

**MINUTES OF THE JANUARY 2, 2024  
CHINCOTEAGUE TOWN COUNCIL MEETING  
Council Chambers**

**Council Members Present:**

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

**Council Members Absent:**

**Staff Present:**

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

**Call to Order**

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

**Invocation**

Councilman Taylor offered the invocation.

**Pledge of Allegiance**

Mayor Leonard led in the Pledge of Allegiance.

**Christmas Lights Winners**

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

**Honorable Mention**

Gene Jester & David Taylor  
Dino Johnson

**Winners**

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

**Public Comment**

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

**Agenda Adoption**

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

**Staff Reports**

**General Government**

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

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

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

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

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

There was brief discussion.

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

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

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

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

Town Manager Tolbert agreed that this is an option.

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

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

#### Police Department

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

#### Public Works Department

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

#### Chincoteague Center

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

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

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

Center Director Leonard advised they have nothing.

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

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

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

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

Councilwoman Bowden stated that she is doing an awesome job.

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

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

Center Director Leonard believes it because of the Health Department.

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

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

### Emergency Services

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

### **Adoption of the Minutes**

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

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

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

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

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

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

### FY25 Trolley Budget

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

### **Council Comments**

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

Councilman McComb agreed and echoed Councilwoman Bowden's comments.

Councilman Taylor stated that he prays for blessings in 2024.

Councilman Savage wished everyone a Happy New Year.

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

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

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

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

**Nays: None**

**Absent: None**

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

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

**Nays: None**

**Absent: None**

### **Adjourn**

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

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager

**MINUTES OF THE JANUARY 18, 2024  
CHINCOTEAGUE TOWN COUNCIL MEETING  
Council Chambers**

**Council Members Present:**

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

**Council Members Absent:**

Christopher D. Bott, Vice Mayor

**Staff Present:**

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

**Call to Order**

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

**Invocation**

Councilman Savage offered the invocation.

**Pledge of Allegiance**

Mayor Leonard led in the Pledge of Allegiance.

**Public Comment**

There was none.

**Agenda Adoption**

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

**Review of FY25 Revenues and Fees**

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

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

**Mayor and Council Comments**

Councilman Taylor reminded everyone to stay strong.

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



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

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

**Adjourn**

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

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager

**MINUTES OF THE FEBRUARY 5, 2024  
CHINCOTEAGUE TOWN COUNCIL MEETING  
Council Chambers**

**Council Members Present:**

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

**Council Members Absent:**

**Staff Present:**

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

**Call to Order**

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

**Invocation**

Councilman Taylor offered the invocation.

**Pledge of Allegiance**

Mayor Leonard led in the Pledge of Allegiance.

## **Public Comment**

Mayor Leonard opened the floor for public comment.

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

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

## **Agenda Adoption**

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

## **Staff Reports**

### **General Government**

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

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

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

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

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

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

#### Police Department

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

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

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

#### Public Works Department

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

#### Emergency Services

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

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

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

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

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

### **Village Neighbors**

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

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

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

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

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

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

## **Committee Reports**

### Recreation and Community Enhancement

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

### **Adoption of the Minutes**

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

### **Approval of FY25 Fees**

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

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

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

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

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

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

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



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

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

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

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

**Council Comments**

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

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

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

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

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

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

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

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

**Nays: None**

**Absent: None**

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

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

**Nays: None**

**Absent: None**

**Adjourn**

**Councilwoman Bowden motioned, seconded by Councilman McComb to adjourn.**

**Unanimously approved.**

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager

**MINUTES OF THE FEBRUARY 15, 2024  
CHINCOTEAGUE TOWN COUNCIL MEETING  
Council Chambers**

**Council Members Present:**

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

**Council Members Absent:**

**Staff Present:**

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

**Call to Order**

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

**Invocation**

Councilman Savage offered the invocation.

**Pledge of Allegiance**

Mayor Leonard led in the Pledge of Allegiance.

**Consider Remote Participation**

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

**Public Comment**

There was none.

**Agenda Adoption**

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

**Salary Study Results**

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

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

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

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

There were comments.

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

There were brief discussions and comments.

**Mayor and Council Comments**

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

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

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

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

**Adjourn**

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

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager

**MINUTES OF THE MARCH 4, 2024**  
***CHINCOTEAGUE TOWN COUNCIL MEETING***  
**Council Chambers**

**Council Members Present:**

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

**Council Members Absent:**

**Staff Present:**

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

**Call to Order**

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

**Invocation**

Councilman Taylor offered the invocation.

**Pledge of Allegiance**

Mayor Leonard led in the Pledge of Allegiance.

**Public Comment**

Mayor Leonard opened the floor for public comment.

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

There was brief discussion.

### **District 1 Supervisor Report**

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

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

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

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

### **Agenda Adoption**

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

### **Staff Reports**

#### **General Government**

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

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

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

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

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

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

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

#### Police Department

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



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

### Public Works Department

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

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

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

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

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

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

### Emergency Services

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

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

There was discussion regarding Virginia's evacuation route.

### **Adoption of the Minutes**

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

### **Chincoteague Island Library Report**

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

### **Committee Reports**

#### Public Works Committee

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

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

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

#### Budget and Personnel Committee

Vice Mayor Bott advised the report is in the packet.

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

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

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

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

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

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

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

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



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

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

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

and

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

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

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

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

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

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

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

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John Arthur Leonard, Mayor

### **Consider Community Support Policy**

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

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

They discussed the deadline.

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

### **Council Comments**

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

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

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

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

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

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

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

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

- 1. Only public business lawfully exempted from open meeting requirements was discussed and**
- 2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered.**

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

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

### **Adjourn**

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

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager

**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 17<sup>th</sup> 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 24<sup>th</sup>. He also reported that the "Name the Trolley survey" was completed on March 22<sup>nd</sup>. 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 3<sup>rd</sup> for the 2024 season and will be in full service for the Seafood Festival on May 4<sup>th</sup>.

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 7<sup>th</sup> the Chincoteague Police Department received the 3<sup>rd</sup> 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 11<sup>th</sup>-15<sup>th</sup> he, PFC Stevens, and Investigator Barnes attended in-service training at the CBBT Academy. On March 23<sup>rd</sup> he, SRO Carmody, and SRO Geminiani represented and promoted the Chincoteague Police Department in the local job fair at the Center. On March 26<sup>th</sup> Dispatcher Adams attended a class on Community Policing Data Collection at the Newport News Police Department. On March 28<sup>th</sup> 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 8<sup>th</sup>. 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 12<sup>th</sup> – 14<sup>th</sup>. 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 3<sup>rd</sup> 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 250<sup>th</sup> 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 10<sup>th</sup> 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.
10. This contract may be terminated and the facility removed from the General Permit with thirty (30) days' notice at the discretion of the Town Council. This thirty (30) day notice shall not be necessary in circumstances where violations of VDH

regulations exist, if the conditions of the contract between the Town and the owner or agent are not met, or if the Town's General Permit is revoked.

11. The term of this agreement will be 2 years from the date of signing by all parties and may be renewed for an additional 2-year periods as authorized by the Town Council.

12. This agreement shall not be deemed concluded unless and until the Accomack County Health Department has inspected and approved the proposed system prior to operation. The owner or agent also agrees to maintain the pump and haul facility in accordance with the requirements of the current edition of the *Sewage Handling and Disposal Regulations* of the VDH.

Witness the following signatures:

By: \_\_\_\_\_  
John Shields Date

By: \_\_\_\_\_  
Burke Landon, Date  
White Raven's Nest

By: \_\_\_\_\_  
Phillip H. Dunn, President Date  
Boggs Water and Sewage, Inc.

By: \_\_\_\_\_  
Michael T. Tolbert, Town Manager Date  
Town of Chincoteague

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

**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 3<sup>rd</sup> 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 15<sup>th</sup>. They would have to let it sit for at least 7 days before adoption on May 6<sup>th</sup>.

