

**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

3rd Place: Richard & Carolyn Conklin
2nd Place: Matt & Janet Mason
1st 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 19th. 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 18th 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 13th 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 5th 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 17th and 18th. 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 4th, and 11th 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 4th 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
	OPERATIONAL REVENUE			
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
	CAPITAL REVENUES AND GRANTS			
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		
	EXPENDITURES			
	SALARIES			
703010.0100	SALARIES	\$44,220	\$49,980	\$19,476
	SUB TOTAL	\$44,220	\$49,980	\$19,476
	BENEFITS			
703010.2001	SOCIAL SECURITY	\$3,383	\$3,831	\$1,489
	SUB TOTAL	\$3,383	\$3,831	\$1,489
	OPERATIONAL EXPENSES			
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
	Total Operating	\$92,803	\$100,961	\$50,422
	CAPITAL EXPENSE			
703090.9001	NEW TROLLEY	\$0	\$148,626	
	TRANSFER TO TROLLEY CAPITAL ACCT.	\$40,000	\$10,254	
703090.91	CAPITAL EXPENSE	\$0	\$0	
	Total Capital	\$40,000	\$158,880	\$0
	Total Trolley Budget	\$132,803	\$259,841	\$50,422

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.

J. Arthur Leonard, Mayor

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.

J. Arthur Leonard, Mayor

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 50th 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 23rd 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 7th. 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 24th or 25th 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 20th, APEP plans to launch miniature rockets during the solar eclipse on April 8th. 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 23rd. 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 2nd and January 18th 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

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

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

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

- Re-inspection fee	\$60.00	
- State Code Academy Surcharge	2.00%	
Refunds: (% of amount paid)		
- Permit issued, no inspections	75%	
- Foundation inspection completed	75%	
- Framing & foundation inspection completed	25%	
Subdivision Review Fees (per each submitted plat):		
Up to 10 lots:		
- Base fee	\$240.00	
- Each lot (in addition to base fee)	\$12.00	
Over 10 lots or required new road construction:		
- Base fee	\$600.00	
- Each lot (in addition to base fee)	\$24.00	
Zoning Fees:		
- 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	
Travel Trailer Park Fees:		
- 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)		
Sign Permit Fees:		
- Less than or equal to 25 square feet	\$54.00	
- Each sq ft in excess of 25 sq ft	\$1.20	
Mobile Home Park Fees:		
- 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)		
Transcript Fees (per page)	\$14.40	
Document Fees:		
- 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	
Miscellaneous Building Fees		
- 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	
<u>General Government Taxes and Fees</u>		
- 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.

J. Arthur Leonard, Mayor

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 2nd, 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.

J. Arthur Leonard, Mayor

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 22nd. 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 3rd. They are preparing for the March 13th 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 24th. 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 21st 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 20th 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 20th at around 2:00 a.m. There is also an A-PEP launch to coincide with the solar eclipse on April 8th. 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 7th 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 5th and 15th 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 6th, 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 4th day of March 2024 by the Chincoteague Town Council.

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.

J. Arthur Leonard, Mayor

Michael T. Tolbert, Town Manager

MINUTES OF THE APRIL 1, 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, 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.

Consider Remote Participation

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

Public Comment

Mayor Leonard opened the floor for public comment.

- Executive Chamber Director Shotwell gave an update on the Easter Decoy Show. The attendance was the highest since 2003. They also had the highest Friday attendance in the recordkeeping since she has been with the Chamber in 2001. She thanked Mayor Leonard for attending and carving, adding that everyone loved it. She thanked Council for allowing them to have it and helping.

Agenda Adoption

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

Staff Reports

General Government

Town Manager Tolbert reported on the Septic Local Partners Program advising of the increase of \$162,390.24, bringing the fund to \$912,390.25 to be used toward the repair of failing residential septic systems. He also advised the Town was awarded \$60,000 by the VMRC's Abandoned Derelict Vessel Program to remove several abandoned vessels that are still grounded in local waters. He reported that the Town was awarded a grant by the Department of Conservation and Recreation, DCR, through their Community Flood Preparedness Fund. This project will develop and adopt a resilience plan for the Town and build resilience capacity through training and education. The \$65,000 grant was applied for in November with the assistance of ODU's Institute for Coastal Adaptation, and Resilience.

Town Manager Tolbert stated that the ACOE ordered the dredge, Murden to begin maintenance dredging of the Chincoteague federal Channel and the Curtis Merritt Harbor. This work began March 17th and proceeded for 7 days. The object was to maintain the federal channel to a depth of -10 to -12 feet mean low, low water, MLLW. The Murden completed its work which included the entrance to the Harbor to a depth of -9 feet on March 24th. He also reported that the "Name the Trolley survey" was completed on March 22nd. Each class at the Chincoteague Elementary School was presented with choices of names for the new trolley including Phantom, Pied Piper, Phantom Wings, Thunder, and Sandpiper. All were names of famous Chincoteague Ponies. Of the 13 classes at CES, Thunder was the clear winner garnering 103 of 219 votes. The name

“Thunder” is the proposed name. The existing Ped Piper will be retired from regular trolley service and the Town will be working with DRPT to purchase it for the Town. That vehicle will be used for numerous worthwhile events without the restrictions that accompany DRPT funded vehicles. He also advised the regular Trolley service will begin again on May 3rd for the 2024 season and will be in full service for the Seafood Festival on May 4th.

Town Manager Tolbert reviewed the Meals and Transient Occupancy Tax collections. He also reported that after 2 years of phone calls, emails, letters writing and other such negotiations, the Town will be installing mailboxes in the Ocean Breeze development. The residents of Ocean have been required to physically visit the post office to retrieve their mail due to the lack of mailboxes installed at Ocean Breeze. The residents tried for some time to have the post office grant individual home delivery to no avail. The Town became involved a few years ago and after negotiations and a compromise using cluster boxes, the U.S. Postal Service agreed to provide the boxes and the Town agreed to install them once delivered. The boxes will be installed at the entrance of Ocean Breeze off Ridge Road. Town Manager Tolbert reviewed the Financial Report along with the Building and Zoning Report for March.

Police Department

Chief Greenley reported in addition to the calls for service, that on March 7th the Chincoteague Police Department received the 3rd award for re-accreditation. The Commission met in the Town Council Chambers, where the award was presented to Chief Greenley and Administrative Assistant Lewis. He also reported that on March 11th-15th he, PFC Stevens, and Investigator Barnes attended in-service training at the CBBT Academy. On March 23rd he, SRO Carmody, and SRO Geminiani represented and promoted the Chincoteague Police Department in the local job fair at the Center. On March 26th Dispatcher Adams attended a class on Community Policing Data Collection at the Newport News Police Department. On March 28th Cpl. Butler attended a class on accreditation management in Lynchburg, VA hosted by VLEPSC.

Councilman Taylor commented.

Public Works Department

Public Works Director Parks reported that during the month of March there were drainage improvements made in several areas including Accomac Street, Annamessex Lane, and others. They replaced the regulator valve on the Jetter. They performed maintenance, cleaning, painting, lights, and screens at the old fire house, added sand and topsoil, and graded and seeded the ball field. They also began curb painting on Willow Street. He stated that in April they will receive and evaluate bids for the Spring Paving Contract, spraying weeds, mowing, and continue with curb painting. He advised they will also install the trail and exercise equipment at the Brianna’s Kindness Park once the excavator is repaired and they will continue routine maintenance of equipment and vehicles.

Councilwoman Bowden commented on identified ditches and maintenance.

Councilman Taylor thanked Public Works Director Parks for the work done in Brianna’s Kindness Park and the ball fields in Memorial Park. He asked if the Firehouse was fully rented.

Town Manager Tolbert advised they have an ambulance bay and engine bay available.

Councilman Taylor suggested advertising.

Town Manager Tolbert read a couple of thank you notes from those in the neighborhood in Accomac Street and Annamessex Lane.

There were further comments.

Emergency Services

Emergency Management Coordinator Rush advised they had 12 more calls than March of last year. He advised that the new ambulance is in service. He introduced a few of the new hires: Mrs. Jean Baker, EMT-Advanced, Ms. Rose Dize, EMT, both are interested in moving up to paramedic. He also introduced Mr. Steven Wilson, EMT-Advanced and currently in paramedic school. They completed some obstetric training in March. The new hires have been going through training. They trained on the rope gun to help police and fire personnel. They continue with weather monitoring. He reported on the APEP launch for the eclipse on April 8th. There are 3 rockets that will launch around 2:15 p.m. They are also participating in the Regional Catastrophic Planning Exercise Workgroup. He added that now is the time to prepare.

Councilwoman Bowden welcomed the new hires. She stated that they have the best of the best supervisor who only hires the best of the best.

Committee Reports

Budget and Personnel Committee

Vice Mayor Bott advised he has nothing to report as they will be discussing the topic later in the meeting.

Adoption of the Minutes

Councilwoman Richardson motioned, seconded by Councilwoman Bowden to adopt the minutes of the March 4, 2024, Council meeting. Unanimously approved.

VTC Conference Report

Center Director Leonard gave the Center report for March advising they had a very busy month. It was used 17 out of 31 days. She listed the uses and events. She also stated that none of the events would happen if it weren't for the Public Works staff. They moved tables and chairs and in March nearly every day. She thanked Public Works Director Parks for the work the Public Works staff does.

Center Director Leonard reported on the Virginia Tourism Corporation Visitor Center Seminar. She advised that the Town and the Chincoteague Chamber hosted the event for the week of March 12th – 14th. She explained the seminar which includes people from welcome and visitor centers across the Commonwealth. There were 96 people in attendance. She stated that to be selected for this they have to have an itinerary, and supply letters of interest. They received

letters from the Town, the Eastern Shore of Virginia Tourism Commission, the Chincoteague Volunteer Fire Company, the Chincoteague Cultural Alliance, and the National Park Service.

Center Director Leonard reviewed the study-tour day. She also thanked Transportation Director King for being there to transport the visitors for the day. She thanked the Chincoteague Chamber for issuing t-shirts. She listed the stops; the Tom's Cove Visitor Center on Assateague, the Assateague Lighthouse, the Chincoteague Museum, and they met for lunch at Don's Seafood Restaurant where Mr. Tommy Clark talked to everyone about aquaculture. They went out to the LOVE chairs. She added that while half of the group went to Assateague the other half went to NASA and after lunch switched. Center Director Leonard advised that they went to RocketLab where they toured the control room which is where the rockets are being built with a 3-D printer. They then went to Wallops Island to tour the launchpad and water tower. The 3rd stop was at the NASA Visitor Center. She advised that Mr. Aiden Leonard drove home for the evening from Williamsburg for this tour regarding the ponies on Assateague, the roundup, the care the Fire Company provides to the ponies, and how the Island benefits economically from the visitors. The last stop of the day was at the Refuge Inn for a meet and greet of the ponies. Everyone was able to feed the ponies.

