman Bowden's comments.

Councilman Taylor stated that he prays for blessings in 2024.

Councilman Savage wished everyone a Happy New Year.

Mayor Leonard stated that 2023 is over and 2024 is rolling along. He concluded with "2024 is a new season, so, Roll Tide".

**Closed Meeting – In accordance with §2.2-3711(A) (1, 4) of the Code of Virginia for the discussion of specific personnel and the protection of the privacy of individuals in personal matters not related to public business.**

**Councilman McComb and Councilman Savage motioned, seconded by Vice Mayor Bott to go into a closed meeting in accordance with §2.2-3712 (A) (1, 4) of the Code of Virginia for the discussion of specific personnel and the protection of the privacy of individuals in personal matters not related to public business. All present were in favor and the motion was carried.**

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

**Nays: None**

**Absent: None**

**Certification of Closed Meeting in Accordance with §2.2-3712 (D) of the Code of Virginia Councilman McComb motioned, seconded by Vice Mayor Bott to certify the Closed Meeting was in accordance with §2.2-3712 (D) of the Code of Virginia. All present were in favor and the motion was carried.**

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

**Nays: None**

**Absent: None**

### **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 JANUARY 18, 2024  
CHINCOTEAGUE TOWN COUNCIL MEETING  
Council Chambers**

**Council Members Present:**

J. Arthur Leonard, Mayor  
Denise P. Bowden, Councilwoman  
William T. McComb, Jr., Councilman  
Ellen W. Richardson, Councilwoman  
K. Jay Savage, Councilman  
Gene W. Taylor, Councilman

**Council Members Absent:**

Christopher D. Bott, Vice Mayor

**Staff Present:**

Mr. Michael T. Tolbert, Town Manager  
Mr. Tyler Greenley, Acting Chief of Police  
Mr. Bryan Rush, Director of Emergency Services

**Call to Order**

Mayor Leonard called the meeting to order at 6:00 p.m.

**Invocation**

Councilman Savage offered the invocation.

**Pledge of Allegiance**

Mayor Leonard led in the Pledge of Allegiance.

**Public Comment**

There was none.

**Agenda Adoption**

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

**Review of FY25 Revenues and Fees**

Town Manager Tolbert reviewed the draft FY25 Budget Revenues and Fees in detail. He advised that there are no increases in fees at this time.

There was a brief discussion regarding water service costs and expenses to be paid from the ARPA funds.

**Mayor and Council Comments**

Councilman Taylor reminded everyone to stay strong.

**Closed Meeting – In accordance with 2.2-3711(A) (1) of the Code of Virginia for the discussion of specific personnel and department performance.**



**Councilwoman Bowden motioned, seconded by Councilman McComb to go into a closed meeting in accordance with §2.2-3712 (A) (1) of the Code of Virginia for the discussion specific personnel and department performance. Unanimously approved.**

**Certification of Closed Meeting in Accordance with §2.2-3712 (D) of the Code of Virginia Councilwoman Bowden motioned, seconded by Councilman McComb to certify the Closed Meeting was in accordance with §2.2-3712 (D) of the Code of Virginia. Unanimously approved.**

**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 FEBRUARY 5, 2024  
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  
Ellen W. Richardson, Councilwoman  
K. Jay Savage, Councilman  
Gene W. Taylor, Councilman

**Council Members Absent:**

**Staff Present:**

Mr. Michael T. Tolbert, Town Manager  
Mr. E. Bryan Rush, Director of Emergency Services  
Mr. Tyler Greenley, Acting Chief of Police  
Mr. Wes Parks, Public Works Director

**Call to Order**

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

**Invocation**

Councilman Taylor offered the invocation.

**Pledge of Allegiance**

Mayor Leonard led in the Pledge of Allegiance.

## **Public Comment**

Mayor Leonard opened the floor for public comment.

- Mrs. Paula Nees, 6417 Canal Lane, approached Council for an update on the reinstatement of the Adopt-a-Road Program.

Town Manager Tolbert advised the new Adopt-a-Road Program has been developed and should be on the website within the next couple of weeks.

## **Agenda Adoption**

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

## **Staff Reports**

### **General Government**

Town Manager Tolbert gave the Chincoteague Center Report for January. The Center hosted 4 busy events in January along with the morning walkers. January was a busy month for bookings which included 61 email requests for more information, weddings, a 50<sup>th</sup> anniversary part, 2 Quinceaneras, 1 Celebration of Live, and 2 family reunions. He added that Center Director Leonard has also organized a Job Fair to be held March 23<sup>rd</sup> from 10am – 1pm.