**Councilwoman Bowden motioned, seconded by Councilman McComb to advertise the proposed FY25 Budget for public hearing at the April 15<sup>th</sup> 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.**

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J. Arthur Leonard, Mayor

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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. The 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.**

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J. Arthur Leonard, Mayor

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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 20<sup>th</sup> 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 4<sup>th</sup>. 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 11<sup>th</sup> 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 31<sup>st</sup> 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 4<sup>th</sup> all dispatchers completed the Active Shooter Training. On April 10<sup>th</sup> the Chincoteague Police Department hosted the annual spring Senior Luncheon with 123 in attendance and 27 meals were delivered to shut ins. On April 11<sup>th</sup> Dispatcher Marshall completed the Hampton Roads Criminal Justice Training Academy Dispatcher Academy Program. On April 18<sup>th</sup> Pfc. Stevens taught a course on Standard Field Sobriety Test at the Onley Police Department. On April 24<sup>th</sup> 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 19<sup>th</sup> through May 25<sup>th</sup> 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 6<sup>th</sup> day of May, 2024.

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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 19<sup>th</sup> through May 25<sup>th</sup>, 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 6<sup>th</sup> day of May, 2024,

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J. Arthur Leonard, Mayor

### **Committee Reports**

#### Harbor Committee Minutes

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

Public Safety Minutes

Councilwoman Bowden stated they met on April 9<sup>th</sup>. 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 2<sup>nd</sup> 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 1<sup>st</sup> and April 18<sup>th</sup>, 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.

<b>GENERAL FUND REVENUE</b>		
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
	<b>GENERAL FUND REVENUE TOTAL</b>	<b>\$9,586,140</b>
	<b>GENERAL GOVERNMENT EXPENSES</b>	
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.CONSULTANTS	\$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
	<b>GENERAL GOVERNMENT EXPENSE TOTAL</b>	<b>\$2,794,880</b>
	<b>EMS</b>	
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
	<b>EMS EXPENSE TOTAL</b>	<b>\$1,454,458</b>
	<b>PUBLIC WORKS</b>	
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
-	<b>PUBLIC WORKS EXPENSE TOTAL</b>	<b>\$2,453,895</b>
	<b>MOSQUITO CONTROL EXPENSES</b>	

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
	<b>MOSQUITO CONTROL EXPENSE TOTAL</b>	<b>\$172,498</b>
	<b>ROADS EXPENSES</b>	
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
	<b>ROADS EXPENSE TOTAL</b>	<b>\$928,500</b>
	<b>POLICE EXPENSES</b>	
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
	<b>POLICE EXPENSE TOTAL</b>	<b>\$1,445,335</b>
	<b>DISPATCHERS EXPENSES</b>	
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
	<b>DISPATCHERS EXPENSE TOTAL</b>	<b>\$336,574</b>
	<b>GENERAL FUND EXPENSE TOTAL</b>	<b>\$9,586,140</b>
	<b>CURTIS MERRITT HARBOR REVENUE</b>	
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
	<b>CURTIS MERRIT HARBOR REVENUE TOTAL</b>	<b>\$822,269</b>
	<b>CURTIS MERRITT HARBOR EXPENSES</b>	
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
	<b>CURTIS MERRITT HARBOR EXPENSE TOTAL</b>	<b>\$822,269</b>
	<b>TROLLEY REVENUE</b>	
704501.0100	TROLLEY GRANTS	\$62,341
704501.0110	PROGRAM INCOME	\$5,000
704501.8900	TRANSFER FROM GEN. FUND	\$25,462
	<b>TROLLEY REVENUE TOTAL</b>	<b>\$92,803</b>
	<b>TROLLEY EXPENSES</b>	
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
	<b>TROLLEY EXPENSE TOTAL</b>	<b>\$92,803</b>
	<b>WATER REVENUE</b>	
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
	<b>WATER REVENUE TOTAL</b>	<b>\$1,028,000</b>
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
	<b>WATER EXPENSE TOTAL</b>	<b>\$1,028,000</b>
	<b>CENTER REVENUE</b>	
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
	<b>CENTER REVENUE TOTAL</b>	<b>\$218,400</b>
	<b>CENTER EXPENSES</b>	
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
	<b>CENTER EXPENSE TOTAL</b>	<b>\$218,400</b>
	<b>TOTAL REVENUE TOTAL</b>	<b>\$11,747,612</b>
	<b>TOTAL EXPENSE TOTAL</b>	<b>\$11,747,612</b>

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 16<sup>th</sup>.

**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 1<sup>st</sup> Responder Luncheon on May 22<sup>nd</sup> 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.**

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J. Arthur Leonard, Mayor

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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 6<sup>th</sup>, 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.**

<b>FY 2025 BUDGET</b>		
<b>GENERAL FUND REVENUE</b>		
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
	<b>GENERAL FUND REVENUE TOTAL</b>	<b>\$9,586,140</b>
	<b>GENERAL GOVERNMENT EXPENSES</b>	
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
	<b>GENERAL GOVERNMENT EXPENSE TOTAL</b>	<b>\$2,794,880</b>
	<b>EMS</b>	
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
	<b>EMS EXPENSE TOTAL</b>	<b>\$1,454,458</b>
	<b>PUBLIC WORKS</b>	
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
-	<b>PUBLIC WORKS EXPENSE TOTAL</b>	<b>\$2,453,895</b>
	<b>MOSQUITO CONTROL EXPENSES</b>	
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
	<b>MOSQUITO CONTROL EXPENSE TOTAL</b>	<b>\$172,498</b>
	<b>ROADS EXPENSES</b>	
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
	<b>ROADS EXPENSE TOTAL</b>	<b>\$928,500</b>
	<b>POLICE EXPENSES</b>	
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
	<b>POLICE EXPENSE TOTAL</b>	<b>\$1,445,335</b>
	<b>DISPATCHERS EXPENSES</b>	
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
	<b>DISPATCHERS EXPENSE TOTAL</b>	<b>\$336,574</b>
	<b>GENERAL FUND EXPENSE TOTAL</b>	<b>\$9,586,140</b>
	<b>CURTIS MERRITT HARBOR REVENUE</b>	
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
	<b>CURTIS MERRIT HARBOR REVENUE TOTAL</b>	<b>\$822,269</b>
	<b>CURTIS MERRITT HARBOR EXPENSES</b>	
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
	<b>CURTIS MERRITT HARBOR EXPENSE TOTAL</b>	<b>\$822,269</b>
	<b>TROLLEY REVENUE</b>	
704501.0100	TROLLEY GRANTS	\$62,341
704501.0110	PROGRAM INCOME	\$5,000
704501.8900	TRANSFER FROM GEN. FUND	\$25,462
	<b>TROLLEY REVENUE TOTAL</b>	<b>\$92,803</b>
	<b>TROLLEY EXPENSES</b>	
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
	<b>TROLLEY EXPENSE TOTAL</b>	<b>\$92,803</b>
	<b>WATER REVENUE</b>	
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
	<b>WATER REVENUE TOTAL</b>	<b>\$1,028,000</b>
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
	<b>WATER EXPENSE TOTAL</b>	<b>\$1,028,000</b>
	<b>CENTER REVENUE</b>	
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
	<b>CENTER REVENUE TOTAL</b>	<b>\$218,400</b>
	<b>CENTER EXPENSES</b>	
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
	<b>CENTER EXPENSE TOTAL</b>	<b>\$218,400</b>
	<b>TOTAL REVENUE TOTAL</b>	<b>\$11,747,612</b>
	<b>TOTAL EXPENSE TOTAL</b>	<b>\$11,747,612</b>

**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.**

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager

**MINUTES OF THE JUNE 3, 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.

- Ms. Donna Leonard, 6415 Leonard Lane, stated she enjoys serving on the RCEC. She expressed her displeasure with the new parking lot at Donald Leonard Park and plan for a split rail fence. She advised she asked for grass seed last fall. She commented further about kayakers being unable to pull their vehicle to the launch as opposed to parking and carrying their equipment. She asked who made this decision and advised she opposed it. She also brought up the discussion at the RCEC regarding a teenagers' hangout at Brianna's Park adding 4 saucers for them. She commented on the basketball court that was put in about a year ago. Ms. Leonard also advised she would like improvements to the waterfront across from the carnival grounds. She wants the Town to negotiate with the Fire Company to see if the shoreline could be enhanced. She suggested fill over the riprap. She also suggested that everyone listen to Mr. Chris Hines new talk regarding sea level rise at the north end of the Island. She also wants Council to worry about what's going to happen to the Causeway. She then addressed a public hazard near the turntable on north Main Street. She explained that there is a dock in need of repair before someone gets hurt or a child drowns.