Center Director Leonard stated that Thursday was Seminar Day where they had virtual reality talks, Civil War History Trail talks, and planning for Virginia's 250th Celebration which is coming up in 2026. She reported that lunch started with a raw oyster buffet. Mr. Mike McGee and Mr. Jones gave a demonstration on how to shuck oysters. She stated that Bill's Prime served Chicken City chili and cornbread along with barbeque and the Channel Bass made pie. There were exhibitors; CCA, CVFC, the Mayor was carving decoys, and a representative from the Barrier Island Center. She commended Mrs. Joanne Moore for taking pictures.

Councilwoman Bowden asked if this seminar was every year.

Center Director Leonard advised it is and they have to apply each year.

Chamber Executive Director Shotwell advised that it isn't likely they'll choose the same place 2 years in a row. She added that they probably wouldn't want to as there are other centers that would want to show off their areas. She stated that it was 2015 when they had it on the Island last. She stated that Center Director Leonard started the ball rolling with the itinerary which is the hard part. The Chamber sent it in, and it was accepted. She feels everything ran well. She read a letter from Mr. Harry Jeffries with the Virginia Tourism Corporation who thanked those who planned this and stated it was a "walk-off, grand slam homerun". She commented further about the last conference in 2015.

Councilwoman Bowden stated that it is conceivable that they could come back to Chincoteague. She stated that she is thankful to see the Center being used for what it was built for and added that Center Director Leonard is doing a fantastic job. People are talking about it.

Chamber Executive Director Shotwell commented further.

Consider Renewal of Pump and Haul Agreement

Town Manager Tolbert advised that the Pump and Haul Agreement for White Raven's Nest is due for renewal. He explained further.

Councilman Taylor motioned, seconded by Councilwoman Richardson to approve the renewal of the Pump and Haul Agreement for White Raven's Nest for another 2 years.

PUMP AND HAUL AGREEMENT

This is a "Sewage Pump and Haul" Agreement by and between Burke and Kimberly Landon owners of White Raven's Nest, John Shields, property owner of 6382 Maddox Blvd., Boggs Water and Sewage, Inc. and the Town of Chincoteague, Inc. Accomack County, Virginia.

Whereas, on March 17, 2022, the Town Council of The Town of Chincoteague, Inc. authorized the town manager to take the steps necessary to make it possible for Burke and Kimberly Landon owners of White Raven's Nest to have sewage pumped and hauled from their business located at 6382 Maddox Boulevard.

Whereas, Boggs Water and Sewage, Inc. has agreed to pump and haul the sewage from the premises of White Raven's Nest for the sum of \$275 (and any future increase in tipping fees) per pumping;

Whereas, the Town of Chincoteague, Virginia is willing to guarantee to the Commonwealth of Virginia Department of Health that Burke and Kimberly Landon owners of White Raven's Nest shall comply with all applicable regulations relating to the pumping and hauling of sewage and to contract with Boggs Water and Sewage, Inc. for the pumping and hauling of sewage from the White Raven's Nest to be performed by said company;

Whereas, Burke and Kimberly Landon, owners of White Raven's Nest and John Shields, property owner, agree to indemnify, defend and hold the Town harmless against all costs and lawsuits, and to provide insurance – and proof thereof – in the minimum amount of \$100,000 for the owner and \$1,000,000 for Boggs Water and Sewage, Inc. or its equivalent as approved by the Town Attorney, naming the Town as an additional insured and to indemnify the Town of Chincoteague Inc., for any liability it may incur in connection with its contract with Boggs Water and Sewage, Inc. for the violation of any Health Department regulations pertaining to the pumping and hauling provided for herein and to reimburse the Town of Chincoteague, Inc. for any payments it may make to Boggs Water and Sewage. Inc. in connection with this agreement;

Now therefore, in consideration of the premises, this agreement witnesseth:

1. Boggs Water and Sewage Inc. will pump and haul sewage from the premises of White Raven's Nest and dispose of same properly and in accordance with every applicable state and federal regulation with all costs incurred in the pump and haul operation to be paid by the property owner, John Shields or his designated agents, Burke and Kimberly Landon. Boggs Water and Sewage, Inc. shall notify the Town within thirty (30) days if the owner or agent does not fulfill their financial obligations as outlined in this agreement.

2. The maintenance schedule for the facility shall be provided to the Town of Chincoteague prior to operations commencing and copies of all receipts for tank pumping shall be provided by the 10th of the following month.
3. Burke and Kimberly Landon, owners of White Raven's Nest and Boggs Water and Sewage, Inc. hereby agree to obey all applicable state, federal and local regulations relating to the pumping, hauling and disposal of the sewage, which is the subject of this contract.
4. The owner, John Shields and or his agents Kim and Burke Landon shall bear all costs associated with planning, design, construction and inspection or approval of the VDH required pump and haul facility as well as all costs associated with VDH compliance of such facility.
5. The owner or agent must notify the Town, in writing, immediately upon discovery of any material change in circumstances affecting the pump and haul operation, including but not limited to any information that he or she may receive that indicates or seems to indicate a violation of the General Permit or any applicable VDH regulations. The owner or agent shall also notify the Town at least sixty (60) days prior to any change of use of ownership or agent of the property.
6. A surety in the form of a bond in the amount of \$5,000 shall be provided by the property owner, John Shields for the performance of the contract and is necessary to remove or properly abandon the pump and haul system and or remediate the effects of any violation of Virginia Department of Health (VDH) regulations.
7. The owner and or the agent grants permission for the Town or its agents to enter the property for inspections as it deems necessary or to remove or properly abandon the system upon the failure of the owner or agent to do so.
8. This Agreement will terminate upon willful violation of Health Department regulations in connection with the pumping and hauling or in the event the landowner's property is condemned or upon central sewage treatment or a septic system using a subsurface drainfield becoming available to the property or upon the refusal of Burke and Kimberly Landon owners of White Raven's Nest or John W. Shields, property owner to pay sums to Boggs Water and Sewage, Inc. or upon change of ownership of White Raven's Nest or the property or termination of the lease between Burke and Kimberly Landon owners of White Ravens' nest and the property owner.
9. In the event a public sewer system should become available for use, with a proper element of its collection system located within 500 feet of the subject facility, the owner and or agent shall connect the facility to such element according to the requirements of the Town's engineer within ninety (90) days, thereby terminating the contract and the inclusion of the facility on the Town's General Permit.

Consider PPEA and PPTA Guideline Adoption

Town Manager Tolbert explained that in 1995 the state of Virginia passed a Public-Private Transportation Act and Public-Private Education Act. These acts grant responsible public entities the authority to create public-private partnerships for a wide range of different developments. He stated that this isn't something the Town has an immediate need for. He added that this would benefit the Town if this is in place and there is something they could use on short notice to do projects around the Island, or obtain property. They would be able to do this if the guidelines are already adopted. He further explained that the guidelines are structured from the Code of Virginia. The Town's attorneys have reviewed and customized it for the Town. He asked Council to adopt the guidelines to have on file as another tool.

Councilman Savage motioned, seconded by Councilman McComb to adopt the PPEA and PPTA Guideline. Unanimously approved.

Final Adjustments – FY 25 Budget

Town Manager Tolbert advised that this is the 3rd draft of the FY25 Budget. He explained the changes and reallocations. He advised there was an imbalance of \$118,000. He made suggestions on how to balance the budget and recommended approval of the FY25 Budget.

Councilwoman Bowden stated that all 3 expenditures that were cut could easily be inserted in the Spring.

Town Manager Tolbert advised they could. He commented further.

Vice Mayor Bott commended staff for the job they've done.

Vice Mayor Bott motioned, seconded by Councilman McComb to approve the changes. Unanimously approved.

Town Manager Tolbert stated they need to vote to advertise the proposed FY25 Budget in this week's paper for the public hearing on April 15th. They would have to let it sit for at least 7 days before adoption on May 6th.

Councilwoman Bowden motioned, seconded by Councilman McComb to advertise the proposed FY25 Budget for public hearing at the April 15th Council workshop meeting. Unanimously approved.

Consider Naming of a New Private Road

Town Manager Tolbert advised that he has received a request to name a private road off Eastside Road, "Clarkson Lane". This will not be a Town maintained road and will receive a brown street sign.

Councilwoman Bowden motioned, seconded by Councilwoman Richardson to approve the private road name of "Clarkson Lane". Unanimously approved.

Council Comments

Councilwoman Bowden commented that the Yankees are 4-0.

Councilman McComb commended Center Director Leonard, Chamber Executive Director Shotwell, and all those who participated in the Tourism Summit.

Councilman Taylor also commented on the Center events. He stated that you make it so they want to come back. He added that they pay for the same staffing in the winter months as they do in the summer months, and it is paid for by those who come here during the off-season.

Councilman Savage also commended all those who were involved in the Tourism Summit.

Mayor Leonard announced that the Refuge, the Town, and the Park Service is doing bi-weekly Refuge meetings for the plan to move the parking lots. The Refuge has been given money for planning to meet the new requirements and they have to redesign the parking lots north. He commented on the costs. He also stated that the Town has lost a couple of citizens. Mr. Donnie Ray Thornton, who was on the BZA for many years passed away. The Town has also lost Mrs. Maureen Derrickson who was at all the baseball and basketball games. He added that Alabama is in the Elite 8 in basketball, he concluded with "roll tide".

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 personnel assignment.

Councilman Savage motioned, seconded by Councilwoman Bowden to go into a closed meeting in accordance with §2.2-3712 (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. 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:

3. Only public business lawfully exempted from open meeting requirements was discussed and

4. 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

Councilman McComb motioned, seconded by Councilwomen Bowden to appoint Major Tyler Greenley to the position of Chief of Police. Unanimously approved.

Adjourn

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

J. Arthur Leonard, Mayor

Michael T. Tolbert, Town Manager

**MINUTES OF THE APRIL 18, 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.

Public Comment

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

Agenda Adoption

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

Consider Spring Paving Contract Award

Town Manager Tolbert stated that Public Works Committee, at their February 6th meeting approved the Spring Paving Project that includes the repaving of Willow Street from Church Street to Burton Ave. as well as the overlaying of Piney Island Rd. from East Side Rd. to Wilson Lane. The scope of work includes the milling and paving as well as the replacement of the 2 culverts on Piney Island Rd and 100 tons of small quantity paving/patching. We received 2 bids on this project: one from Branscome Eastern Shore and one from Paragon Paving. The results were: Paragon \$171,728, and Branscome \$256,776. Having reviewed the bids in detail, and recommended awarding the project, in its entirety, to Paragon Paving. Their paving line item currently has a balance of \$128,085 for FY24 leaving a project deficit of \$43,643. Town Manager Tolbert recommended that they reallocate the balance of the snow removal budget of \$19,740 toward this project and the remaining \$23,903 from the unused equipment and water line extension lines in the Water Fund. This movement of funds would be accomplished with the budget amendment to be presented to Council in May.

There was discussion about replacing older waterlines before paving and drainage.