Town Manager Tolbert gave a detailed update on HRSD and the sewer collection system. The engineering work should be 60% done by April. The plant capacity will be increased in stages. He explained the discharge, equipment replacement, and it should be a very efficient plant. Permitting capacity is 76,500 gallons per day. They are in the process of obtaining the U.S. Coast Guard's plant which would increase the capacity to 82,500 gallons per day plus additional permitting. The plan is to have a new plant which will be able to treat that much. Surveying is underway by Davis, Bowen, and Fradel. The Town Office has listed 160 current and potential customers, which represents all of the commercial customers from Sunset Bay on Main Street to Maddox Boulevard and down Maddox Boulevard to McDonalds. Staff did an analysis of the water usage for the 160 potential customers and passed the information to Davis, Bowen, and Fradel and HRSD. He added that the 350,000 gallons per day capacity exceeds the current use from the 160 customers. The new plant should be able to handle all the current customers in the initial identifying service area.

There was discussion as to when they would know about the hookup costs. They won't know until it goes to bid next October and the renovations of the plant itself. The costs would go by the capacity, maintenance, etc. The businesses won't be required to hook up at this time. They also discussed the Town's financial responsibility of \$250,000 toward the renovations to the plant. They reviewed the water use graph. There was discussion regarding the EDU charge and hookup that Sunset Bay charged, which was approximately \$10,000 for up to 300 gallons per day. There is a potential schedule, December of 2026 is the completion date as they have to expense all of the ARPA funds by that time.

Town Manager Tolbert then reviewed the Meals and Transient Occupancy Tax collections for January.

Councilwoman Bowden commented that the Town has lost restaurants, and some are closed 2-3 days a week or with reduced hours. She wonders if it will ever be back to normal. She added that restaurants are hurting and lack help.

Town Manager Tolber continued with the financial report as well. He reviewed the Building and Zoning Report for January. The total value for the building cost of construction was \$6.8 million, and the total building permit fees collected were \$3,300.

#### Police Department

Acting Chief Greenley reported on the Officer training, and Cpl. Gladding attended a DMV workshop so the Department could apply and receive DMV Grants for speed enforcement. He advised that they had their accreditation reassessment. The assessors advised they didn't see anything that would prevent them from being reaccredited. The actual Commission meeting for recertification will be at the Chincoteague Center on March 7<sup>th</sup>. He also reported on the status of the new Durango and Ram truck which should be on the road fully equipped within the next couple of weeks.

Councilwoman Bowden advised that a local business owner, stated that during his hotel ownership he had to call the Police a few times. He stated that he is so proud of the Department for the professionalism and engagement that the officers have shown.

Acting Chief Greenley stated that this makes him proud that they do a good job. He thanked her for the message.

#### Public Works Department

Public Works Director Parks reported that the Department cleaned the drop inlets and jetting pipes in an effort to help drainage with the heavy rains this month. They are planning to reduce the lip at the entrance of the Hampton Inn and Suites on Main Street, finger piers were replaced at the Harbor, roads were graded in Ocean Breeze and Twilley Drive. He advised that in February they plan for spring paving, continue finger pier replacement at the Harbor, install the trail and exercise equipment at the Brianna's Kindness Park, and continue routine maintenance of equipment and vehicles.

#### Emergency Services

Emergency Management Coordinator Rush advised there were 46 calls in January which were 20 less than last year. He explained that the staff tries to find the appropriate help for those who call frequently, which helps to lessen the calls. He reported that he has seen the new 3-1 ambulance, and it should be shipped to Yorktown next week. It should be in the station around the 24<sup>th</sup> or 25<sup>th</sup> and be in-service by mid-March. He added that there is no grant money available for the spring grant cycle. The CVFC has signed another contract for another new ambulance as it takes 20 – 30 months to build.

There was discussion of the cost of a new ambulance, which is \$340,000, and a new fire engine is now up to \$1,000,000 and no grant monies for the ambulance at this time. When the money becomes available all of the entities will be in line.

Emergency Management Coordinator Rush reported on the EMS Advisory Board elected officers, reviewed, and approved a digital triage system, but would continue with the paper system, especially for mass casualty events. They reviewed 911 dispatcher training standards. He advised of the EMS Bills in the Senate to appropriate the funds to the Office of EMS for the grants that were already awarded. He also reported that they are continuing with weather monitoring. He added that the tides will be up over the next couple of days. Rocket Lab has a nighttime launch scheduled for March 20<sup>th</sup>, APEP plans to launch miniature rockets during the solar eclipse on April 8<sup>th</sup>. VDEM has canceled the PodEx that was scheduled but there may be plans for a local Pod exercise in the near future.

Emergency Management Coordinator Rush stated they met with the Village Neighbors where they discussed the weather and how to age safely in their homes. He reminded everyone to prepare now for emergencies.

There were comments about reinstatement of EMS training back in the high school and that it starts at the state level.

### **Village Neighbors**

Mrs. Lisa Cannon, with the Village Neighbors introduced the Coordinator, Ms. Cathy Chappel.