- Mrs. Jeanne Knight, 8139 Seashell Drive, addressed Council regarding the passing of Mrs. Jane Peake. She requested a resolution in her honor and memory. She listed all of the organizations that Mrs. Peake was a member of and the offices she held. She feels Council should recognize Mrs. Peake for her contributions to the community by way of a resolution.

### **Special Presentation**

Mrs. Cynthia Wilder presented Vice Mayor Bott with a plaque in recognition for being an outstanding board member and President of the Chincoteague Chamber of Commerce.

Vice Mayor Bott thanked the Chamber.

Chamber Executive Director Shotwell also thanked Vice Mayor Bott for being there for her over the years.

### **District 1 Supervisor Report**

Supervisor Tarr reported they have been focusing on the 2 housing projects, one in northern Accomack and one in mid-Accomack which will bring 600 new residents. In May the Board

approved to renew the special use permit. He advised there was also discussion about funding in the state budget for the purchase of farmland by Virginia Space outside the NASA gate. He also reported that the County, HRSD, and NASA are discussing HRSD taking over NASA's sewage treatment plant. They're about 2 years out and getting the MOU written. There have also been discussions regarding a childcare facility in the northern end of Accomac County. He feels it will happen soon. He stated that the Town was notified and Town Manager Tolbert advised he would sit on the board.

Supervisor Tarr also reported that the County approved another 3% raise for EMS which was the 2<sup>nd</sup> part of the compensation study.

Councilwoman Bowden asked about the Inlet Study funding. She mentioned Tangier asking and getting millions of dollars. She commented about the areas around the Island that are now gone. She asked for the County's help with this. She suggested hiring a lobbyist.

Town Manager Tolbert stated that thanks to Del. Bloxom the 50% match of funds were secured but the Corps has not funded this project. The Town wasn't able to use it and the money disappeared.

Supervisor Tarr stated that the County has been putting \$50,000 in the budget each year to help with this study.

Councilwoman Bowden stated that the Town needs to put pressure on the Corps.

Supervisor Tarr advised that the Corps was given \$26 million for dredging projects on the Shore.

Councilwoman Bowden stated he mentioned the state buying property for the rockets, but in the meantime the south end of Chincoteague is getting swallowed up. She doesn't want to wait any longer for the Town or County to put pressure where it needs to go. She feels something has to be done.

Supervisor Tarr stated he was going to call the Corps.

Town Manager Tolbert advised that Del. Bloxom secured the funds through the state legislature. He spoke with the Corps, and they didn't fund it. They've had a colonel and his delegation here showing him and explaining everything going on about a year and a half to 2 years ago to try to kickstart this whole process.

Councilwoman Bowden stated she's been on Council 8 years and has been dealing with this. She added that the study will take 3 years.

Councilman McComb mentioned the RocketLab and the land outside the gate at NASA. He stated that one of the things they're seeing just outside of Town limits past Queen Sound is all the parking along the Causeway during the events which is a hazard. He suggested finding a way to develop parking areas and a potential place to watch the launch. He suggested talking to the County about this as well.

Supervisor Tarr stated that the County is already meeting about this with NASA, Virginia Space and the Virginia State Police. He added that there is a committee. He commented that even with the Virginia State Police at the last launch there was no one there to move traffic.

Mayor Leonard stated that at the last launch when the Visitor's Center filled up they were parking on the side of the road, getting hung up in the ditches. They talked to NASA about expanding parking.

Councilwoman Bowden advised the next launch is 06/20/24.

### **Agenda Adoption**

**Vice Mayor Bott motioned, seconded by Councilman Savage to move item #11, "Consider Request for MOU" up in the meeting. Unanimously approved.**

### **Consider Request for MOU**

Town Manager Tolbert advised this is about approval of an MOU.

Mr. Tarr stated that it takes just over an hour and 10 minutes to spray the Town of Onley. He added that he would go to Onley and use the Town's equipment.

Town Manager Tolbert explained that Mr. Tarr does mosquito control for both towns. The MOU will anticipate all the requirements.

Town Manager Tolbert reported that on May 28<sup>th</sup> Ms. Susan Rillo, the Town Manager of Onley, requested that Council consider renting some of the Town's mosquito spraying equipment. He explained that the Town of Onley uses similar equipment and chemicals. They are experiencing critical issues with their sprayer and are investing in a new one, but they have no way of applying pesticides until their new gear arrives. She asked if the Town would be willing to rent one of the sprayers in the interim. The Town was recently in a similar situation, and it appears that both towns could benefit from an MOU that permits the use of each other's equipment. An MOU would dictate the terms of use during an outage so that it would not affect the application schedule of the municipality providing the equipment. Ms. Rillo will ask Onley's attorney to draft an MOU pending affirmative votes by both councils. He feels this could be mutually beneficial.

Councilwoman Bowden about the compensation.

Town Manager Tolbert stated that there wouldn't be. He stated that each Town would be responsible for their own expenses. He added that each Town would pay for their own employees. The MOU would address the direct costs, fuel, materials, etc.

There was discussion about the schedule of spraying and Onley would get sprayed when Chincoteague wasn't spraying. They discussed the cost of the sprayer motor, which was \$2,500 - \$2,800 and a new sprayer is \$15,000. It's been 6 years since the Town bought a sprayer. The MOU wouldn't go on forever. Onley will be down for about another 10 days.

Town Manager Tolbert stated that they will have brand new equipment and the Town's equipment is 6 years old. Everyone's equipment breaks down every now and then. He added that if the Town has a breakdown and can't spray for a week or two, they could use Onley's equipment. He added that every MOU has an out clause. The MOU hasn't been written, this is to explore it, if so, Onley would draw up a draft. He added that Council will still get to see it and edit it. He also stated that if it's not approved, the Town could allow it to be rented.

Councilman Savage stated that the Town has two sprayers and Onley needs one.

Councilwoman Bowden feels that if they will have their equipment up in 10 days, by the time this goes through they won't need it, unless this is an open-ended MOU.

Town Manger Tolbert stated it could be done in a term where it would have to be renewed and if it doesn't work Council can end it.

**Vice Mayor Bott motioned, seconded by Councilman Taylor to approve the creation of the MOU with the Town of Onley for mosquito control spraying. Unanimously approved.**

### **Staff Reports**

#### **General Government**

Town Manager Tolbert reported that they have received 2 additional quotes and several inquiries about the abandoned vessel project. The deadline to submit quotes was Wednesday, May 29<sup>th</sup>. There was an article in the Eastern Shore Post about a week ago which spurred interest. They have 4 quotes and 3 were qualified. He also reported that the ridership for the Trolley Service is up. Beginning May 4<sup>th</sup> at the Seafood Festival there were nearly 1,000 riders. He stated that Transportation Director King has been working with DRPT regarding the purchase of the surplus trolley by the Town. The value of the trolley has been established at \$40,000 of which DRPT will allow the Town to keep the first \$5,000 in the Trolley Capital Account. Of the remaining balance, the Town will have to pay 80%, bringing the total investment to \$28,000 for Pied Piper. Town Manager Tolbert stated that they expect to use this trolley for various events throughout the year which do not qualify for DRPT funding expanding our services for the Center and community at large. The first event for the Town Trolley will hopefully be the Blueberry Festival in mid-July.

Town Manager Tolbert reported that VDOT has changed the programs on all 3 traffic lights to their summer, in-season, routines which should allow traffic to move more easily. He gave the May report for the Center which started off with the CHS prom, Island Roots hosted a paint and plant night, and there were to weddings. The Center was used 15 out of 31 days in May. June will be even busier with Rocket Fest next week. The kids will be building 30 model rockets and launching them from our Little League fields.