Councilwoman Bowden motioned, seconded by Councilwoman Richardson to approve to approve the award of the Spring Paving Contract to Paragon Paving as presented. Unanimously approved.

Review Real Estate Tax Rate

Town Manager Tolbert reviewed the real estate tax rate. He advised that the Town was assessed an increase in assessment of 29%. He stated that the current tax rate is \$0.059 per \$100 of the assessed value.

Councilman Taylor commented on the tax rate asking about the County's increase.

Town Manager Tolbert added that the County had an increase in assessment of 24%. He advised the Town will realize an increase of \$6,000 with the rate calculation to \$0.046.

There was discussion about what the County is doing with the higher assessments.

Vice Mayor Bott feels they need to look at it further, especially with the salary and benefits increase last year.

Town Manager Tolbert also added that all employees are eligible for a merit increase in July of 2.5%, some getting more and some less.

Councilman Savage asked how many positions were open.

Town Manager Tolbert reported that the Police Department has 2 open positions, the Public Works Department has 1 open position, the General Government Department has 1 position in the budget for FY24, the EMS is fully staffed, and Council approved a Planner position. These positions are included in the FY25 budget.

Councilwoman Bowden suggested looking into different Transient Tax rates for vacation rental homes. She explained that Virginia Beach has separate tax rates for different areas of town. She stated she is not for raising the tax rate for the full-time residents. She feels this is something to look into.

Councilman McComb asked when the last tax increase was.

Town Manager Tolbert was unsure.

Vice Mayor Bott feels they should look into revenue. He doesn't want to freeze salaries and take away capital projects.

Town Manager Tolbert then reported that they received the estimated health insurance increase today. He planned for an increase of 5%, however it came in at 11%. He advised that he sent a counteroffer.

There was discussion regarding plan types and how many were on each plan. They also discussed the HSA plan and benefits.

Councilman Taylor motioned, seconded by Councilwoman Bowden to approve the real estate tax rate to \$0.046. The motion was carried.

Ayes: Taylor, Bowden, Richardson, McComb

Nays: Bott, Savage

Consider Personal Property Tax Rate

Town Manager Tolbert reported that the personal property tax rate was reduced in April of 2022 because of the increase in used car values. He explained the process of keeping the same rate verses raising it. He added that the used car values have decreased which will decrease the collections.

Town Manager Tolbert stated he will be doing the calculation for surplus in a couple of weeks.

Councilman Taylor asked if they would meet the budget this year and if there would be a surplus. He stated they are very blessed because the Transient Occupancy and Meals Taxes have been increasing. The visitors that come in the summer season pay for the bills year-round. He commented further that there will be a time, and it will become a burden. He added they've been able to meet the budget. He also commented on the big increases in salaries.

Town Manager Tolbert agreed they have been blessed. He reminded that they are reliant on the tourist taxes, but if you don't have a good year with tourism the Town will suffer. He reminded that during Covid the raises were delayed ensuring they could meet the budget. He reminded Council of the Financial Study that stated they shouldn't put all their eggs in one basket.

Councilman Taylor commented further.

Vice Mayor Bott stated they're not doing capital projects until the tourist money comes in. He stated that they are steadily increasing the fixed cost but relying on the variable revenue. He feels this isn't a good mix and match. He suggested they look into other taxes and rates.

Councilman McComb discussed Business License rates, taxes not being raised in over 20 years, inflation, wages, benefits, capital improvements going up, and the best Emergency Medical Services anywhere. It all comes with a cost and leveraging the taxes. He is not a fan of personal property taxes. He feels it needs to be added somewhere else like sales tax or add it to the real estate taxes so it can be claimed on the income taxes. This is why he voted against it as it was too fast. They need a public campaign for the public to see why they are doing it.

Councilwoman Bowden agreed and would like to see this worked out over a few months. She added that somewhere in Virginia the vacation rental homes in different districts are assessed differently.

Town Manager Tolbert advised the number of rental homes is approaching 800.

They further discussed the possibility of exploring other options and Council agreed this should be discussed further.

Councilwoman Bowden motioned, seconded by Councilman McComb to approve the personal property tax rate of \$0.72. Unanimously approved.

They also reviewed the penalties of not paying Personal Property Taxes, such as DMV Stops, and Debt Setoff which attaches the income tax refund.

Mayor and Council Comments

Councilman Taylor reminded everyone to "Stay Strong".

Councilman McComb commented on the outages with Spectrum and feels they should come to a Council meeting.

Town Manager Tolbert stated he would have someone come to the next Council meeting soon.

Councilwoman Bowden asked to include Eastern Shore Broadband as well.

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

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 for the discussion of the acquisition of real property. Unanimously approved.

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 the Closed Meeting was in accordance with §2.2-3712 (D) of the Code of Virginia. Unanimously approved.

Adjourn

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

J. Arthur Leonard, Mayor

Michael T. Tolbert, Town Manager

**MINUTES OF THE MAY 6, 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, 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. Linda Ryan, Chincoteague Island Library, gave a brief update on the upcoming summer Library Programs. She advised of the basket raffle and the annual Sunset Cruise scheduled for June 20th at 6:00 p.m. with Daisey's Island Cruises aboard the Martha Lou. She advised there will be food, entertainment and drinks. She also advised there will be a parade in the Robert Reed Waterfront Park on July 4th. This is a non-motorized parade and there will be prizes. This begins at 10:00 a.m. She stated this will be a busy summer and thanked everyone.

- Chincoteague Chamber of Commerce Executive Director Shotwell thanked everyone

who helped with the Seafood Festival; Trolley, Chincoteague Police, Public Works, and all volunteers.

Councilwoman Bowden asked how many tickets are sold.

Executive Director Shotwell advised they sell 2,700 tickets for the Seafood Festival and the same for the Oyster Festival.

Agenda Adoption

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

Staff Reports

General Government

Town Manager Tolbert reported that the Town is actively accepting applications for the DEQ Septic Local Partners Program. This Program is to repair or replace failing septic systems. Awardees will be selected in the coming months by a committee through a local application process. He also reported that in March the Town was awarded \$60,000 by the VMRC's Abandoned Derelict Vessel Program to remove and dispose of several abandoned vessels that are still grounded in the local waters. This work was advertised, and we have received 1 quote to date. He expects at least one more quote prior to awarding the work which should be completed prior to the end of this fiscal year.

Town Manager Tolbert reported that on April 11th the Town received the first submission of the documents from Davis, Bowen and Friedel for the public sewer collection system. The line begins at the plant on Main Street and proceeds along Main and Maddox terminating at the Museum for a total of 11,700 linear feet. The project will be advertised as a base bid with 2 additive bid items effectively creating 3 zones. Contractors will be required to submit prices for each zone. The Town reserved the bulk of the ARPA funds for this project and is working with the EPA's Water Technical Assistance Program for access to the DEQ's State Revolving Fund to provide any additional funding that may be required to complete the project. The engineering work and construction documents will be completed for the entire project under this contract and the Town intends to award as much of the construction as there are available funds at the time. He feels that the Town is still on track for completion of construction documents in October and leaves enough time to bid the job and have a contractor on board before the December 31st deadline to encumber the ARPA funds.

Town Manager Tolbert reviewed the Meals and Transient Occupancy Tax activity for April. He also reviewed the Financial Report. He gave the Center Report advising that the Spring Fling raised \$4,000 for the after-prom festivities. He listed other events for April and a Stress Management Series. He gave the Building and Zoning Report advising of the total value of building cost was \$2.5 million.

Councilwoman Bowden asked how many applications for the septic have been received and what happens if they don't spend all of the money.

Town Manager Tolbert reported he has received less than 10 applications and advised the unexpended money will be passed out elsewhere.

Police Department

Chief Greenley reported in addition to the calls for service, on April 4th all dispatchers completed the Active Shooter Training. On April 10th the Chincoteague Police Department hosted the annual spring Senior Luncheon with 123 in attendance and 27 meals were delivered to shut ins. On April 11th Dispatcher Marshall completed the Hampton Roads Criminal Justice Training Academy Dispatcher Academy Program. On April 18th Pfc. Stevens taught a course on Standard Field Sobriety Test at the Onley Police Department. On April 24th Dispatcher Adams completed the Dispatcher Crisis Intervention Training Course at the Melfa Training Center. He reported that Pfc. Stevens was promoted to Sergeant, and Pfc. Gladding was promoted to Lieutenant, adding that it was well deserved.

Public Works Department

Public Works Director Parks reported they replaced the door frames at the Memorial Park restrooms due to vandalism, they replaced the Hampton Inn entrance, re-established parking at Leonard Park with millings and a split-rail fence. The topsoil and seeding will be installed outside the parking area. They excavated for the mailbox pull-off at Ocean Breeze, and they had several water leaks with all-hands on. This week the Water Department will help with storm drain work. The Public Works staff and Waterworks Department staff is working well together. The Cat 308 excavator has been repaired and returned, which opens up opportunities for projects that have been delayed. Public Works Director Parks also advised that in May they plan to hang banners, spray weeds, continue mowing, and curb painting, place the trail and exercise equipment at the Brianna's Kindness Park, along with routine maintenance of equipment and vehicles.

Councilwoman Bowden asked why there were so many water leaks recently.

Public Works Director Parks advised they conducted hydrant flushing which will show weaknesses in the pipes.

Councilwoman Bowden asked about the ditches.

Public Works Director Parks commented on a pump that blew the head. They have salesmen coming from this company so they can show what happened and possibly help with options.

There was further discussion regarding the material of pipe.

Emergency Services

Town Manager Tolbert reported for Director of Emergency Medical Services Rush in his absence. He stated they had 86 calls for the month of April. They held a safety lecture at Nandua Middle School for 85 students. He added that the EMS staff is continuing to do great work. They are training, providing service and always doing something.

Resolution for National Public works Week

Mayor Leonard Read the Resolution.



RESOLUTION NATIONAL PUBLIC WORKS WEEK

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of the Town of Chincoteague; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the Town of Chincoteague to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association,

NOW THEREFORE BE IT RESOLVED THAT, the Town Council of Chincoteague Virginia does hereby proclaim the week of May 19th through May 25th as Public Works Appreciation Week in the Town of Chincoteague and urges all citizens to show appreciation to the dedicated Public Works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our health, safety, and advancing quality of life for all.

Resolved this 6th day of May, 2024.

J. Arthur Leonard, Mayor

Resolution for National EMS Week

Mayor Leonard read the Resolution.



RESOLUTION

Emergency Medical Services Appreciation Week 2024

WHEREAS, Emergency Medical Services is a vital public service: and

WHEREAS, both career and volunteer emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow up care, and access to telemedicine; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and accomplishments of emergency medical services providers of the Town of Chincoteague Department of Emergency Services, Division of Emergency Medical Services and the Chincoteague Volunteer Fire Company by designating Emergency Medical Services Week.