Ms. Chappel updated Council on the membership and volunteers. She asked the Town for a contribution of \$5,000 to help with the expenses. She advised they are dedicated to assisting older Island residents. She explained that they provide friendly home visits, give rides to doctor appointments, pharmacy and grocery pickups, errands, technology help, light chores, and handyman services. She referred to their brochure. She reported that the volunteers spent over 650 hours in helping village neighbors last year. They had a dramatic growth from 111 to 582 services. They are very proud of their accomplishments in 2023 and plan to expand in 2024. Their goal is to increase Island residents and volunteers to handle their requests. The cost is \$20 per month and there are sponsors for those who can't afford it. They plan to reach out to the businesses, organizations, and individuals on the Island and advised they are soliciting the Town's support. They are a fully volunteer organization with one part-time paid administrator who is essential in managing the complex operations of pairing members' needs with the volunteer services. She thanked Council for their time and invited questions.

Mayor Leonard and Councilman Taylor thanked the Village Neighbors for their time and effort.

### **Chamber of Commerce Annual Report**

Chamber Executive Director Shotwell reviewed the Chincoteague Chamber of Commerce Annual Report 2023. She reviewed the statistics for revenue, marketing expenses and value, earned media, membership, events, and projects. She thanked the Town for their support and all they do for the Chincoteague Chamber of Commerce.

Mayor Leonard asked if they could see the rocket launches from the Chamber's webcam at the Harbor and was advised they could.

## **Committee Reports**

### Recreation and Community Enhancement

Councilman Taylor reported they met January 23<sup>rd</sup>. There was discussion regarding filling and planting grass at the Donald Leonard Park, repairing the baseball field at Memorial Park, repair guttering at the Donald J. Amrien Recreation Center along with gym floor inspection, and looking into rubber coating, moving the batting cages from the gym when the Little League builds their new building, constructing the walking trail around the Brianna's Kindness Park, dock surfaces; maintenance and replacement, riprap replacement and the possibility of installing a dock along the Carnival parking lot, and grading and drainage at the Veterans Memorial Park.

### **Adoption of the Minutes**

**Councilwoman Bowden motioned, seconded by Councilman McComb to adopt the minutes of the January 2<sup>nd</sup> and January 18<sup>th</sup> Council meetings. Unanimously approved.**

### **Approval of FY25 Fees**

Town Manager advised they reviewed the FY25 Fees at the January Council Workshop meeting but didn't vote.

## **Town of Chincoteague General Government Fees:**

### **FY 2025 Proposed Taxes and Fees**

<b>Category</b>	<b>Fee</b>	<b>Comments</b>
<b><u>Building and Zoning</u></b>		B&Z fees increased 20% in FY23
<b>Residential Building</b>		
<b>New Construction:</b>		
- per sq ft	\$0.22	
- minimum fee	\$96.00	
<b>Remodeling &amp; Alterations:</b>		
- per sq ft	\$0.16	
- minimum fee	\$72.00	
<b>Commercial Building</b>		
<b>New Construction</b>		
- per sq ft	\$0.28	

- [plus \$5 per plumbing fixture (Chincoteague)]		
- minimum fee	\$132.00	
<b>Remodeling &amp; Alterations:</b>		
- per sq ft	\$0.22	
- minimum fee	\$108.00	
<b>Mobile Homes:</b>		
- per sq ft	\$0.22	
<b>Demolition of Structure:</b>		
- Residential	\$36.00	
- Commercial	\$36.00	
<b>Removal/Installation fuel tanks:</b>		
- 1000-3000 gallon capacity	\$138.00	
- Each additional 1000 gallon capacity	\$30.00	
<b>Installation of radio or communication tower:</b>		
- Up to 100 feet	\$138.00	
- Each additional 100 feet	\$54.00	
- Each Additional Attachment		
<b>Piers or Bulkheads:</b>		
- Up to 300 linear feet	\$108.00	
- Each additional 100 linear feet	\$13.20	
<b>New Docks:</b>		
- per sq ft	\$0.22	
- Boat ramps & groins	\$138.00	
<b>Swimming Pools:</b>		
- Permanent Above-ground	\$72.00	
- In-ground	\$96.00	