Town Manager Tolbert gave the Meals and Transient Occupancy Tax report for May along with the Financial Report. He continued with the Building and Zoning Report which included 51 building permits, 42 inspections and 15 case activity inspections. There were also 3 Business License site visits, 2 code case violations, working without a permit, 16 code case violations, tall grass, 16 zoning site visits, 42 building permit plans' reviews, and 35 walk-ins for building and

zoning questions. The total value for the building cost of construction for the month was \$556,404.86 and the total building permit fees collected were \$3,867.99.

Councilwoman Bowden asked if the Building and Zoning software was helping.

Town Manager Tolbert advised it was and commented further. He added that the process is quicker if done online.

Councilwoman Bowden asked for the report from the front office.

Town Manager Tolbert advised he would get the information together and send it to Council.

#### Police Department

Chief Greenley reported in addition to the report in the packet, on May 3<sup>rd</sup>, the Police Department aided with traffic and foot patrol along with security for the vendors at the Seafood Festival. On May 8<sup>th</sup> Investigator Barnes attended the FBI National Academy's Associates Technology Summit. On May 13<sup>th</sup> the Department hosted Coffee with a Cop at Blackfin Restaurant where members of the community were able to come and voice their concerns to the Department. On May 15<sup>th</sup>, SRO Geminiani provided the CES Pre-K class with a tour of the Police Department complete with an interactive investigation that the class completed while receiving the tour. On May 16<sup>th</sup> SROs Carmody and Geminiani manned the CPD job fair booth at Chesapeake College in Queenstown, and will go to ESCC Tuesday, June 4<sup>th</sup>. On May 22<sup>nd</sup> LT. Gladding and Dispatcher Adams attended Level 1 DART training. He added that both of the SRO Grants were approved again this year.

Councilwoman Bowden suggested having the Coffee with a Cop 2 times a year.

Chief Greenley agreed and advised he would schedule it.

#### Public Works Department

Public Works Director Parks reported the Public Works Department cut grass in the cemeteries before Memorial Day weekend, installed banners, which were 25 more than last year, they re-established a parking lot for the Leonard Park with millings, they also plan to put in a split-rail fence. He added that topsoil and seeding will be installed outside the parking area, and they also plan to add parking bumpers. They installed 220 feet of storm drain on Willow Street, constructed a walking trail at the Brianna's Kindness Park, and started directional bore of waterline replacement for Piney Island. He commended Mr. Meckley on a good job building the Council tables. He reported that the gentleman who mirrored his position during Student Government Day has applied for a job with the Town. He advised for the month of June they will have asphalt paving, concrete sidewalks, and driveways, spraying weeds, mowing, curb painting, continue improvements at the Brianna's Kindness Park, Leonard Park, and Ocean Breeze. They will also continue with routine maintenance of equipment and vehicles.

Councilwoman Bowden asked about the ditches and the equipment they were supposed to look into.

Public Works Director Parks advised that the sales rep. didn't follow through. He will reach out again because the Town's equipment is down.

Councilwoman Bowden asked if they were spraying for weeds.

Public Works Director Parks advised they spray every 6 weeks.

Mayor Leonard asked if the Town was installing a waterline on Wildcat.

Public Works Director Parks advised they fused the pipe today and will bore tomorrow.

### Emergency Services

Director of Emergency Services Rush reported they ended May with 100 calls, which is the same as last year. He advised that each year his staff goes to the lighthouse for training before it's open for the season. He further explained the different aspects of training they conduct there, adding that they actually train there a couple times a year. He stated that he has been working on Mr. Tarr of the Fire Company regarding Medicare payments. There is a 148-page document to review and fill out a multiple page form for the Fire Company to be reimbursed for Medicare. He reported that they were certified last week. He also reported that they continue with weather monitoring and as of June 1<sup>st</sup> it is Hurricane Season. He advised of the Regional Catastrophic Planning Grant with Maryland, Virginia, and Delaware. They are currently coming up with a plan for a shore-wide evacuation.

Director of Emergency Services Rush reported on IPaws, Integrated Public Alert Warning System, which also works with Code Red. He explained that to be notified with Code Red you have to sign up, but with IPaws it works on cellular service within our area. IPaws is used in extreme circumstances and will be up and running by the end of summer. He advised that NOAA predicts 17–25 named storms for this season. He reminded of the nor' east winds that cause high tides and flooding and advised that everyone should prepare now. He suggested that every time you go to the store get something for your emergency preparedness kit.

Mayor Leonard asked if they were having a hurricane meeting.

Director of Emergency Services Rush advised that the local elected officials will hold a Microsoft Teams meeting Thursday, June 6<sup>th</sup> at 10:00 a.m. He added that someone with Homeland Security in the Governor's office along with VDEM will be on to discuss what the season looks like.

Councilman Savage asked if you had to have internet connectivity to receive notifications from the IPaws system.

Director of Emergency Services Rush advised that you do not, it is through cellular service.

### **Gun Violence Awareness Proclamation**

Mayor Leonard read the proclamation.



## PROCLAMATION

### IN RECOGNITION OF DECLARING FRIDAY JUNE 7, 2024 TO BE LOCAL GUN VIOLENCE AWARENESS DAY

This proclamation recognizes that Friday June 7, 2024 will be proclaimed Local Gun Violence Awareness Day in the Town of Chincoteague to honor and remember all victims and survivors of gun violence and to declare that we as a community, we must do more to reduce gun violence.

**WHEREAS**, every day, more than 100 Americans are killed by gun violence, alongside more than 200 who are shot and wounded, and on average there are more than 13,000-gun homicides every year; and

**WHEREAS**, protecting public safety in the community we serve is the public official's highest responsibility; and

**WHEREAS**, support for the Second Amendment rights of law-abiding citizens goes hand-in-hand with keeping guns away from people that shouldn't have them; and

**WHEREAS**, the vast majority of legal gun owners abhor gun violence and love and respect the peace and liberty that this Country stands for, and

**WHEREAS**, on June 7, 2024, people across the United States will recognize National Gun Violence Awareness Day and wear orange in tribute to victims of gun violence; and the loved ones of those victims; and

**WHEREAS**, The color orange symbolizes the value of all human life; and

**WHEREAS**, anyone can join this campaign by pledging to wear orange on June 7<sup>th</sup>, 2024 to help raise awareness about gun violence; and

**WHEREAS**, by wearing orange on June 7<sup>th</sup>, 2024, citizens will raise awareness about gun violence, the value of human life and honor the lives of gun violence victims and survivors; and

**WHEREAS**, we renew our commitment to reduce gun violence and pledge to do all we can to keep firearms out of the wrong hands and encourage responsible gun ownership to help keep our children safe.

**NOW, THEREFORE BE IT RESOLVED** that the Town of Chincoteague declares June 7, 2024, to be Local Gun Violence Awareness Day. I encourage all citizens to support their local community's efforts to prevent the tragic effects of gun violence and to honor and value of all human life.

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

Attested: \_\_\_\_\_  
Michael T. Tolbert, Town Manager

### **Committee Report**

#### Budget & Personnel Committee

Vice Mayor Bott advised he had nothing to discuss as the minutes were in the packet.

#### RCEC

Councilman Taylor reported they met on May 28<sup>th</sup>. They reviewed the Leonard Park parking lot. He feels they needed a designated parking area. He added that the grass has been planted. He suggested possibly not putting up the fencing at this time. He reported that the Dog Park group requested another sunshade at the Dog Park, and he agreed to accommodate them. He mentioned the trail at the Brianna's Park and thanked Public Works Director Parks for this. He reported that Ms. Leonard wanted 4 saucers to be placed for a teenagers' hangout at the Brianna's Park. He feels that the Town could order 2 and see how it goes before committing to 4. He wants a safe place for the kids to be.

There was further discussion regarding the parking lot, and installation of fencing.

### **Adoption of Minutes of May 6<sup>th</sup> and 16<sup>th</sup> Council Meetings**

**Councilwoman Bowden motioned, seconded by Councilman McComb to adopt the minutes of the May 6<sup>th</sup> and 16<sup>th</sup> Council meetings as presented. Unanimously approved.**

### **Consider Award of Abandoned Vessel Remove Contract**

Town Manager Tolbert reported that they have 3 quotes for this project. The lowest bidder was Cockrell Marine Railway, Inc. in Eastville, VA with a quote of \$48,000. He advised that if they don't spend all of the money, they will have to return it.