NOW THEREFORE BE IT RESOLVED, that the Town Council' of the Town of Chincoteague, Virginia does hereby proclaim the week of May 19th through May 25th, 2024, as "Emergency Medical Services Appreciation Week" in the Town of Chincoteague, with this year's theme being "Honoring Our Past. Forging Our Future".

Resolved this 6th day of May, 2024,

J. Arthur Leonard, Mayor

Committee Reports

Harbor Committee Minutes

Mayor Leonard advised that they met on April 4th and discussed the kayak policy, winter storage and sunken vessels.

Public Safety Minutes

Councilwoman Bowden stated they met on April 9th. Director of Emergency Medical Services Rush gave a report on the DEA and FDA explaining the changes in drug boxes on ambulances.

Public Works Committee Minutes

Councilwoman Richardson stated that they met on April 2nd and discussed a water bill adjustment request.

Adoption of the Minutes

Councilman McComb and Councilwoman Bowden motioned, seconded by Councilwoman Richardson to adopt the minutes of the April 1st and April 18th, 2024, Council meetings. Unanimously approved.

FY25 Budget Presentation

Town Manager Tolbert compared historical budget expenses and revenues. He explained the budget process and timeline. He reviewed the proposed FY25 revenues and expenditures along with percentages.

GENERAL FUND REVENUE		
104001.0100	REAL ESTATE TAX LEVY	\$675,000
104001.0125	TANGIBLE PROP. TAX LEVY	\$240,000
104001.0130	DEL.TAX,INTEREST,PENALTY	\$20,000
104001.0500	MEALS TAX	\$1,300,000
104001.0600	BANK FRANCHISE TAX	\$100,000
104010.0100	SALES TAX	\$200,000
104010.0200	BUSINESS LICENSE	\$140,000
104010.0300	MOTOR VEHICLE LICENSE	\$88,000
104010.0500	UTILITIES TAX	\$215,000
104010.0600	TRANSIENT OCCUPANCY TAX	\$2,200,000
104015.0100	FINES	\$20,000
104015.0650	CIGARETTE TAX	\$75,000
104020.0100	INTEREST ON SAVINGS	\$200,000
104041.0150	CEMETERY CLEANUP DONATIONS	\$286
104041-0180	ROBERT REED PARK	\$1,000
104041.0200	USER FEES BOAT RAMPS	\$20,000
104041.0300	USER FEES DOG PARK	\$5,000
104041.0500	BUILDING PERMITS	\$65,000
104041.0600	ZONING ADVERTISEMENTS	\$1,000
104049.0100	SALE OF ASSETS/ABANDONED PROP	\$45,000
104051.0200	HEALTH INSURANCE/RET.SPOUSE	\$15,000
104051.0300	VA FIRE PROGRAMS	\$15,000
PAYMENT IN LIEU OF TAX- USFWS		\$6,500

104061.0100		
104061.0106	RENTAL INCOME TROLLEY	\$16,000
104061.0107	TOWER RENT	\$6,348
104061.0110	MATTHEWS PROPERTY	\$3,125
104061.0625	OLD FH/GARAGE RENTS	\$40,000
104071.0100	COMMUNICATIONS TAX	\$80,000
104071.0200	PERSONAL PROPERTY REL ACT	\$129,246
104071.0300	MOBILE HOME SALES TAX	\$5,000
104071.0400	CAR RENTAL DISTRIBUTION TAX	\$4,000
104101.0200	RECOVERED COST - WATER DEPARTMENT	\$100,000
104201.0100	PUBLIC WORKS MISC. REV	\$4,500
104201.0150	PW SCRAP METAL SALES	\$500
	RECOVERED COST FROM CENTER FUND	\$20,000
104303.0100	MISCELLANEOUS INCOME	\$5,000
104303-0400	SOLID WASTE COLLECTION FEE	\$450,000
104401.0100	LAW ENFORCEMENT FUNDS 599 funds	\$133,520
104401.0125	POLICE MISCELLANEOUS	\$1,200
104401.0150	POLICE DONATIONS	\$35,000
104401.0160	POLICE GRANTS (SRO)	\$174,564
104401.0200	DISPATCH REVENUE	\$13,400
104501.0100	VDOT MAINTENANCE FUNDS	\$928,500
104501.0101	ROAD PERMIT FEES	\$300
104501.0110	LAND USE SURETY	\$2,000
104545.0140	VA COMM FOR ARTS GRANT	\$4,500
104545.0150	VDEM GRANT	\$7,500
104701.1700	TRF FROM PUB. SAFETY ACCT /SALARIES	\$352,351
	TRF FROM ARPA FUND RESERVE	\$1,422,800
	GENERAL FUND REVENUE TOTAL	\$9,586,140
	GENERAL GOVERNMENT EXPENSES	
105010.0101	MAYOR	\$4,800
105010.0102	COUNCIL	\$23,040
105010.1001	TOWN OFFICE STAFF	\$546,146
105010.1003	OVERTIME	\$3,600
105010.2001	SOCIAL SECURITY	\$45,643
105010.2101	HOSPITALIZATION	\$63,719
105010.2201	RETIREMENT	\$76,694
105010.2202	VSRS/LIFE INSURANCE	\$4,017
105020.2103	UNEMPLOYMENT/TOWN	\$2,000
105030.3100	BANK CHARGES	\$15,000

105030.3101	BUILDING ADMIN EXPENSE	\$100
105030.3102	CLEANING	\$15,000
105030.3103	PLANNING COMMISSION	\$100
105030.3104	BOARD OF ZONING APPEALS	\$100
105030.3105	BUILDING PERMIT SURCHARGE	\$2,000
105030.3106	BOARD OF BLDG CODE APPEAL	\$100
105030.3200	PERMIT CLOUD SERVICE	\$6,000
105030.3401	INSURANCE	\$165,530
105030.3501	AUDITING	\$40,000
105030.3601	DONATIONS	\$20,000
105030.3701	TRF.TO CIVIC CENTER FUND	\$175,000
105030.3705	MEALS TAX - TOURISM 10%	\$130,000
105030.4030	ANPDC MEMBERSHIP	\$7,717
105030.4301	SCHOLARSHIP	\$3,000
105030.4401	OFFICE SUP./PUBLICATIONS	\$11,000
105030.4402	OFF.EQUIP/SOFTWARE MAINT.	\$80,000
105030.4403	POSTAGE	\$11,000
105030.4404	TAX CONVERSION	\$2,400
105030.4701	GASOLINE	\$1,000
105030.4702	VEHICLE MAINTENANCE	\$1,000
105030.4801	TRAVEL & TRAINING	\$1,500
105030.4901	MAYORS EXPENSE	\$300
105030.4902	COUNCILS EXPENSE	\$1,000
105030.4903	TOWN MANAGERS EXPENSE	\$500
105030.5101	ATTORNEY/LEG.CONCONSULTANTS	\$50,000
105030.5201	DRUG/ALCOHOL TESTING	\$2,000
105030.5501	CHRISTMAS DINNER	\$1,300
105030.6101	DUES	\$1,500
105030.7101	ADVERTISING & WEBSITE	\$3,000
105030.7301	BUILDING MAINTENANCE	\$5,000
105030.7401	ELECTRICITY	\$12,000
105030.7402	HEATING OIL	\$4,000
105030.7701	SPECIAL PROJECTS	\$15,000
105030.7702	PONY PENNING EXPENSE	\$23,000
105030.7703	DEER DE-POP PROGRAM	\$500
105030.8202	TELEPHONE BILLS	\$26,000
	VMRC FISHING PIER PERMITS	\$2,200
105030.8401	HEALTH INSURANCE - RETIREES	\$80,000
105030.8402	INSUR-RET SPOUSES & OTHER	\$20,000

105030.8404	RETIREE R/X DRUG ASSISTANCE	\$3,500
105030.8501	MISCELLANEOUS	\$4,000
105030-8505	911 ADDRESSING	\$500
105030.8600	CEMETERY CLEANUP	\$200
105030.8625	OLD FIREHOUSE/GARAGE MAINT	\$20,000
105030.8650	APRP PROJECTS	\$422,800
105030.8700	VA COMM FOR THE ARTS	\$9,000
105030.8900	TRANSFER TO TROLLEY FUND	\$25,462
105030.8913	TRF TO RECREATION/TOURISM RSV	\$50,000
105030.9000	TRANSFER TO HARBOR VPA GRANT	\$49,455
	TRANSFER TO HARBOR B.I.G.	\$15,457
105030.9010	TRANSFER TO PUBLIC SAFETY ACCT	\$440,000
105090.9709	OFFICE EQUIP	\$15,000
105090-9710	COUNCIL ROOM EQUIP/FURNITURE	\$15,000
	NEW WEBSITE DESIGN	\$20,000
	GENERAL GOVERNMENT EXPENSE TOTAL	\$2,794,880
	EMS	
105110.1002	EMERGENCY MED. STAFF	\$1,087,964
105110.1003	OVERTIME - BONUS	\$4,500
105110.2001	SOCIAL SECURITY	\$83,574
105110.2101	HOSPITALIZATION	\$111,278
105110.2201	RETIREMENT	\$100,056
105110.2202	VSRS/LIFE INSURANCE	\$6,786
105130.3107	EMERGENCY MED. CLOTHING	\$5,000
105130.3108	EMS CELL ALLOWANCE	\$3,500
105130.3602	FIRE DEPARTMENT DONATION	\$24,000
105130.4401	OFFICE SUP./PUBLICATIONS	\$300
105130.4402	OFF.EQUIP/SOFTWARE MAINT.	\$2,700
105130.4801	TRAVEL & TRAINING	\$2,000
105130.6101	DUES	\$300
105130.7601	VA FIRE PROG/CVFC	\$15,000
105130.7602	EOC OPERATIONS/TRAINING	\$3,000
105130.8912	VOLSAP FOR VOL. FIREFIGHTERS	\$4,500
	EMS EXPENSE TOTAL	\$1,454,458
	PUBLIC WORKS	
106010.1001	SALARIES*	\$385,873
106010.1003	OVERTIME	\$6,000
106010.2001	SOCIAL SECURITY	\$29,978
106010.2101	HOSPITALIZATION	\$81,900