- Commercial	\$96.00	
<b>Re-roofing/siding</b>		
- (adding 1 layer to existing)	\$54.00	
- Installing New Sheathing-Residential while re-roofing		
- Installing New Sheathing-Commercial while re-roofing		
- Re-siding	\$54.00	
<b>Moved Buildings</b>	\$96.00	
<b>For other work not listed:</b>		
- Residential – Minimum Fee	\$72.00	
- Commercial – Minimum Fee	\$108.00	
<b>Certificate of Occupancy (except when issued in conjunction w/a building permit):</b>	N/A	
<b>No inspection required</b>	\$36.00	
<b>Inspection required:</b>		
- Per sq ft	\$0.16	
- Minimum fee	\$72.00	
<b>Appeals to the Building Board of Appeals</b>	\$540.00	
<b>Administrative Fees:</b>		
- Lost permit (reissue)	\$36.00	
- Permit amendment (reissue)	\$36.00	
- Change of use	\$60.00	
- Permit 6-month extension (2 ext. maximum)	\$36.00	
<b>For beginning constr. prior to obtaining Building Permit:</b>		
- First offense	\$60.00	
- Second offense	\$240.00	

- Re-inspection fee	\$60.00	
- State Code Academy Surcharge	2.00%	
<b>Refunds: (% of amount paid)</b>		
- Permit issued, no inspections	75%	
- Foundation inspection completed	75%	
- Framing & foundation inspection completed	25%	
<b>Subdivision Review Fees (per each submitted plat):</b>		
<b>Up to 10 lots:</b>		
- Base fee	\$240.00	
- Each lot (in addition to base fee)	\$12.00	
<b>Over 10 lots or required new road construction:</b>		
- Base fee	\$600.00	
- Each lot (in addition to base fee)	\$24.00	
<b>Zoning Fees:</b>		
- Zoning inspections	\$0.00	
- Special use permit	\$540.00	
- Conditional use permit	\$1,800.00	
- Conditional use permit for Windmills	\$540.00	
- Variance application	\$180.00	
- Special use permit & variance application processed & presented at same time.	\$648.00	
- Appeal decision of Zoning Administrator	\$540.00	
- Proposed rezoning change	\$876.00	
- Amendment to the zoning ordinance	\$396.00	
- Vacating any subdivision plat or any part thereof	\$300.00	



- Certification of zoning compliance (includes home occupation)	\$36.00	
- Site evaluation (subdivision)	\$120.00	
<b>Travel Trailer Park Fees:</b>		
- Up to 25 trailers	\$600.00	
- 26-49 trailers	\$1,200.00	
- 50 or more trailers	\$2,400.00	
- Base fee		
- Each lot if over 4 lots (plus base fee)		
<b>Sign Permit Fees:</b>		
- Less than or equal to 25 square feet	\$54.00	
- Each sq ft in excess of 25 sq ft	\$1.20	
<b>Mobile Home Park Fees:</b>		
- 4-25 mobile homes	\$1,200.00	
- 26-40 mobile homes	\$2,400.00	
- 41 or more mobile homes	\$6,000.00	
- Base fee		
- Each lot if over 4 lots (plus base fee)		
<b>Transcript Fees (per page)</b>	\$14.40	
<b>Document Fees:</b>		
- Comprehensive Plan	\$24.00	
- Zoning Ordinance	n/a	
- Subdivision Ordinance	n/a	
- Complete ordinances, incl zoning & subdivision	\$42.00	
- Excerpts from Ordinances & Other Town Documents: per page and/or double sided per page	\$0.12	
- Maps 36" x 44"	\$66.00	

- Contractors List (Class A & B)	\$0.00	
<b>Miscellaneous Building Fees</b>		
- New Address Fee	\$30.00	
- New Road Fee (at cost per MSAG)	cost	
- Elevators/Escalators/Lifts	\$72.00	
- Mobile Offices/Pre-manufactured Units	\$72.00	
- Tent/Air Support Structures (over 900 sq ft)	\$96.00	
- Carport or Garage: per sq ft	\$0.22	
- Accessory building/structure (<150 sq ft)	\$54.00	
- Deck: per sq ft	\$0.22	
- Fence (> 8 linear ft. Total)	\$54.00	
- Fireplace	\$0.00	
- Foundation	\$72.00	
- Fill Permit	\$0.00	
<b><u>General Government Taxes and Fees</u></b>		
- Real Estate Tax	\$0.059	
- Tangible Property Tax	\$0.72	
- Tangible Property Tax Relief		
- Qualified Personal Use Vehicle under \$15,000	65%	
- Qualified Personal Use Vehicle under \$1,000	100%	
- Excise Tax; Meals	5%	
- Excise Tax; Transient Occupancy	5%	Increased 1% Jan. 2021
- Vehicle Decals (Tax)	\$27.00	
- Road Subdivision Review Fee	\$250.00	
- Sidewalk Administrative Fee – Maximum of \$200 or	25%	

- Solid Waste Collection Fee	\$2.30	Increased \$0.20 in FY24
- Drainage Administrative Fee – Maximum of \$200 or	25%	
- Robert Reed Park, Fishing Vessels – (Mon – Fri)	\$15.00	
- Robert Reed Park, Fishing Vessels – (Sat & Sun)	\$30.00	
- Robert Reed Park, Recreational Vessels	\$1.00	
- Dog Park License	\$35.00	
- Boat Ramp User Fee	-	
- First Boat	\$20.00	
- Each Additional Boat	\$1.00	
- Park Usage Fee	\$50.00	
- Business License – (Minimum/Maximum)	\$50/\$500	
- Retail, Repair, Personal, Business, Construction	\$0.13	
- Wholesale	\$0.05	

**Councilwoman Bowden motioned, seconded by Councilman McComb to approve the FY25 Fees. Unanimously approved.**

**Council Comments**

Councilwoman Bowden stated that baseball season is coming, “Go Yankees!”.