Mayor Leonard asked if he looked into adding the barge.

Town Manager Tolbert advised he has not but will.

There was further discussion.



Town Manager Tolbert stated he will review the specifications of the grant and contact VMRC for further information prior to selection of bidders. They have until the end of the summer to complete the project.

**Vice Mayor Bott motioned, seconded by Councilwoman Bowden to table this matter for more information. Unanimously approved.**

### **Council Comments**

Councilman Taylor stated he would like to thank VDOT for putting the rocks on the Causeway. He suggested they put more rocks at Queen Sound where there is wash over.

Councilman McComb commented on the parking along Chincoteague Road during the rocket launches and feels the Town needs to get involved to push this along.

Town Manager Tolbert stated that Director of Emergency Services Rush communicates with them regularly.

Councilwoman Bowden stated that this is bothering her. When they had a lobbyist, and when they went to Richmond, it was a circus to get their elected officials to talk to them. She feels the Town needs to be proactive. The south end of the Island is in trouble where the tide rolls in even on low tide. She asked about dredging.

Mayor Leonard advised that the Army Corps of Engineers dredge twice a year at the Harbor but only the entrance coming through the breakwater, not on the sides. He feels that it would help if Harbormaster Merritt could put markers out.

Councilwoman Bowden wants to see Council come together and express, strongly worded, to the Army Corps and to get anyone on the Town's side to help. This is one of the most pressing and serious things on the Island. She also congratulated Chief Greenley on his new baby boy. She concluded with, "Go Yankees!".

Mayor Leonard concluded by reminding everyone that it's summertime and to be ready.

**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.**

**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 consideration of the acquisition of real property for a public purpose . 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:

7. Only public business lawfully exempted from open meeting requirements was discussed and
8. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered.

All present were in favor and the motion was carried.

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

Nays: None

Absent: None

### Adjourn

Councilman Savage motioned, seconded by Councilwoman Bowden to adjourn.

Unanimously approved.

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager

**MINUTES OF THE JUNE 20, 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.

- Ms. Donna Leonard, 6415 Leonard Lane, gave Council a handout. She referred to the minutes from the June 3<sup>rd</sup> Council meeting. She advised that the minutes stated she would like to see the dock before the turntable “repaired” as it was a public hazard. She asked that the minutes be corrected to state that she would like to see it “addressed”. She continued with further comments regarding the Donald Leonard Park parking lot. She advised she recently spoke with Mr. Terry Thomas who did the landscaping at the entrance of Donald Leonard Park and he was shocked to see the parking lot there. He advised that the Garden Club of the Eastern Shore takes areas like this mixes topsoil and grass seed, covers it with them which returns those areas into a grassy area. She also requested that they not use weed killer as it could run off into the Chincoteague Channel. She suggested that Council take Mr. Thomas’s professional advice and return it to its natural beautiful state. She commented further about events that have been held there. She commented about comments from Councilwoman Bowden not stated in the minutes and asked why. She also asked how much the parking lot cost, if it was a contract job, who approved it and if there is a threshold that the Town Manager can make and spend without any approval from the Council. She hopes that Council will consider correcting the mistake and, in the fall, add some grass seed and topsoil and return it to a natural state.

Ms. Leonard referred to the pictures handed to Council and briefly explained the hang-out zone for the Brianna’s Kindness Park. She continued that next was an area in the playground to add needed shade and a couple of benches along with a lending library. They were advised at that time that there wasn’t enough room for the little library. She and the Library’s representatives went to the Park and feel there is enough room. Ms. Leonard further discussed the hang-out zone and added that it has been a part of the plan since the beginning along with a few charging stations for cell phones.

Ms. Leonard stated that she saw that the walking trail has been put in and looks good. She again addressed the website picture of the old Memorial Park boat launch that shows a sign that states “No Kayaks” adding that you have one chance to make a first impression. She stated that she’s been told that the Town website is due to be updated. She asked when. She commented on the age of the website. She commented on how to change the pictures with a click of a button. She stated that the Chamber was awarded a grant last year where they had professional photographers take over 500 pictures of the Island. She added that the Chamber has offered them to any Chamber member which would also include the Town.

Ms. Leonard then asked for a correction in the previous meeting minutes regarding the Sea Level Rise talk from Mr. Chris Hines. She stated that she asked Council to invite him back so that more people could hear the talk. She advised while watching the last meeting, she referred to the Mayor’s suggestion of asking VDOT for a raised Causeway, which was a good idea. She stated that it may be necessary, adding that rocks won’t help if the water level comes up above it. She then added that the minutes of the June 3<sup>rd</sup> Council meeting state that everyone should listen to Mr. Chris Hines’ talk. She stated that she saw nowhere where that they could click on anything to listen to his talk. She added that when he gave his talk at the Museum it was the first time he presented that talk. She also added that there is nowhere they can go online and listen to it. She wanted the minutes changed to say that she asked that he should be invited to present that to the

Council and the public. She asked if this happens that it be recorded for people who are unable to attend can listen to it.

Ms. Leonard again discussed the carnival grounds parking lot. She feels that this would be another use for the carnival grounds and would be great for rocket launches and suggested that it could be a tailgating place as you wait. She also feels there isn't enough parking for downtown events like the Poker Run. She stated that parking there for the Seafood and Oyster Festivals would be more efficient than parking at the high school. She added that just next to the Kawanis barn is a boat launch area which would be a great place to launch non-motorized boats, and lowering the riprap shoreline so that viewing sunsets would make this a very popular site. She hopes the discussion will start and possibly include the ANPDC. She commented on the planning that was done at the Robert N. Reed Downtown Waterfront Park and added that it's a beautiful asset to this Town and used each and every day by many.

- Mr. Kelly Conklin, Island Creamery, wrote a letter to Council as he was unable to attend the meeting. Town Manager Tolbert read the letter. It was regarding the carnival ground parking lot that was discussed at the last Council meeting. Mr. Conklin advised that his family owns the property immediately to the north of where the Kawanis barn is located. He wrote that they have much to be proud of on our Island. They have been blessed with forward thinking Mayors and Councilmembers. One piece of evidence supporting his assertion is the Town's many attractive parks, boat ramps, and Harbor. He stated that access to the waterfront is limited. He encourages the Town to seize opportunities to preserve access when possible. He wrote that one opportunity is property the Town already owns, the carnival waterfront parking lot. Of all the Town-owned properties this has to be the most underutilized and least attractive. He encouraged Council to view this property as another waterfront park. He asked them to imagine a boardwalk where locals and visitors could enjoy the view of the sunsets. He continued that rocket launches could be viewed from the boardwalk, there could be a kayak launch put in to access that end of the Island, and if water depths permit a pier could be installed for folks to arrive to the carnival by boat. He is sure there are other ideas that would allow the property's potential to be maximized by citizens and visitors. He thanked Council for letting him share his thoughts on this topic.

Councilwoman Bowden suggested that Town Manager Tolbert look at the lease between the Town and the Fire Company.

Mayor Leonard asked if she thought the Fire Company would have any objections to having it improved.

Councilwoman Bowden doesn't think so, but that parking is a major deal the 13 or 14 nights they're open. She added that this is also where they dig the trench for the fireworks. She can't speak for the Fire Company, but it's something to think about.

### **Agenda Adoption**

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

## **Consider Traffic Code Adoption**

Town Manager Tolbert stated that this is an annual adoption that covers any changes to the State Code.

## **Councilwoman Bowden motioned, seconded by Councilman McComb to readopt the Traffic Code.**

### **TRAFFIC AND VEHICLES**

#### **ARTICLE I. IN GENERAL**

#### **Sec. 58-1. Compliance with chapter; violations and penalties generally.**

(a) It shall be unlawful for any person to violate or fail to comply with any of the sections of this chapter or of any rule or regulation promulgated pursuant to this chapter.

(b) Every person convicted of a violation of any of the sections of this chapter for which no other penalty is provided shall be punished by a fine of not more than \$200.00.

(Code 1977, § 11-21)

**State law references**—Penalties for motor vehicle violations, Code of Virginia, § 46.2-113; town prohibited from imposing a penalty for violation of motor vehicle ordinance in excess of that imposed by state for a similar offense, Code of Virginia, § 46.2-1300.