106010.2201	RETIREMENT	\$61,276
106010.2202	VSRS/LIFE INSURANCE	\$3,018
106030.4100	SEASONAL DECO & BANNERS	\$1,000
106030.4401	OFFICE SUPPLIES & EQUIP.	\$400
106030.4501	STREET MAINTENANCE	\$8,000
106030.4502	STREET SIGNS / 911	\$500
106030.4503	STREET LIGHTS	\$25,000
106030.4701	GASOLINE/DIESEL	\$25,000
106030.4703	OIL/GREASE	\$1,000
106030.4704	TOOLS/SHOP	\$2,000
106030.4801	TRAVEL & TRAINING	\$500
106030.5202	CLOTHING/UNIFORMS	\$5,500
106030.7301	BLDG. MAINTENANCE	\$3,000
106030.7302	EQUIPMENT REPAIRS	\$10,000
106030.7303	SAFETY	\$4,000
106030.7304	VEHICLE P/M'S	\$500
106030.7305	TIRES	\$1,700
106030.7306	GARAGE SUPPLIES	\$6,000
106030.7307	VEHICLE REPAIRS	\$6,000
106030.7401	ELECTRICITY	\$16,000
106030.7402	LP GAS	\$2,000
106030.7501	TIPPING FEES	\$750
106030.7502	SANITATION CONTRACT	\$435,000
106030.8501	MISC.	\$1,500
106030.8590	PARKS & REC EXPENSE	\$34,000
106030.8600	VANDALISM REPAIRS	\$500
106030.8700	BOAT RAMP EXPENSE	\$1,000
106030.8701	BOAT RAMP RESERVE	\$20,000
106090.9105	DJA CENTER EXT REPAIRS	\$15,000
106090.9300	BRIDGE TENDER HOUSE RESTORATION	\$5,000
106090.9305	REPLACE PUBLIC WORKS FUEL PUMPS	\$20,000
106090.9510	BRIANNA'S PARK LIGHTING	\$20,000
	ENG. SEWAGE COLLECTION SYS.	\$120,000
	REPLACEMENT ROOFS @ MEM. PK	\$35,000
	NEW CHRISTMAS DECORATIONS	\$50,000
	STNDBY GNSET TRF SWTCH PW BLDG.	\$10,000
-	W/WATER COLLN SYSTEM CONST.	\$1,000,000
-	PUBLIC WORKS EXPENSE TOTAL	\$2,453,895
	MOSQUITO CONTROL EXPENSES	

106110-1001	SALARIES	\$36,030
106110-1003	OVERTIME	\$800
106110.2001	SOCIAL SECURITY	\$2,818
106130.3401	INSURANCE	\$10,000
106130.4401	OFFICE SUPPLIES	\$50
106130.4701	GASOLINE	\$6,500
106130.4704	TOOLS & SMALL EQUIPMENT	\$500
106130.4705	CHEMICALS	\$70,000
106130.4706	CONTRACT SPRAYING	\$42,000
106130.4801	TRAVEL, TRAINING, CONFERENCE	\$1,500
106130.5202	UNIFORMS	\$200
106130.6101	SUNDRY	\$100
106130.7302	EQUIPMENT REPAIRS/MAINT.	\$500
106130.7303	SAFETY EQUIPMENT	\$500
106130.7304	VEHICLE MAINTENANCE	\$1,000
	MOSQUITO CONTROL EXPENSE TOTAL	\$172,498
	ROADS EXPENSES	
106510.1001	SALARIES	\$99,016
106510.1003	OVERTIME	\$2,500
106510.2001	SOCIAL SECURITY	\$7,766
106510.2101	HOSPITALIZATION	\$16,640
106510.2201	RETIREMENT	\$14,226
106510.2202	VSRS/LIFE INSURANCE	\$699
106530.4102	SNOW REMOVAL	\$22,000
106530.4150	PAVEMENT MAINTENANCE.	\$499,653
106530.4201	SIDEWALKS	\$20,000
106530.4202	TRAFFIC CONTROL OPERATIONS	\$2,500
106530.4250	ROADSIDE STRUCTURES	\$1,500
106530.6250	DRAINAGE MAINTENANCE	\$5,000
106530.7202	TRAFFIC CONTROL DEVICES	\$2,000
106530.7450	ELECTRICITY	\$60,000
106530.8600	ENGINEERING (EEL CREEK CULVERT)	\$50,000
106530.9855	VEHICLES/EQUIPMENT*	\$125,000
	ROADS EXPENSE TOTAL	\$928,500
	POLICE EXPENSES	
107010.1001	SALARIES/OFFICERS	\$959,375
107010.1003	OVERTIME & BONUS	\$11,300
107010.2001	SOCIAL SECURITY	\$74,257
107010.2101	HOSPITALIZATION	\$124,631

107010.2201	RETIREMENT	\$114,880
107010.2202	VSRS/LIFE INSURANCE	\$6,942
107030.4701	GASOLINE	\$25,000
107030.4801	TRAVEL & TRAINING	\$25,000
107030.5201	UNIFORM ALLOWANCE (OFF.)	\$8,000
107030.5202	UNIFORMS (TOWN)	\$3,000
107030.7300	OFFICE SUPPLIES/EQUIPMENT	\$5,000
107030.7302	EQUIP. MAINT. AGMNT/SOFTWARE	\$8,000
107030.7304	VEHICLE MAINTENANCE	\$10,000
107030.7901	DRUG ENFORCEMENT	\$5,000
107030.7903	ACADEMY DUES	\$8,500
107030.7905	COMMUNITY/YOUTH PROG	\$30,000
107030.7907	AMMUNITION	\$3,000
107030.8203	CELL PHONE ALLOWANCE	\$3,600
107030.8301	POLICE ACCREDITATION	\$2,000
107030.8501	SUNDRY	\$600
107090.9660	KEVLAR VESTS	\$750
107090.9696	COMPUTERS/SOFTWARE	\$3,500
107090.9725	NEW OFFICER EQUIPMENT	\$8,000
107090-9760	SOFTWARE MAINT. CAMERAS	\$5,000
	POLICE EXPENSE TOTAL	\$1,445,335
	DISPATCHERS EXPENSES	
107510.1001	SALARIES/DISPATCHERS	\$225,717
107510.1003	OVERTIME	\$3,600
107510.2001	SOCIAL SECURITY	\$17,542
107510.2101	HOSPITALIZATION	\$35,069
107510.2201	RETIREMENT	\$25,427
107510.2202	VSRS/LIFE INSURANCE	\$1,219
107530.4801	TRAVEL & TRAINING-DISP.	\$1,500
107530.5201	UNIFORM ALLOWANCE (DISP	\$1,200
107530.5202	UNIFORM (TOWN-FOR DISP)	\$650
107530.7300	EQUIP MAINT AGREEMENTS	\$12,500
107530.7500	DISPATCH SERVICE AGMNT	\$12,000
107530.8501	SUNDRY	\$150
	DISPATCHERS EXPENSE TOTAL	\$336,574
	GENERAL FUND EXPENSE TOTAL	\$9,586,140
	CURTIS MERRITT HARBOR REVENUE	
304031.0100	INTEREST ON HARBOR SAVINGS	\$5,000
304031.1000	HARBOR RENT	\$106,000

304031.1002	SUBLEASES	\$50,000
304031.1003	DRY/WINTER STORAGE	\$4,000
304031.1050	VA PORT AUTHORITY GRANT	\$148,364
304031.1055	DEPT. OF HEALTH B.I.G.	\$43,993
	B.I.G. MATCH FROM FUND 10	\$15,457
304031.1058	FUEL REVENUE	\$400,000
304910.8800	TRF. FROM GENERAL FUND	\$49,455
	CURTIS MERRIT HARBOR REVENUE TOTAL	\$822,269
	CURTIS MERRITT HARBOR EXPENSES	
308010.1001	SALARIES	\$62,421
308010.1003	OVERTIME	\$200
308010.2001	SOCIAL SECURITY	\$4,790
308010.2101	HOSPITALIZATION	\$8,902
308010.2201	RETIREMENT	\$10,106
308010.2202	VRS LIFE INSURANCE	\$452
308030.7300	OPS, MAINT.,ST. LIGHTS, ETC.	\$40,500
308030.7315	FUEL PURCHASE	\$359,129
308030.8501	SUNDRY	\$500
	INSURANCE COSTS	\$8,000
308090.9124	LONG TERM REPLACEMENT RES	\$54,000
308090-9300	FLOATING DOCK FINGER PIER	\$197,819
	NEW FUEL HOSE REELS	\$3,000
308090.9410	FENCE NE SIDE	\$10,000
308090.9420	B.I.G. UPGRADES HARBOR, RR PK	\$62,450
	CURTIS MERRITT HARBOR EXPENSE TOTAL	\$822,269
	TROLLEY REVENUE	
704501.0100	TROLLEY GRANTS	\$62,341
704501.0110	PROGRAM INCOME	\$5,000
704501.8900	TRANSFER FROM GEN. FUND	\$25,462
	TROLLEY REVENUE TOTAL	\$92,803
	TROLLEY EXPENSES	
703010.0100	SALARIES	\$44,220
703010.2001	SOCIAL SECURITY	\$3,383
703030.3401	INSURANCE & BONDING	\$3,400
703030.4400	COMMUNICATION SERVICES	\$800
703030.4401	PRINTING & REPRODUCTION	\$3,000
703030.4402	ADVERTISING	\$1,200
703030.4403	EDUCATION & TRAINING	\$2,000
703030.4404	CLEANING SUPPLIES	\$300

703030.4406	SUPPLIES, MATERIALS	\$500
703030.4407	MEMBERSHIPS & DUES	\$250
703030.4408	TRAVEL & MEALS	\$1,000
703030.4701	FUEL & LUBRICANTS	\$7,000
703030.4702	TIRES & TUBES	\$3,000
703030.4703	UNIFORMS	\$500
703030.4704	PARTS	\$750
703030.5201	DRUG TESTING	\$1,000
703030.7302	REPAIRS/MAINT	\$4,500
703030.8505	RENT TO GENERAL FUND	\$16,000
	TROLLEY EXPENSE TOTAL	\$92,803
	WATER REVENUE	
804101.0100	WATER RENT	\$950,000
804131.0100	WATERLINE EXTENSIONS	\$1,000
804131.0200	SERVICE CONNECTIONS	\$7,000
804131.0300	INTEREST ON WATER SAVINGS	\$20,000
804131.0500	AVAILABILITY FEES	\$50,000
	WATER REVENUE TOTAL	\$1,028,000
806210.1001	SALARIES	\$258,794
806210.1003	OVERTIME	\$5,000
806210.1004	PUMP DUTY	\$19,000
806210.2001	SOCIAL SECURITY	\$21,633
806210.2101	HOSPITALIZATION	\$39,444
806210.2201	RETIREMENT	\$35,493
806210.2202	VRS LIFE INSURANCE	\$1,873
806230.4401	OFFICE SUPP/EQUIP MAINT	\$500
806230.4403	POSTAGE	\$5,500
806230.4701	GASOLINE & DIESEL	\$5,000
806230.4704	TOOLS	\$500
806230.4705	CHEMICALS	\$20,000
806230.4801	TRAVEL & TRAINING	\$1,000
806230.5202	UNIFORMS	\$500
806230.6101	DUES/LICENSES	\$700
806230.7301	BUILDING MAINT/REHAB	\$2,000
806230.7303	SAFETY	\$500
806230.7304	VEHICLE MAINTENANCE	\$500
806230.7401	ELECTRICITY	\$43,000
806230.7402	LP GAS	\$550
806230.8101	DISTRIBUTION & REPAIRS	\$45,000
806230.8103	SUPPLY REPAIRS	\$10,000