Councilman McComb stated that the Super Bowl comes first, “Go Niners!”.

Councilman Taylor feels they are blessed to have the volunteers on the Island. He thanked them for their willingness to serve others and prays it will continue to be their want and desire to serve. He added, “Stay Strong!”.

Councilman Savage thanked Ms. Chappel and the Village Neighbors community. He added that he has realized just how valuable they are. He also thanked Chamber Executive Director Shotwell for a great presentation. He concluded with, “Keep on, Keeping on!”.

Mayor Leonard thanked the volunteers of the Village Neighbors. He stated that the people of Chincoteague have long been known for taking care of their own. He feels it fits well with the Island and there are a lot of people that need more care. He added that it is a call to action and to be a good neighbor.

**Closed Meeting – In accordance with §2.2-3711(A) (3) of the Code of Virginia for the consideration of the acquisition of real property.**

**Councilwoman Bowden motioned, seconded by Councilman McComb to go into a closed meeting in accordance with §2.2-3712 (A) (3) of the Code of Virginia for the consideration of the acquisition of real property. All present were in favor and the motion was carried.**

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

**Nays: None**

**Absent: None**

**Certification of Closed Meeting in Accordance with §2.2-3712 (D) of the Code of Virginia Councilwoman Bowden motioned, seconded by Councilman McComb to certify the Closed Meeting was in accordance with §2.2-3712 (D) of the Code of Virginia. All present were in favor and the motion was carried.**

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

**Nays: None**

**Absent: None**

**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 FEBRUARY 15, 2024  
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  
Ellen W. Richardson, Councilwoman  
K. Jay Savage, Councilman  
Gene W. Taylor, Councilman

**Council Members Absent:**

**Staff Present:**

Mr. Michael T. Tolbert, Town Manager  
Mr. Tyler Greenley, Acting Police Chief  
Mr. Bryan Rush, Director of Emergency Management

**Call to Order**

Mayor Leonard called the meeting to order at 6:00 p.m.

**Invocation**

Councilman Savage offered the invocation.

**Pledge of Allegiance**

Mayor Leonard led in the Pledge of Allegiance.

**Consider Remote Participation**

**Councilman Savage motioned, seconded by Councilman McComb to allow remote participation by Vice Mayor Bott. Unanimously approved.**

**Public Comment**

There was none.

**Agenda Adoption**

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

**Salary Study Results**

Town Manager Tolbert advised that they conducted a recent salary survey for the EMS and CPD which resulted in salary increases for both departments. He has completed a salary survey for the General Government and Public Works staff. This study resulted in an increase totaling \$25,000.

**Vice Mayor Bott motioned, seconded by Councilwoman Bowden to approve the budget for salary increases of \$25,000 as presented making it retroactive to December 2<sup>nd</sup>, 2023.**

**FY25 Budget Review – Salaries, Benefits, and Capital Improvements**

Town Manager Tolbert reviewed the FY25 salaries comparing to past years, open and created positions in each department.

There were comments.

Town Manager Tolbert continued to review the benefit increases and decreases, and the 5-year Capital Improvements Plan in detail. He asked Council to review the costs and decide what they want to do.

There were brief discussions and comments.

**Mayor and Council Comments**

Councilman Taylor commented that hopefully the people will still come visit the Island, motels, and the beach and they will be able to take care of the employees. He also expressed how blessed we are.

**Closed Meeting – In accordance with 2.2-3711(A) (1) of the Code of Virginia for the discussion of specific personnel and department performance.**

**Councilwoman Bowden motioned, seconded by Councilman McComb to go into a closed meeting in accordance with §2.2-3712 (A) (1) of the Code of Virginia for the discussion specific personnel and department performance. Unanimously approved.**

**Certification of Closed Meeting in Accordance with §2.2-3712 (D) of the Code of Virginia**  
**Councilwoman Bowden motioned, seconded by Councilman McComb to certify the Closed Meeting was in accordance with §2.2-3712 (D) of the Code of Virginia. Unanimously approved.**

**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 4, 2024**  
**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  
Ellen W. Richardson, Councilwoman  
K. Jay Savage, Councilman  
Gene W. Taylor, Councilman

**Council Members Absent:**

**Staff Present:**

Mr. Michael T. Tolbert, Town Manager  
Mr. E. Bryan Rush, Director of Emergency Services  
Mr. Tyler Greenley, Acting Chief of Police  
Mr. Wes Parks, Public Works Director

**Call to Order**

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

**Invocation**

Councilman Taylor offered the invocation.