#### **Sec. 58-2. Adoption of state law; former provisions.**

(a) Pursuant to the authority of Code of Virginia, § 46.2-1313, as amended, all of the provisions and requirements of the laws of the Commonwealth of Virginia contained in Title 46.2 of the Code of Virginia of 1950, as amended; Article 9 (§16.1-278 *et seq.*) of Chapter 11 of Title 16.1 of the Code of Virginia of 1950, as amended; and Article 2 (§18.2-266 *et seq.*) of Chapter 7 of Title 18.2 of the Code of Virginia of 1950, as amended, in effect on July 1, 2023, except those provisions and requirements the violation of which constitute a felony and except those provisions and requirements which by their very nature can have no application to or within the Town, are adopted and incorporated herein by reference and made applicable within the Town. References to “highways of the state” contained in such provisions and requirements hereby adopted shall be deemed to refer to the streets, highways, and other public ways within the town. Such provisions and requirements hereby adopted, *mutatis mutandis*, are made a part of this section as fully as though set forth at length herein, and it shall be unlawful for any person within the town to violate or fail, neglect, or refuse to comply with the provisions of Title 46.2 of the Code of Virginia of 1950, as amended; Article 9 (§16.1-278 *et seq.*) of Chapter 11 of Title 16.1 of the Code of Virginia of 1950, as amended; and Article 2 (§18.2-266 *et seq.*) of Chapter 7 of Title 18.2 of the Code of Virginia of 1950, as amended, which are adopted by this section, provided that in no event shall the penalty imposed for violation of any provision or requirement hereby adopted exceed the penalty imposed for a similar offense under Title 46.2 of the Code of Virginia of 1950, as amended; (§16.1-278 *et seq.*) of Chapter 11 of Title 16.1 of the Code of Virginia of 1950, as amended; and Article 2 (§18.2-266 *et seq.*) of Chapter 7 of Title 18.2 of the Code of Virginia of 1950, as amended. Amendments to the above

provisions of the laws of the Commonwealth of Virginia hereafter adopted shall be incorporated herein on their respective effective dates unless specifically rejected by the governing body of the town.

(Code 1977, § 11-1; Ord. of 6-21-2001; Readopted 6-3-02, 6-2-03, 7-6-04, 6-16-05, 6-15-06, 6-4-07, 6-2-08, 7-1-09, 6-17-10, 6-6-11, 6-4-12, 6-3-13, 6-19-14, 6-18-15, 6-16-16, 6-15-18, 6-3-19, 7-16-20, 6-05-2023, 6-20-24)

(b)The provisions of this section, as readopted, shall be effective as of 12:01 am July 1, 2023. As of such effective date, such readoption shall replace former section 58-2 as it existed prior to the effective date of readoption, provided that such repeal shall not affect any act or offense done or committed or any penalty or forfeiture incurred or any right established or suit or action pending on that day. Except as otherwise provided, neither the repeal of section 58-2 nor the enactment of this readoption shall apply to offenses committed prior to the effective date of this section, and prosecution for such offense shall be governed by pitot law, which is continued in effect for that purpose.

(Code 1977, § 11-1; Ord. Of 6-21-2001' Readopted 6-3-02, 6-2-03, 7-6-04, 6-16-05, 6-15-06, 6-4-07, 6-2-08, 7-1-09, 6-17-10, 6-19-14, 6-18-15, 6-16-16, 6-15-18, 6-3-19, 7-16-20, 6-05-2023, 6-20-24)

**Consider FY24 Budget Surplus Allocation**

Town Manager Tolbert advised FY24 Budget surplus. He briefly reviewed the surplus and proposed allocation.

FY24 Surplus Funds:	\$1,793,203	
Harbor	\$20,668	Remains in Harbor Acct.
Trolley	\$155,110	Remains in General Fund
Water	\$318,362	Remains in Water Reserve
Acct		
General Fund		
- Interest Income	\$528,800	Remains in LGIP Investment
Acct.		
- Property Acquisition Reserve	\$50,000	CIP FY24 - Replaces Budget
Removal		
- Additional Paving	\$48,850	Additional VDOT Funds
- Unscheduled Water Line Repl.	\$57,950	CIP FY24, 25 Required
Critical Repairs		
- Eel Creek Culvert Engineering	\$50,000	CIP FY25, Culvert is Failing
- Mem Park Pier Repairs	\$50,000	CIP FY25, Repairs Becoming
Critical		
- Chamber Public RR Sewage	\$45,000	CIP FY26, Sewage for
Planned Restroom		

- MP Sewage Repair/Replace Failing.	\$45,000	Existing Drain Fields are
- Municipal Center Digital Sign	\$42,000	Council Request
- Christmas Decoration Repl. Decorations	\$50,000	CIP FY25, RR Park
- DJA Gym Composite Floor contractor	\$70,000	CIP FY26, With YMCA
- BKP Site Lighting Visibility and Security	\$25,000	CIP FY25, Increases
- CMH Fiber Optic @ Fuel Pumps Reliable	\$25,000	CIP FY24, Fuel Pumps more
- Boat Ramp Reserve	\$50,000	Current Acct. Depleted
- <u>Playground Equipment Reserve</u>	<u>\$50,000</u>	<u>Current Acct. Depleted</u>
- Remaining Unallocated Funds Estimates	\$111,463	Covers Inaccurate Surplus

**Vice Mayor Bott motioned, seconded by Councilman McComb to allocate the predicted surplus as defined and direct staff to prepare an amendment to the FY24 Budget reflecting these allocations. Unanimously approved.**

**Consider FY24 Personnel Merit Increases**

Town Manager Tolbert advised that in the spring of each year, each department head uses the same tool to evaluate each of their employees. He explained how the reviews are scored and the ratings which determine the increase. He recommended Council approve the raises as presented.

Councilwoman Bowden asked how the review software measures increase.

Town Manager Tolbert stated it is a computer program where each employee has an account, the department head will start with competency #1 answering questions for each skill of that competency. He stated that based on the answer there are several preprogrammed answers. Based on the answer given it assigns a number to that skill. After you've evaluated all 5 skills in that competency it averages the skills and gives the score for that competency and there are 11 competencies.

Councilwoman Bowden asked Town Manager Tolbert if he sits down with the employee.

Town Manager Tolbert stated that once this is approved the department heads will go through each employee's evaluation one-on-one with the employee. They will ask if the employee has any questions, they're given a copy, sign it, and the raise will be sent to payroll.

There was brief discussion.

**Councilman McComb motioned, seconded by Councilwoman Bowden to approve the FY25 personnel merit increases as presented. Unanimously approved.**

### **Consider Abandoned Vessel Contract Award**

Town Manager Tolbert advised that the Town of Chincoteague was recently awarded \$60,000 from the Virginia Marine Resource Commission for the purpose of removing 4 derelict and abandoned vessels and equipment from local waters and a recent request was granted to include a 5<sup>th</sup> vessel near the abandoned equipment site. Town Manager Tolbert contacted the low bidder's references, and they were all good. He was sent no less than 20 pictures of jobs of equal or greater value that he has completed. He removed the sailboat from the shoal at the Inlet a year or two ago. He also reviewed the VMRC Grant Manual that stated they have to follow the State's Procurement Policy. He explained the policy.

Town Manager Tolbert advised that staff recommends that the contract be awarded to Cockrell Marine Railway Inc. as the lowest responsive bidder in the amount of \$52,000.

There was brief discussion.

Mayor Leonard stated that as disparaging as it is, he would like to give it to someone locally.

Town Manager Tolbert asked for an updated quote from Mr. Ross, Mr. Fisher, and Mr. Cockrell. He added that he asked for this ASAP. He did not receive one from Mr. Ross.

Mayor Leonard advised that Mr. Ross was out of the country.

Councilman McComb asked if they could wait until the next Council meeting and get the other revised bids.

Councilman Taylor feels that would raise red flags with VMRC where they have the bids.

Councilman McComb asked if their intent to do the 5 vessels was at the same bid.