806230.8202	CELL PHONE ALLOWANCE	\$900
806230.8204	MISS UTILITY	\$800
806230.8209	SUBSCRIPTION-NEPTUNE 360	\$12,000
806230.8501	SUNDRY	\$500
806230.8601	REIMBURSEMENT TO FUND 10	\$100,000
806230.8750	REGULATION COMPLIANCE	\$3,000
806230.8900	TRANSFER TO WATER RESERVES	\$76,285
806290.9101	WATER MAIN EXTENSIONS	\$5,000
806290-9508	AMI BOND	\$86,564
806290-9509	AMI BOND INTEREST	\$16,464
806290.9704	HIGH RISE LIFT PUMPS W/ VFD's	\$30,000
906290.9710	REPLACE FILTER MEDIA-WILLOW ST.	\$120,000
	PINEY ISLAND TRANSMISSION LINE	\$50,000
806290.9855	EQUIPMENT	\$10,000
	WATER EXPENSE TOTAL	\$1,028,000
	CENTER REVENUE	
854300.0100	FACILITY RENTAL	\$40,000
854300.0200	BAR SERVICES	\$1,000
854300.0300	EQUIPMENT RENTAL	\$2,000
854300.0600	MISCELLANEOUS	\$400
854600.0100	TR FROM GEN FUND MEALS	\$65,000
854600.0200	TR FROM GEN FUND TOT	\$110,000
	CENTER REVENUE TOTAL	\$218,400
	CENTER EXPENSES	
855210.1001	SALARIES	\$51,251
855210.2001	SOCIAL SECURITY	\$3,921
855210.2101	HOSPITALIZATION	\$8,902
855210.2201	RETIREMENT	\$9,298
855210.2202	VSRS/LIFE INSURANCE	\$371
855330.0000	RETURN DEPOSITS	\$3,000
855330.3401	INSURANCE & BONDING	\$8,000
855330.3450	ADVERTISING & PROMOTION	\$8,000
855330.3501	PRINTING & REPRODUCTION	\$1,000
855330.3550	EVENT MARKETING	\$3,000
855330.4403	EDUCATION & TRAINING	\$500
855330.4408	TRAVEL & MEALS	\$1,000
855330.4900	CLEANING SUPPLIES	\$2,500
855330.4920	SUPPLIES, MATERIALS	\$3,000
855330.4950	OFFICE EQUIPMENT	\$1,000

855330.4960	OFFICE SUPPLIES	\$500
855330.5000	CONTRACTUAL SERVICES	\$12,000
855330.6101	MEMBERSHIPS & DUES	\$500
855330.7401	ELECTRIC UTILITY	\$23,000
855330.8202	TELEPHONE	\$1,500
855330.8210	INTERNET	\$1,500
855330.8500	CONTRACT SERV. MARKETING	\$8,000
855330.8600	EVENTS EXPENSE	\$4,000
855330.8901	TR TO CENTER LT RESERVE	\$4,657
	REIMBURSEMENT TO FUND 10	\$20,000
	REPLACE OUTDOOR ELECT SERVICE	\$3,000
	DIGITAL SIGN	\$35,000
	CENTER EXPENSE TOTAL	\$218,400
	TOTAL REVENUE TOTAL	\$11,747,612
	TOTAL EXPENSE TOTAL	\$11,747,612

Councilwoman Bowden asked for a copy of the presentation.

Town Manager Tolbert advised he will forward this to Council and put it on the website.

FY25 Budget Public Hearing

Mayor Leonard opened the public hearing at 7:52 p.m. There were no comments, and he closed the public hearing at 7:53 p.m.

Town Manager Tolbert advised that the FY25 Budget will have to rest for 7 days. Council will vote on the FY25 Budget at the next Council meeting scheduled for May 16th.

Council Comments

Councilwoman Bowden stated that Town Manager Tolbert did a good job and gave a great presentation. She announced that there will be a 1st Responder Luncheon on May 22nd at the Firehouse.

Vice Mayor Bott congratulated Town Manager Tolbert and staff for the budget work. He added that they've done a terrific job along with Council and past leadership. He stated that the Town is in good financial shape.

Councilman McComb agreed with Vice Mayor Bott and Councilwoman Bowden. He also commended Chincoteague Chamber's Executive Director Shotwell for a good job on the Seafood Festival.

Councilman Taylor thanked staff for the hard work on the budget. He also thanked VDOT for the causeway work regarding erosion.

Councilman Savage commented that Town Manager Tolbert did a great job on the budget. He congratulated the officers on their well-deserved promotions. He also commended Chincoteague Chamber's Executive Director Shotwell for a great job on the Seafood Festival.

Mayor Leonard reminded everyone to get ready as summer will be here before we know it.

Councilman McComb motioned, seconded by Councilwoman Bowden to close the meeting. Unanimously approved.

Councilman McComb motioned, seconded by Councilwoman Bowden to reconvene in regular session. Unanimously approved.

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 specific personnel performance.

Councilwoman Bowden motioned, seconded by Councilwoman Richardson and Councilman McComb to go into a closed meeting in accordance with §2.2-3712 (A) (1) of the Code of Virginia that the Council convene a closed session for the purpose of discussion and review of specific personnel performance. 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 that to the best of each member's knowledge:

- 5. Only public business lawfully exempted from open meeting requirements was discussed and**
- 6. 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

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

J. Arthur Leonard, Mayor

Michael T. Tolbert, Town Manager

**MINUTES OF THE MAY 16, 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

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

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

Agenda Adoption

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

Student Government Report

Student Government Mayor LaFayette opened the meeting and called for a motion to go into session. The motion was made, seconded, and unanimously approved. She advised that they rode around the Island obtaining various people's opinions. She asked for staff reports.

Student Government Director of Emergency Services Cahill advised that the new ambulance that has been on the road for 2 months is currently in the shop. She reported on the response times and calls to date for May and the calls to date for the year.

Student Government Director of Public Works Howard advised he rode around the Island with Public Works Director Parks to look at the current jobs and projects the Department was working on. He saw the electric line work along Church Street that needs new sidewalks around them. He also saw the repair of the road where the waterline was exposed on Piney Island Road.

Student Government Chief of Police Harper reported that he patrolled with Inspector Barnes, they unlocked the Town public facilities, they checked homes that are unoccupied, and spoke

with citizens about a variety of topics. He also saw a video of a crime adding that this was very cool and an interesting experience.

Student Government Mayor LaFayette asked if there were any public comments.

- Mr. Arthur Leonard, 6220 Leonard Lane, asked the Student Government Council and Staff to introduce themselves.

Mayor Cameron LaFayette
Town Manager Allison Garland
Chief of Police Jordan Harper
Director of Emergency Services Joanne Cahill
Director of Public Works Jacob Howard

Town Councilmember Charlotte Bowden
Town Councilmember Matthew Cifuentes
Town Councilmember Maddie Farrell
Town Councilmember Aubrey Flowers
Town Councilmember Jonah Watson
Town Councilmember Jade Wilson

Student Government Mayor LaFayette advised they decided on 2 topics: the new sewage system and the beach moving north.

Student Councilmember Wilson advised that the citizens were glad to get the sewage system up and running. However, there were concerns about how long it would take. They believe it will bring a lot more businesses downtown and a more variety of businesses.

Student Councilmember Watson stated that there is a wide split in the community with people wanting the beach to remain south and for moving the beach north. By moving the beach north some felt there will be more parking and permanent structures to produce the funding to maintain the beach. However, some felt that instead of investing money into building a new beach they should invest it in the current beach. They have worries about harming the environment by building a new beach. They also believe that moving the beach would hurt the south end of the Island in Ocean Breeze, it could bring in more waves.

Student Councilmember Farrell stated there were concerns about disrupting wildlife.

Student Government Mayor LaFayette stated there being no further comments she wanted to thank everyone for everything.

The Student Government Council and Staff thanked Mayor Leonard, the Councilmembers, and Staff for everything as well.

There was a motion and a second to adjourn the Student Government Council meeting, and unanimously approved.

Town Manager Tolbert stated that this was one of the best groups in the 4 years he has participated in Student Government Day. He added they were very respectful and took their assignments seriously. They did a great job.

Consider FY25 Proposed Budget

Town Manager Tolbert advised that the FY25 Budget proposal was presented in balanced form at the April 1, 2024, meeting and was authorized to advertise. The budget summary and public hearing were subsequently advertised in the April 26, 2024, edition of the Eastern Shore Post. A formal presentation and public hearing of the proposed FY 25 Budget were conducted at the May 6th, 2024, Council meeting at which no comments were offered by the public. Per the Code of Virginia, the proposed budget is now eligible for adoption.

Councilman McComb motioned, seconded by Councilwoman Richardson that the proposed FY25 Budget be adopted as presented and the funds be appropriated for disbursement as such. Unanimously approved.

FY 2025 BUDGET		
GENERAL FUND REVENUE		
104001.0100	REAL ESTATE TAX LEVY	\$675,000
104001.0125	TANGIBLE PROP. TAX LEVY	\$240,000
104001.0130	DEL.TAX,INTEREST,PENALTY	\$20,000
104001.0500	MEALS TAX	\$1,300,000
104001.0600	BANK FRANCHISE TAX	\$100,000
104010.0100	SALES TAX	\$200,000
104010.0200	BUSINESS LICENSE	\$140,000
104010.0300	MOTOR VEHICLE LICENSE	\$88,000
104010.0500	UTILITIES TAX	\$215,000
104010.0600	TRANSIENT OCCUPANCY TAX	\$2,200,000
104015.0100	FINES	\$20,000
104015.0650	CIGARETTE TAX	\$75,000
104020.0100	INTEREST ON SAVINGS	\$200,000
104041.0150	CEMETERY CLEANUP DONATIONS	\$286
104041-0180	ROBERT REED PARK	\$1,000
104041.0200	USER FEES BOAT RAMPS	\$20,000
104041.0300	USER FEES DOG PARK	\$5,000
104041.0500	BUILDING PERMITS	\$65,000
104041.0600	ZONING ADVERTISEMENTS	\$1,000
104049.0100	SALE OF ASSETS/ABANDONED PROP	\$45,000
104051.0200	HEALTH INSURANCE/RET.SPOUSE	\$15,000
104051.0300	VA FIRE PROGRAMS	\$15,000
104061.0100	PAYMENT IN LIEU OF TAX- USFWS	\$6,500
104061.0106	RENTAL INCOME TROLLEY	\$16,000
104061.0107	TOWER RENT	\$6,348
104061.0110	MATTHEWS PROPERTY	\$3,125
104061.0625	OLD FH/GARAGE RENTS	\$40,000