**Pledge of Allegiance**

Mayor Leonard led in the Pledge of Allegiance.

**Public Comment**

Mayor Leonard opened the floor for public comment.

- Mr. David Landsberger, 5611 Amrien Circle, reported on the status of the gym project for the YMCA. He described the project, size, and amenities. He listed programs they will be able to reinstate and the uses such as pickleball, volleyball, badminton, basketball, etc. They hope to have the sitework completed within 3-4 weeks, and the building to be done by late fall.

There was brief discussion.

### **District 1 Supervisor Report**

Supervisor Tarr stated that when you receive your County real estate tax bills in May there is an average increase in assessment of 24.3%, Chincoteague's increase is 29.3%. However, the Supervisors reduced the tax rate to offset the increase. He added that there is no change in personal property tax rates. He advised of a request for a letter of support from the Town. This is to get Rt.175 on the list to be widened. He advised that VDOT would only agree to widen from T's Corner to Royal Farms. They are trying to get on the Smart Scale funding. They asked why they weren't getting an approval on extending the widening along the Causeway in the past. He was advised there aren't enough letters of support from other entities. Which is why they are going to the entities to get support. He hopes they'll approve 3 lanes and is in hope of more pull-offs along the Causeway. He stated that they also advised that they didn't include the Causeway because it hasn't finished settling.

Councilwoman Bowden commented on accidents on the Causeway. She advised that she is in favor of this, but it shows her just how unimportant the Town of Chincoteague is. She referred to the tax revenue that the Town brings in, she feels that the Town has to fight and call for every single thing. She further commented on the number of accidents and tragedies on the Causeway over the years, adding that the Town deserves better. She requested that in the letter of support there be a statement added that the Town needs help as well.

Supervisor Tarr stated that 3 or 4 years ago the Town bought a piece of equipment for the State Police. He added that he is with the Town and Chincoteague is easy to represent.

There were further comments about lower tax rates, conducting VDOT surveys during the busy seasons, and skipping Suffolk and going straight to Richmond for the Town's needs regarding VDOT and the Causeway.

### **Agenda Adoption**

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

### **Staff Reports**

#### **General Government**

Town Manager Tolbert gave the Chincoteague Center Report for February. He reported that the new 911 system project is underway which is a new work shed. He also reviewed the Water Technical Assistance Program which assists communities with applications for federal funding for water and sewer infrastructure projects. He plans to apply for funding for the new sewer

system as well as the relocation of the wells from Wallops Flight Facility property. He met with the advisory team from the University of Maryland to review the plans.

Town Manager Tolbert reported that he submitted the formal application for the planned floating dock project at Robert Reed Park to the Virginia Port Authority. They should know by May if there will be an award. He then advised of the Septic Local Partners Program which provides funds for the repair or replacement of failing septic systems. The Town was awarded \$750,000 by the DEQ under this grant. The Septic Local Partners Program agreement was signed last Wednesday and returned to the DEQ. The program allows either 50% or 100% reimbursement for each project depending on the applicant's income. They are now working on the program application form and will get that posted as soon as it is finished. The program will require a committee to review and approve the applications and select projects for inclusion in the grant.

Town Manager Tolbert advised that the Local Assistance Division of VDOT operates a program entitled Ready Set Go. RSG is designed to provide localities with free planning support to develop eligible Transportation Alternative Program applications for a grant. The project submitted was for 1 mile of new sidewalk on South Main Street connecting the existing sidewalk south of Beebe Road to Curtis Merritt Harbor. They were selected for this grant. They also applied for a grant through VMRC to remove derelict boats. The application was approved and when they sign the agreement with the contractor, they will begin to remove the boats. The projects include: the sailboat near the bridge, the old outriggers in the marsh across from the Coast Guard station, a boat on South Main Street, and a few smaller vessels in the creek behind the Harbor.

Town Manager Tolbert advised that Transportation Director King continues to do a great job. The Name the Trolley Survey will be completed on March 22<sup>nd</sup>. The Chincoteague Elementary School students were given 4 choices of names from famous Chincoteague Ponies. He reported that the Trolley Service will begin on May 3<sup>rd</sup>. They are preparing for the March 13<sup>th</sup> visit of the Virginia Tourism Commission Conference to be held at the Community Center. Transportation Director King obtained permission from DRPT to use the trolleys to transport the conference attendees to the various events that Center Director Leonard has scheduled for them. He proposed 3 new trolley stops for the 2024 season. They would be at Deep Hole and Hibiscus Drive, Seaweed Drive and Main Street, and Ridge Road at Beebe Ranch.