Mayor Leonard stated that historically when they get a low bid, they get low bid work. He questioned where he would unload. He knows where the other 2 contractors would unload.

Councilwoman Bowden has a hard time, as much as she wants a local to have the contract, the due diligence has been done by Town Manager Tolbert. When you're talking about grant money, and Cockrell doesn't have an issue with the licenses, she doesn't see how Town Manager Tolbert can go back and do more than was done.

**Councilwoman Bowden motioned, seconded by Vice Mayor Bott to award the contract to Cockrell Marine Railway in the amount of \$52,000. The motion was carried.**

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

**Nays: McComb**

**Absent: None**

**Mayor and Council Comments**

**Council Comments**



Councilman Savage thanked everyone for the cards, letters, food, and everything. He stated there were a lot of acts of kindness shown during the passing of his mother. He added that he appreciated it.

Councilman Taylor stated they really are blessed. He stated they are getting ready to do Bible School and there have been many kids that she (Mrs. Savage) has been there for. Many of them have accepted Jesus as their Savior during that time. He added that every year they think; are the tourist going to come and are they still going to pay their bills. He again stated they are blessed. The Town's wages have gone up \$1.7 million since 2021, he doesn't begrudge the Town staff one dime because they're great workers. He stated that the Town doesn't know how really blessed they are. He prays that the Lord lets the storms go by and that people will still want to come to Chincoteague. It is a great place to come. He asked everyone to welcome them and pray for their safety. He asked the departments to keep it up and safe for all.

Councilman McComb thanked Ms. Leonard for the pictures of the hang-out area. He agrees it will be a great space. He also mentioned the shaded space at the Brianna's Park and asked where they were with the additional shaded space at the Dog Park.

Town Manager Tolbert advised at the request of the RCEC they have ordered another shade, it hasn't been installed yet.

Councilman McComb asked if they could put one at the Biranna's Park. He appreciated the input from Ms. Leonard on everything.

Councilwoman Bowden also thanked Ms. Leonard. She reviewed the June 3<sup>rd</sup> minutes and her comments weren't there. She added that this was disheartening. She asked why Council wasn't told about the parking lot, how much it was, and who authorized it.

Town Manager Tolbert advised that RCEC met in February where the first subject in that meeting was about the bald spaces at the Donald Leonard Park. It needed topsoil and seeding. He advised his comment was, and he listened to the meeting recording, if they add topsoil and seeding, they would need to define the parking so that cars won't drive over the money spent on topsoil and seeding. He also mentioned that a fence around the lot would be prudent so they wouldn't drive all around the parking lot onto the topsoil and grass they just seeded. There was a small discussion but no objection to that. He proceeded to instruct Public Works to put parking in there. The parking was placed on top of the original parking, the parking bumpers were already there. Surfacing was put in the same size area and in the same space where the bumpers are to identify the parking. The total cost of the parking lot was approximately \$15,000.

Councilwoman Bowden stated that the busy time is here, people are here, and they're going hard at it. It is disheartening that her Yankees were doing so well and today they're down 14-5, she's not going to say, "Go Yankees".

Mayor Leonard stated to Councilman Savage, they are sorry for the loss of his mother. He stated she was a big thing for the Baptist Church. He also stated that the traffic on the Island is crazy. He would like to get signage for "Right Turn on Red". He commented further. He added that

the electronic scooters need to be reeled in a little. He feels they need to go back and get enforcement as the kids are getting younger and younger. They don't realize the power the scooters have.

**Closed Meeting – In accordance with §2.2-3711(A) (1,7) of the Code of Virginia that the Council convene a closed session for the performance evaluation of staff and legal briefings by staff pursuant to pending litigation.**

**Councilwoman Bowden motioned, seconded by Councilman McComb to go into a closed meeting in accordance with §2.2-3712 (A) (1,7) of the Code of Virginia that the Council convene a closed session for the performance evaluation of staff and legal briefings by staff pursuant to pending litigation.**

**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:**

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

**10. 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.**

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager

**MINUTES OF THE JULY 1, 2024  
CHINCOTEAGUE TOWN COUNCIL MEETING  
Council Chambers  
7:00 p.m.**

**Council Members Present:**

J. Arthur Leonard, Mayor

Christopher D. Bott, Vice Mayor

**Council Members Absent:**

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

**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.

- Mr. David Landsberger, 5611 Amrien Circle, gave an update on the YMCA gymnasium project. He also advised that he asked the Town Manager about the funds for the Brianna's Kindness Park that the Island Community House raised and donated. He also questioned that the walking path is complete and asked why the exercise equipment hasn't been installed.
- Mrs. Jeanne Knight, 8139 Sea Shell Drive, requested that the spelling of her name in the June 3<sup>rd</sup> Council meeting be corrected. She thanked the Town for the efforts in getting the mailboxes installed. She requested that the Town pave the area in front of the mailboxes that currently has gravel. She stated that with the water it will cause problems that occurred before.

Town Manager Tolbert advised of all the steps taken over the last few years to have the mailboxes installed at the entrance to Ocean Breeze. He added that Mrs. Pullin was the driving force to get this done. He stated that the Chincoteague Postmaster requested the Town sign a contract to maintain the mailboxes and site in perpetuity and if not signed there would be no mail delivery. He stated that he refused as the Town has nothing to do with mail or delivery. The Town of Chincoteague and Town Council has gone above and beyond to get the mailboxes and install them. He stated that the Postmaster then advised everyone they would not deliver mail in Ocean Breeze because the Town wouldn't sign the contract. He stated that he refused as the Town has nothing to do with mail or delivery. Town Manager Tolbert reported that he contacted the U. S. Post Office District Supervisor who advised that the keys would be handed out this week for the mailboxes. He thanked and commended the Public Works staff on an excellent job of the facility.

Councilwoman Bowden asked if the Town spent around \$10,000.

Town Manager Tolbert advised it was not quite there, but the Town has spent several thousand.

Councilwoman Bowden feels the Town did their due diligence and thanked everyone.

### **Agenda Adoption**

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

### **Proclamations**

Mayor Leonard read the Certificate of Recognition:



## **CERTIFICATE OF RECOGNITION**

**PRESENTED TO**

**Mrs. Peggy Ann Daisey Bowden**

**WHEREAS, Mrs. Bowden was born on June 9<sup>th</sup>, 1934, and has been a lifelong and valued citizen of the Town of Chincoteague; and**

**WHEREAS, Mrs. Bowden will be honored by relatives and friends on the occasion of her 90<sup>th</sup> birthday; and**

**WHEREAS, Mrs. Bowden has been blessed with 3 children, 7 grandchildren, 9 great grandchildren and 6 great great grandchildren; and**

**WHEREAS, Mrs. Bowden's experience in her career as a server, includes several local landmarks comprising the Flagship, Wrights, Beachway, Landmark Crabhouse, Bills and Island Family restaurants, including owning and operating Floyd's drive in; and**

**WHEREAS, In addition to her Chincoteague Island home, Mrs. Bowden has enjoyed traveling throughout the United States and Europe including England, Scotland and France;**

**NOW, THEREFORE**, by virtue of the authority vested in me as Mayor of the Town of Chincoteague, I do hereby deem it an honor and pleasure to extend this tribute to Mrs. Peggy Ann Daisey Bowden on the occasion of her 90<sup>th</sup> birthday, with sincere congratulations and best wishes for many more happy and productive years.