104071.0100	COMMUNICATIONS TAX	\$80,000
104071.0200	PERSONAL PROPERTY REL ACT	\$129,246
104071.0300	MOBILE HOME SALES TAX	\$5,000
104071.0400	CAR RENTAL DISTRIBUTION TAX	\$4,000
104101.0200	RECOVERED COST - WATER DEPARTMENT	\$100,000
104201.0100	PUBLIC WORKS MISC. REV	\$4,500
104201.0150	PW SCRAP METAL SALES	\$500
	RECOVERED COST FROM CENTER FUND	\$20,000
104303.0100	MISCELLANEOUS INCOME	\$5,000
104303-0400	SOLID WASTE COLLECTION FEE	\$450,000
104401.0100	LAW ENFORCEMENT FUNDS 599 funds	\$133,520
104401.0125	POLICE MISCELLANEOUS	\$1,200
104401.0150	POLICE DONATIONS	\$35,000
104401.0160	POLICE GRANTS (SRO)	\$174,564
104401.0200	DISPATCH REVENUE	\$13,400
104501.0100	VDOT MAINTENANCE FUNDS	\$928,500
104501.0101	ROAD PERMIT FEES	\$300
104501.0110	LAND USE SURETY	\$2,000
104545.0140	VA COMM FOR ARTS GRANT	\$4,500
104545.0150	VDEM GRANT	\$7,500
104701.1700	TRF FROM PUB. SAFETY ACCT /SALARIES	\$352,351
	TRF FROM ARPA FUND RESERVE	\$1,422,800
	GENERAL FUND REVENUE TOTAL	\$9,586,140
	GENERAL GOVERNMENT EXPENSES	
105010.0101	MAYOR	\$4,800
105010.0102	COUNCIL	\$23,040
105010.1001	TOWN OFFICE STAFF	\$546,146
105010.1003	OVERTIME	\$3,600
105010.2001	SOCIAL SECURITY	\$45,643
105010.2101	HOSPITALIZATION	\$63,719
105010.2201	RETIREMENT	\$76,694
105010.2202	VSRS/LIFE INSURANCE	\$4,017
105020.2103	UNEMPLOYMENT/TOWN	\$2,000
105030.3100	BANK CHARGES	\$15,000
105030.3101	BUILDING ADMIN EXPENSE	\$100
105030.3102	CLEANING	\$15,000
105030.3103	PLANNING COMMISSION	\$100
105030.3104	BOARD OF ZONING APPEALS	\$100
105030.3105	BUILDING PERMIT SURCHARGE	\$2,000

105030.3106	BOARD OF BLDG CODE APPEAL	\$100
105030.3200	PERMIT CLOUD SERVICE	\$6,000
105030.3401	INSURANCE	\$165,530
105030.3501	AUDITING	\$40,000
105030.3601	DONATIONS	\$20,000
105030.3701	TRF.TO CIVIC CENTER FUND	\$175,000
105030.3705	MEALS TAX - TOURISM 10%	\$130,000
105030.4030	ANPDC MEMBERSHIP	\$7,717
105030.4301	SCHOLARSHIP	\$3,000
105030.4401	OFFICE SUP./PUBLICATIONS	\$11,000
105030.4402	OFF.EQUIP/SOFTWARE MAINT.	\$80,000
105030.4403	POSTAGE	\$11,000
105030.4404	TAX CONVERSION	\$2,400
105030.4701	GASOLINE	\$1,000
105030.4702	VEHICLE MAINTENANCE	\$1,000
105030.4801	TRAVEL & TRAINING	\$1,500
105030.4901	MAYORS EXPENSE	\$300
105030.4902	COUNCILS EXPENSE	\$1,000
105030.4903	TOWN MANAGERS EXPENSE	\$500
105030.5101	ATTORNEY/LEG.CONCONSULTANTS	\$50,000
105030.5201	DRUG/ALCOHOL TESTING	\$2,000
105030.5501	CHRISTMAS DINNER	\$1,300
105030.6101	DUES	\$1,500
105030.7101	ADVERTISING & WEBSITE	\$3,000
105030.7301	BUILDING MAINTENANCE	\$5,000
105030.7401	ELECTRICITY	\$12,000
105030.7402	HEATING OIL	\$4,000
105030.7701	SPECIAL PROJECTS	\$15,000
105030.7702	PONY PENNING EXPENSE	\$23,000
105030.7703	DEER DE-POP PROGRAM	\$500
105030.8202	TELEPHONE BILLS	\$26,000
	VMRC FISHING PIER PERMITS	\$2,200
105030.8401	HEALTH INSURANCE - RETIREES	\$80,000
105030.8402	INSUR-RET SPOUSES & OTHER	\$20,000
105030.8404	RETIREE R/X DRUG ASSISTANCE	\$3,500
105030.8501	MISCELLANEOUS	\$4,000
105030-8505	911 ADDRESSING	\$500
105030.8600	CEMETERY CLEANUP	\$200
105030.8625	OLD FIREHOUSE/GARAGE MAINT	\$20,000

105030.8650	APRP PROJECTS	\$422,800
105030.8700	VA COMM FOR THE ARTS	\$9,000
105030.8900	TRANSFER TO TROLLEY FUND	\$25,462
105030.8913	TRF TO RECREATION/TOURISM RSV	\$50,000
105030.9000	TRANSFER TO HARBOR VPA GRANT	\$49,455
	TRANSFER TO HARBOR B.I.G.	\$15,457
105030.9010	TRANSFER TO PUBLIC SAFETY ACCT	\$440,000
105090.9709	OFFICE EQUIP	\$15,000
105090-9710	COUNCIL ROOM EQUIP/FURNITURE	\$15,000
	NEW WEBSITE DESIGN	\$20,000
	GENERAL GOVERNMENT EXPENSE TOTAL	\$2,794,880
	EMS	
105110.1002	EMERGENCY MED. STAFF	\$1,087,964
105110.1003	OVERTIME - BONUS	\$4,500
105110.2001	SOCIAL SECURITY	\$83,574
105110.2101	HOSPITALIZATION	\$111,278
105110.2201	RETIREMENT	\$100,056
105110.2202	VSRS/LIFE INSURANCE	\$6,786
105130.3107	EMERGENCY MED. CLOTHING	\$5,000
105130.3108	EMS CELL ALLOWANCE	\$3,500
105130.3602	FIRE DEPARTMENT DONATION	\$24,000
105130.4401	OFFICE SUP./PUBLICATIONS	\$300
105130.4402	OFF.EQUIP/SOFTWARE MAINT.	\$2,700
105130.4801	TRAVEL & TRAINING	\$2,000
105130.6101	DUES	\$300
105130.7601	VA FIRE PROG/CVFC	\$15,000
105130.7602	EOC OPERATIONS/TRAINING	\$3,000
105130.8912	VOLSAP FOR VOL. FIREFIGHTERS	\$4,500
	EMS EXPENSE TOTAL	\$1,454,458
	PUBLIC WORKS	
106010.1001	SALARIES*	\$385,873
106010.1003	OVERTIME	\$6,000
106010.2001	SOCIAL SECURITY	\$29,978
106010.2101	HOSPITALIZATION	\$81,900
106010.2201	RETIREMENT	\$61,276
106010.2202	VSRS/LIFE INSURANCE	\$3,018
106030.4100	SEASONAL DECO & BANNERS	\$1,000
106030.4401	OFFICE SUPPLIES & EQUIP.	\$400
106030.4501	STREET MAINTENANCE	\$8,000

106030.4502	STREET SIGNS / 911	\$500
106030.4503	STREET LIGHTS	\$25,000
106030.4701	GASOLINE/DIESEL	\$25,000
106030.4703	OIL/GREASE	\$1,000
106030.4704	TOOLS/SHOP	\$2,000
106030.4801	TRAVEL & TRAINING	\$500
106030.5202	CLOTHING/UNIFORMS	\$5,500
106030.7301	BLDG. MAINTENANCE	\$3,000
106030.7302	EQUIPMENT REPAIRS	\$10,000
106030.7303	SAFETY	\$4,000
106030.7304	VEHICLE P/M'S	\$500
106030.7305	TIRES	\$1,700
106030.7306	GARAGE SUPPLIES	\$6,000
106030.7307	VEHICLE REPAIRS	\$6,000
106030.7401	ELECTRICITY	\$16,000
106030.7402	LP GAS	\$2,000
106030.7501	TIPPING FEES	\$750
106030.7502	SANITATION CONTRACT	\$435,000
106030.8501	MISC.	\$1,500
106030.8590	PARKS & REC EXPENSE	\$34,000
106030.8600	VANDALISM REPAIRS	\$500
106030.8700	BOAT RAMP EXPENSE	\$1,000
106030.8701	BOAT RAMP RESERVE	\$20,000
106090.9105	DJA CENTER EXT REPAIRS	\$15,000
106090-9300	BRIDGE TENDER HOUSE RESTORATION	\$5,000
106090.9305	REPLACE PUBLIC WORKS FUEL PUMPS	\$20,000
106090.9510	BRIANNA'S PARK LIGHTING	\$20,000
	ENG. SEWAGE COLLECTION SYS.	\$120,000
	REPLACEMENT ROOFS @ MEM. PK	\$35,000
	NEW CHRISTMAS DECORATIONS	\$50,000
	STNDBY GNSET TRF SWTCH PW BLDG.	\$10,000
-	W/WATER COLLN SYSTEM CONST.	\$1,000,000
-	PUBLIC WORKS EXPENSE TOTAL	\$2,453,895
	MOSQUITO CONTROL EXPENSES	
106110-1001	SALARIES	\$36,030
106110-1003	OVERTIME	\$800
106110.2001	SOCIAL SECURITY	\$2,818
106130.3401	INSURANCE	\$10,000
106130.4401	OFFICE SUPPLIES	\$50

106130.4701	GASOLINE	\$6,500
106130.4704	TOOLS & SMALL EQUIPMENT	\$500
106130.4705	CHEMICALS	\$70,000
106130.4706	CONTRACT SPRAYING	\$42,000
106130.4801	TRAVEL, TRAINING, CONFERENCE	\$1,500
106130.5202	UNIFORMS	\$200
106130.6101	SUNDRY	\$100
106130.7302	EQUIPMENT REPAIRS/MAINT.	\$500
106130.7303	SAFETY EQUIPMENT	\$500
106130.7304	VEHICLE MAINTENANCE	\$1,000
	MOSQUITO CONTROL EXPENSE TOTAL	\$172,498
	ROADS EXPENSES	
106510.1001	SALARIES	\$99,016
106510.1003	OVERTIME	\$2,500
106510.2001	SOCIAL SECURITY	\$7,766
106510.2101	HOSPITALIZATION	\$16,640
106510.2201	RETIREMENT	\$14,226
106510.2202	VSRS/LIFE INSURANCE	\$699
106530.4102	SNOW REMOVAL	\$22,000
106530.4150	PAVEMENT MAINTENANCE.	\$499,653
106530.4201	SIDEWALKS	\$20,000
106530.4202	TRAFFIC CONTROL OPERATIONS	\$2,500
106530.4250	ROADSIDE STRUCTURES	\$1,500
106530.6250	DRAINAGE MAINTENANCE	\$5,000
106530.7202	TRAFFIC CONTROL DEVICES	\$2,000
106530.7450	ELECTRICITY	\$60,000
106530.8600	ENGINEERING (EEL CREEK CULVERT)	\$50,000
106530.9855	VEHICLES/EQUIPMENT*	\$125,000
	ROADS EXPENSE TOTAL	\$928,500
	POLICE EXPENSES	
107010.1001	SALARIES/OFFICERS	\$959,375
107010.1003	OVERTIME & BONUS	\$11,300
107010.2001	SOCIAL SECURITY	\$74,257
107010.2101	HOSPITALIZATION	\$124,631
107010.2201	RETIREMENT	\$114,880
107010.2202	VSRS/LIFE INSURANCE	\$6,942
107030.4701	GASOLINE	\$25,000
107030.4801	TRAVEL & TRAINING	\$25,000
107030.5201	UNIFORM ALLOWANCE (OFF.)	\$8,000