Town Manager Tolbert gave an update on the status of the sewer collection system. Davis, Bowen, and Friedel are now actively working on the collection system design for the initial public sewer system. Survey crews have been around Maddox Boulevard and Main Street. He reviewed the Meals and Transient Occupancy Tax collections for February. He also reviewed the Financial Report. He then gave the Building and Zoning report.

Councilman Taylor thanked Supervisor Tarr for adding the Town onto the 911 Project.

#### Police Department

Acting Chief Greenley reported in addition to the calls for service, SRO Carmody and SRO Geminiani attended an active shooter class in Hamton, VA. Acting Chief Greenley and Dispatcher Lewis attended a meeting with Deputy 911 Director Kilmon in reference to an active



shooter class for dispatchers which has been scheduled for March 24<sup>th</sup>. Pfc. Stevens attended FTO certification training, and Investigator Barnes and SRO Geminiani attended an intoxilyzer recertification class in Virginia Beach. He added that all the vehicles are operational, in use, and assigned to personnel. He added that on February 21<sup>st</sup> he and Officer Butler listed the police officer position on Indeed and it has reached 4,349 people, 256 clicked on the posting, 45 people started an application, and 28 have applied. He will run an ad in the Eastern Shore Post.

### Public Works Department

Public Works Director Parks reported that the Water Department installed 7 new services and attended 3 service leaks that were repaired/replaced. During the rainy days they utilized their time to perform routine maintenance, grease, and clean equipment. They built shelving for storage at the Brianna's Kindness Park restrooms and at the Center in the old boiler room. They moved several downed trees on the unpaved nature trail and installed additional wind screens at the tennis courts. He added that there are cracks in the tennis courts and plans to repair them. He reported on the plans for March which include: sending bid packages for the Spring Paving, completion of pier replacement at the Harbor and Reed Park, install the trail and exercise equipment at the Brianna's Kindness Park, and continue routine maintenance of equipment and vehicles.

Councilwoman Bowden asked about cleaning pipes in the ditches, she mentioned Misty Meadows, Rosedale, and Highland Park and asked if they were on the list.

Public Works Director Parks advised that it is a priority with all of the rain.

Councilwoman Bowden also asked about the paving on Willow Street along with the line painting.

Public Works Director Parks advised that they plan to paint the sidewalk lines as well, but the temperatures have to be consistently 50 degrees and above, they would need to pressure wash as well in order for it to last.

There was discussion about the waterline on Willow Street and paving. There was also discussion about concrete grinders.

### Emergency Services

Emergency Management Coordinator Rush advised they had 11 more calls than February of last year. He reported that the new ambulance arrived at the dealer in Yorktown, VA on February 20<sup>th</sup> with a bad air bag. There is a 10-day wait for the airbag. The ambulance should arrive in Chincoteague sometime in March. He advised that the new hires begin this Sunday. He also advised they will continue with weather monitoring. He reported that RocketLab has a launch scheduled for March 20<sup>th</sup> at around 2:00 a.m. There is also an A-PEP launch to coincide with the solar eclipse on April 8<sup>th</sup>. He stated they are participating in regional exercise workgroups with Virginia, Maryland and Delaware. He added that Maryland received a grant to do an evacuation exercise. They are working to get this up and running and to hold the exercise by September of 2025. He also stated that this week in Virginia is Severe Weather Week which makes a good time to know what severe weather impacts our area of Virginia. He reminded

everyone to prepare now and get their disaster kits and supplies ready. He stated that you need to have supplies for 5 days. He also stated there will be a tornado drill, Thursday, March 7<sup>th</sup> at 9:45a.m. It's a good time to figure out emergency exits.

There was discussion regarding Virginia's evacuation route.

### **Adoption of the Minutes**

**Councilman Savage motioned, seconded by Councilman McComb to adopt the minutes of the February 5<sup>th</sup> and 15<sup>th</sup> Council meetings. Unanimously approved.**

### **Chincoteague Island Library Report**

Mr. Bryce VanStavern, Board Member of the Chincoteague Island Library, gave the annual report. He advised of the Library's partnerships, events, along with the many programs they have. He showed pictures and talked about the Tales for Tots Program and computer use at the Library as well. He thanked Council for their support over the years.

### **Committee Reports**

#### Public Works Committee

Councilwoman Richardson they met February 6<sup>th</sup>, and they discussed spring paving. She reviewed the list of paving projects.

There was discussion about Ocean Breeze roads as some of the roads have not been accepted into the VDOT Urban Roads Maintenance Program.

Town Manager Tolbert explained that as the Town received approval from VDOT and receives the money it will be added to the list for maintenance. It was never the plan to pave all the roads, but to do a road every now and then after it is adopted into the program. They plan to grade and put material in as needed.

#### Budget and Personnel Committee

Vice Mayor Bott advised the report is in the packet.

### **Consider Letter of Support and Resolution – Accomack County**

Councilwoman Bowden asked to add a statement to add the Causeway work as soon as possible.

Vice Mayor Bott asked about the Transportation Board and possibly asking our representative to help the Town.

Town Manager Tolbert advised that the reason this didn't go through before was because there wasn't enough letters of support, which is why this is here tonight.

Councilman Savage remembered Mr. Garry Pinkston who came to Council about this.

**Councilwoman Richardson motioned, seconded by Councilman McComb to approve the letter of support for Route 175 Improvements Accomack County's 2025 Smart Scale**

**Application adding a statement to add the Chincoteague Causeway work as well.  
Unanimously approved.**

**Councilwoman Bowden motioned, seconded by Councilman McComb to adopt the  
Resolution of Support for Route 175 Improvements, Accomack County's 2025 Smart Scale  
Application. Unanimously approved.**



## **Resolution of Support for Route 175 Improvements Accomack County's 2025 Smart Scale Application**

**WHEREAS**, the Smart Scale application cycle is open in 2025; and

**WHEREAS**, Route 175 is a critical road to the Town of Chincoteague and Accomack County;

and

**WHEREAS**, Route 175 is the only road providing access to Chincoteague Island and its 3,400 fulltime residents and tens of thousands of part time residents; and

**WHEREAS**, Route 175 provides the only access to the Chincoteague National Wildlife Refuge and Assateague National Seashore and its over 1 million annual visitors; and

**WHEREAS**, Route 175 in its current 2-lane, 2-way traffic configuration presents a substantial safety issue to the traveling public; and

**WHEREAS**, Route 175 in its current 2-lane configuration does not support fast and efficient access by emergency vehicles; and

**WHEREAS**, Route 175 in its current 2-lane configuration severely hinders the growth of an area in which billions of taxpayer dollars have been and continue to be invested;

**NOW THEREFORE BE IT RESOLVED**, that the Chincoteague Town Council fully supports Accomack County's Smart Scale Project to expand Route 175 to 3 lanes thereby increasing its safety, capacity and efficiency.

Approved this 4<sup>th</sup> day of March 2024 by the Chincoteague Town Council.

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John Arthur Leonard, Mayor

**Consider Community Support Policy**

Councilwoman Bowden advised she has read through it, and it looks good. She added that it has everything in there that the Town needs to do. She stated that funds are limited and it is basically first come first serve.

Town Manager Tolbert advised they can approve in a budget a specific amount and it can be increased or decreased the next year. He suggested that once the funds are appropriated, not to commit the funds immediately and leave a little for reserve.

They discussed the deadline.

**Councilman McComb motioned, seconded by Councilwoman Bowden to approve the Community Support Policy as presented. Unanimously approved.**

**Council Comments**

Councilwoman Bowden thanked staff for answering her questions, and for everyone coming out on a nasty night. She also stated that since football is over, “Go Yankees!”. She advised that one of our homegrown Chincoteague girls, Miss Emma Jackson is #1 in the whole United States for college softball hits. She plays for East Carolina and she’s also #1 in doubles. She informed Council that she is still on fire and made the Dean’s List. Councilwoman Bowden advised purchased ESPN+ so she could watch her and added that she is amazing.

Councilman Taylor commented on the community organizations. He feels a donation is a show of support. He feels they need to donate because they have the Town’s backs. He appreciates the organizations for making the community what it is.

Councilman Savage agreed with Councilman Taylor and the community organizations and volunteers help the Town tremendously. He appreciates Acting Chief Greenley and the work the Police Department is doing. He can see a lot of good things happening in that department now. He stated to “keep on keeping on”.

Mayor Leonard stated that time is flying and before we know it will be Pony Penning. He reminded everyone to start planning.

**Closed Meeting – In accordance with §2.2-3711(A) (1) of the Code of Virginia that the Council convene a closed session for the purpose of discussion and review of appointment and assignment of specific personnel.**

**Councilman Savage motioned, seconded by Councilwoman Bowden to go into a closed meeting in accordance with §2.2-3712 (A) (3) of the Code of Virginia that the Council convene a closed session for the purpose of discussion and review of appointment and assignment of specific personnel. All present were in favor and the motion was carried.**

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

**Certification of Closed Meeting in Accordance with §2.2-3712 (D) of the Code of Virginia**  
**Councilman Savage motioned, seconded by Councilwoman Bowden to certify that to the best of each member's knowledge:**

- 1. Only public business lawfully exempted from open meeting requirements was discussed and**
- 2. Only such public business matters as 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, Savage, Taylor**  
**Nays: None**  
**Absent: None**

**Adjourn**

**Councilman Savage 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