107030.5202	UNIFORMS (TOWN)	\$3,000
107030.7300	OFFICE SUPPLIES/EQUIPMENT	\$5,000
107030.7302	EQUIP. MAINT. AGMNT/SOFTWARE	\$8,000
107030.7304	VEHICLE MAINTENANCE	\$10,000
107030.7901	DRUG ENFORCEMENT	\$5,000
107030.7903	ACADEMY DUES	\$8,500
107030.7905	COMMUNITY/YOUTH PROG	\$30,000
107030.7907	AMMUNITION	\$3,000
107030.8203	CELL PHONE ALLOWANCE	\$3,600
107030.8301	POLICE ACCREDITATION	\$2,000
107030.8501	SUNDRY	\$600
107090.9660	KEVLAR VESTS	\$750
107090.9696	COMPUTERS/SOFTWARE	\$3,500
107090.9725	NEW OFFICER EQUIPMENT	\$8,000
107090-9760	SOFTWARE MAINT. CAMERAS	\$5,000
	POLICE EXPENSE TOTAL	\$1,445,335
	DISPATCHERS EXPENSES	
107510.1001	SALARIES/DISPATCHEES	\$225,717
107510.1003	OVERTIME	\$3,600
107510.2001	SOCIAL SECURITY	\$17,542
107510.2101	HOSPITALIZATION	\$35,069
107510.2201	RETIREMENT	\$25,427
107510.2202	VSRS/LIFE INSURANCE	\$1,219
107530.4801	TRAVEL & TRAINING-DISP.	\$1,500
107530.5201	UNIFORM ALLOWANCE (DISP	\$1,200
107530.5202	UNIFORM (TOWN-FOR DISP)	\$650
107530.7300	EQUIP MAINT AGREEMENTS	\$12,500
107530.7500	DISPATCH SERVICE AGMNT	\$12,000
107530.8501	SUNDRY	\$150
	DISPATCHERS EXPENSE TOTAL	\$336,574
	GENERAL FUND EXPENSE TOTAL	\$9,586,140
	CURTIS MERRITT HARBOR REVENUE	
304031.0100	INTEREST ON HARBOR SAVINGS	\$5,000
304031.1000	HARBOR RENT	\$106,000
304031.1002	SUBLEASES	\$50,000
304031.1003	DRY/WINTER STORAGE	\$4,000
304031.1050	VA PORT AUTHORITY GRANT	\$148,364
304031.1055	DEPT. OF HEALTH B.I.G.	\$43,993
	B.I.G. MATCH FROM FUND 10	\$15,457

304031.1058	FUEL REVENUE	\$400,000
304910.8800	TRF. FROM GENERAL FUND	\$49,455
	CURTIS MERRIT HARBOR REVENUE TOTAL	\$822,269
	CURTIS MERRITT HARBOR EXPENSES	
308010.1001	SALARIES	\$62,421
308010.1003	OVERTIME	\$200
308010.2001	SOCIAL SECURITY	\$4,790
308010.2101	HOSPITALIZATION	\$8,902
308010.2201	RETIREMENT	\$10,106
308010.2202	VRS LIFE INSURANCE	\$452
308030.7300	OPS, MAINT.,ST. LIGHTS, ETC.	\$40,500
308030.7315	FUEL PURCHASE	\$359,129
308030.8501	SUNDRY	\$500
	INSURANCE COSTS	\$8,000
308090.9124	LONG TERM REPLACEMENT RES	\$54,000
308090-9300	FLOATING DOCK FINGER PIER	\$197,819
	NEW FUEL HOSE REELS	\$3,000
308090.9410	FENCE NE SIDE	\$10,000
308090.9420	B.I.G. UPGRADES HARBOR, RR PK	\$62,450
	CURTIS MERRITT HARBOR EXPENSE TOTAL	\$822,269
	TROLLEY REVENUE	
704501.0100	TROLLEY GRANTS	\$62,341
704501.0110	PROGRAM INCOME	\$5,000
704501.8900	TRANSFER FROM GEN. FUND	\$25,462
	TROLLEY REVENUE TOTAL	\$92,803
	TROLLEY EXPENSES	
703010.0100	SALARIES	\$44,220
703010.2001	SOCIAL SECURITY	\$3,383
703030.3401	INSURANCE & BONDING	\$3,400
703030.4400	COMMUNICATION SERVICES	\$800
703030.4401	PRINTING & REPRODUCTION	\$3,000
703030.4402	ADVERTISING	\$1,200
703030.4403	EDUCATION & TRAINING	\$2,000
703030.4404	CLEANING SUPPLIES	\$300
703030.4406	SUPPLIES, MATERIALS	\$500
703030.4407	MEMBERSHIPS & DUES	\$250
703030.4408	TRAVEL & MEALS	\$1,000
703030.4701	FUEL & LUBRICANTS	\$7,000
703030.4702	TIRES & TUBES	\$3,000

703030.4703	UNIFORMS	\$500
703030.4704	PARTS	\$750
703030.5201	DRUG TESTING	\$1,000
703030.7302	REPAIRS/MAINT	\$4,500
703030.8505	RENT TO GENERAL FUND	\$16,000
	TROLLEY EXPENSE TOTAL	\$92,803
	WATER REVENUE	
804101.0100	WATER RENT	\$950,000
804131.0100	WATERLINE EXTENSIONS	\$1,000
804131.0200	SERVICE CONNECTIONS	\$7,000
804131.0300	INTEREST ON WATER SAVINGS	\$20,000
804131.0500	AVAILABILITY FEES	\$50,000
	WATER REVENUE TOTAL	\$1,028,000
806210.1001	SALARIES	\$258,794
806210.1003	OVERTIME	\$5,000
806210.1004	PUMP DUTY	\$19,000
806210.2001	SOCIAL SECURITY	\$21,633
806210.2101	HOSPITALIZATION	\$39,444
806210.2201	RETIREMENT	\$35,493
806210.2202	VRS LIFE INSURANCE	\$1,873
806230.4401	OFFICE SUPP/EQUIP MAINT	\$500
806230.4403	POSTAGE	\$5,500
806230.4701	GASOLINE & DIESEL	\$5,000
806230.4704	TOOLS	\$500
806230.4705	CHEMICALS	\$20,000
806230.4801	TRAVEL & TRAINING	\$1,000
806230.5202	UNIFORMS	\$500
806230.6101	DUES/LICENSES	\$700
806230.7301	BUILDING MAINT/REHAB	\$2,000
806230.7303	SAFETY	\$500
806230.7304	VEHICLE MAINTENANCE	\$500
806230.7401	ELECTRICITY	\$43,000
806230.7402	LP GAS	\$550
806230.8101	DISTRIBUTION & REPAIRS	\$45,000
806230.8103	SUPPLY REPAIRS	\$10,000
806230.8202	CELL PHONE ALLOWANCE	\$900
806230.8204	MISS UTILITY	\$800
806230.8209	SUBSCRIPTION-NEPTUNE 360	\$12,000
806230.8501	SUNDRY	\$500

806230.8601	REIMBURSEMENT TO FUND 10	\$100,000
806230.8750	REGULATION COMPLIANCE	\$3,000
806230.8900	TRANSFER TO WATER RESERVES	\$76,285
806290.9101	WATER MAIN EXTENSIONS	\$5,000
806290-9508	AMI BOND	\$86,564
806290-9509	AMI BOND INTEREST	\$16,464
806290.9704	HIGH RISE LIFT PUMPS W/ VFD's	\$30,000
906290.9710	REPLACE FILTER MEDIA-WILLOW ST.	\$120,000
	PINEY ISLAND TRANSMISSION LINE	\$50,000
806290.9855	EQUIPMENT	\$10,000
	WATER EXPENSE TOTAL	\$1,028,000
	CENTER REVENUE	
854300.0100	FACILITY RENTAL	\$40,000
854300.0200	BAR SERVICES	\$1,000
854300.0300	EQUIPMENT RENTAL	\$2,000
854300.0600	MISCELLANEOUS	\$400
854600.0100	TR FROM GEN FUND MEALS	\$65,000
854600.0200	TR FROM GEN FUND TOT	\$110,000
	CENTER REVENUE TOTAL	\$218,400
	CENTER EXPENSES	
855210.1001	SALARIES	\$51,251
855210.2001	SOCIAL SECURITY	\$3,921
855210.2101	HOSPITALIZATION	\$8,902
855210.2201	RETIREMENT	\$9,298
855210.2202	VSRS/LIFE INSURANCE	\$371
855330.0000	RETURN DEPOSITS	\$3,000
855330.3401	INSURANCE & BONDING	\$8,000
855330.3450	ADVERTISING & PROMOTION	\$8,000
855330.3501	PRINTING & REPRODUCTION	\$1,000
855330.3550	EVENT MARKETING	\$3,000
855330.4403	EDUCATION & TRAINING	\$500
855330.4408	TRAVEL & MEALS	\$1,000
855330.4900	CLEANING SUPPLIES	\$2,500
855330.4920	SUPPLIES, MATERIALS	\$3,000
855330.4950	OFFICE EQUIPMENT	\$1,000
855330.4960	OFFICE SUPPLIES	\$500
855330.5000	CONTRACTUAL SERVICES	\$12,000
855330.6101	MEMBERSHIPS & DUES	\$500
855330.7401	ELECTRIC UTILITY	\$23,000

855330.8202	TELEPHONE	\$1,500
855330.8210	INTERNET	\$1,500
855330.8500	CONTRACT SERV. MARKETING	\$8,000
855330.8600	EVENTS EXPENSE	\$4,000
855330.8901	TR TO CENTER LT RESERVE	\$4,657
	REIMBURSEMENT TO FUND 10	\$20,000
	REPLACE OUTDOOR ELECT SERVICE	\$3,000
	DIGITAL SIGN	\$35,000
	CENTER EXPENSE TOTAL	\$218,400
	TOTAL REVENUE TOTAL	\$11,747,612
	TOTAL EXPENSE TOTAL	\$11,747,612

Mayor and Council Comments

Councilwoman Bowden exclaimed, “Go Yankees!”.

Councilman Taylor asked God to continue to bless.

Mayor Leonard concluded with, “Roll Tide!”.

Adjourn

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

J. Arthur Leonard, Mayor

Michael T. Tolbert, Town Manager