**Presented this 1st day of July 2024.**

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**Mayor John A. Leonard**

**Attest:**

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**Michael T. Tolbert, Town Manager**

Mayor Leonard also read a Certificate of Recognition:



## **CERTIFICATE OF RECOGNITION**

**In Memory of**

**Mrs. Jane Celly Peake**

**WHEREAS**, Mrs. Peake was born in Baltimore in 1945, educated at Virginia Tech, served as a systems engineer and manager and retired after 25 years of stellar service with IBM; and

**WHEREAS**, Mrs. Peake relocated to the Town of Chincoteague upon her retirement and dedicated her energies to improving the community, serving multiple civic organizations; and

**WHEREAS, Mrs. Peake served the United States Coast Guard Auxiliary for 16 years in multiple roles including Flotilla Commander, making significant contributions to the command and leading the way for more community support of the Coast Guard; and**

**WHEREAS, Mrs. Peake directed the Chincoteague Island Arts Organization for several years and was instrumental in developing the organization’s appeal and outreach to Island residents; and**

**WHEREAS, Upon her leaving this world, a giant void was created which cannot be easily filled or repaired as she will be sorely missed by the entire community,**

**NOW, THEREFORE, by virtue of the authority vested in me as Mayor of the Town of Chincoteague, I do hereby deem it an honor to extend this tribute in memory of Mrs. Jane Celly Peake whose involvement, dedication and endless energy made the Town of Chincoteague a better place to work and live.**

**Recognized this 1<sup>st</sup> day of July, 2024 .**

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**Mayor John A. Leonard**

**Attest:**

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**Michael T. Tolbert, Town Manager**

**Staff Reports**

**General Government**

Town Manager Tolbert reported on the Septic Local Partners Program. He also reported on the abandoned and derelict vessel removal progress. He reported on the Trolley ridership for June. He stated that he requested VDOT add “Right on Red” signs at the Deep Hole and Chicken City Intersections. He reported on the ESVA 911 Upgrade Project which should be completed over summer and testing in the fall. He gave the Meals and Transient Occupancy Tax Report for May along with the Financial Report. He reviewed the Building and Zoning statistics for May as well.

Councilwoman Bowden asked if the Trolley Service has a schedule and asked for some at the Carnival. She also asked if it was in the Code regarding when the agendas are published. She advised she received a couple of questions about the agenda not being online for tonight.

Town Manager Tolbert stated that they strive to publish the agenda 3 days before it is due. He added that the agenda for this meeting should have been posted on Wednesday by 5:00 p.m. He advised that it was not posted until Thursday. He added that once it is posted it should stay there. Sometimes there are revisions and it is taken down, revised, and reposted. However, he stated that he took it down Friday to make a revision and forgot to repost it.

### Police Department

Chief Greenley reported in addition to the report in the packet, on June 4<sup>th</sup> Lt. Gladding attended the Training Coordinators meeting at the Hampton Roads Criminal Justice Training Academy. On June 20<sup>th</sup>, Accreditation Manager Butler attended a Power DMS training seminar. On June 24<sup>th</sup> Accreditation Manager Butler and Pfc. Adams attended an intox EC/IR II recertification training at the Virginia Beach Training Academy. He added that on June 25<sup>th</sup> he and Lead Dispatcher Adams successfully completed the Departmental VCIN Audit. He added that Lead Dispatcher Adams did an outstanding job on this audit.

Councilwoman Bowden asked if it would be in the best interest of the Police Department and Town to handout the State Code regarding golfcart regulations to the campgrounds.

There was brief discussion and Chief Greenley feels it's a good idea and suggested conducting an inspection at the office.

Mayor Leonard commented about bicycles and a golfcart riding in the bicycle lane going the wrong way.

### Public Works Department

Public Works Director Parks reported on the Piney Island directional bore and tie-in to the existing watermain on Piney Island. He reported that the motor to one of the mosquito truck sprayer was not working for about a week and Public Works staff replaced the motor. He showed pictures of the mailboxes in Ocean Breeze that Public Works staff installed. He advised that the Piney Island Storm drain crossings were replaced overnight of June 17<sup>th</sup> and 18<sup>th</sup>, he showed pictures of the riprap that was installed to protect against erosion. He also advised of the waterline installation for the fire suppression system at the YMCA. Public Works Director Parks stated that in July they plan asphalt paving, began on Willow Street today, tomorrow they will be paving Piney Island and then back on Willow Street Wednesday. He reported that all concrete sidewalks have been done. In July they plan to continue spraying weeds, mowing, curb painting and support Pony Penning.

Councilwoman Bowden asked about the equipment for ditches.

Public Works Director Parks advised the equipment has been ordered from Spartan Tools.

Vice Mayor Bott asked if this was their 1<sup>st</sup> directional bore on the water system.

Public Works Director Parks advised they did Wildcat, but it was at the same time.

Town Manager Tolbert advised the Town received a tap equipment at a reasonable price. They practiced on it one time and were able to do a wet tap at the YMCA which kept from turning off water on Maddox Blvd. He added that this gives Public Works a new capability and deserve a lot of credit for it.

### Emergency Services

Director of Emergency Services Rush reported they ended June with 104 calls, which is 8 less than June of 2023. Staff have been busy with protocols and testing that started July 1<sup>st</sup>. Paramedics Drewer and S. Northam attended a Safety Day at NASA. He advised the Horton ambulance will be here somewhere between the middle to the end of 2025. He also reported that the new ambulance has been in the shop since April 10<sup>th</sup>. He stated that they continue to monitor the weather. They continue to participate and partner Regional Catastrophic Planning Workgroup and plans to bring them to the Island in August. He completed the iPause training to get it integrated into the CodeRed system. He and Town Manager Tolbert attended a weather exercise at the Chesapeake EOC. They are planning for the fireworks Thursday evening. He also reported that he attended “Coffee with Kelly” at WESR to talk about hurricane preparedness. He advised the Burn Ban is still in effect for Accomack County and Chincoteague. He reminded everyone to prepare as hurricane season is active.

Mayor Leonard discussed the need for a highwater vehicle.

Director of Emergency Services Rush advised he would look into it and commented further.

### Center

Center Director Leonard showed the calendar, pictures, and reviewed the June events advising that it was a busy month. She also reviewed the upcoming events adding that there isn't an available weekend during the months of September, October, and November.

Councilwoman Bowden stated she's been watching Center Director Leonard and doesn't feel the Center has ever done as well as it is now. She stated that Center Director Leonard is doing a fantastic job.

Center Director Leonard asked those who were listening from home if they're interested in setting up a crafts night to contact the Center.

Mayor Leonard asked what is needed at the Center.

Center Director Leonard advised they need a new floor cleaner. They are currently sharing one with the Fire Company. She advised that on Sunday morning she mopped the entire floor, adding that the floor is 9,500 square feet. She also stated they need chairs.

### **Committee Report**

#### Budget & Personnel Committee

Vice Mayor Bott advised he had nothing to report as it was taken care of in workshop meeting.

### **Adoption of Minutes of June 3<sup>rd</sup> and June 20<sup>th</sup> Council Meetings**



**Councilman McComb motioned, seconded by Councilwoman Bowden to adopt the minutes of the June 3<sup>rd</sup> and June 20<sup>th</sup> Council meetings with the correction of the spelling of Ms. Knight's name . Unanimously approved.**

**Mr. Eric Collins – Charter Government Affairs**

Mr. Eric Collins explained why Charter had so many outages over the past months. He advised of the steps taken to keep that from happening again.

Councilman McComb asked why they didn't just issue a credit as opposed to making the customer call for their credit. He suggested issuing the credit based on zip code.

Mr. Collins explained that this is the company policy where they allow the customer to call in.

Councilman McComb feels it would be less burden on the call centers if it was just taken care of instead of having everyone call in, and less frustration for the customer.

Councilwoman Bowden stated that the customers would call in to report an outage and was advised it wasn't out.

Mr. Collins explained they have call centers that are spread apart. When they identify an outage, the notification goes out by way of email. He then state that when there is no service, you can't get the email. He will go back with this question.

Vice Mayor Bott requested a diligent effort to oversee the contractors as they seem to be flagrant with their augers and digging machines. They're disregard for using Miss Utility and looking at the schematics.

Mr. Collins stated that it goes both ways and they're getting cut by providers as well. He will make the VP of Operations aware of this.

**DRPT Authorization**

**Councilwoman Bowden motioned, seconded by Councilman McComb to approve and execute the DRPT Certification and Assurance for the Trolley Grant. Unanimously approved.**

**Council Comments**

Councilwoman Bowden reminded everyone of the busy season with a lot happening. They opened the carnival this past weekend. She stated there are a lot of people moving out there. She wants everyone to have a good time and enjoy the summer. She asked everyone to be kind. She thanked Town Manager Tolbert for taking care of the mailboxes in Ocean Breeze and things like that. She stated the Police Officers, EMS staff, and Public Works Staff are on top of it all. She expressed her appreciation to them with a busy season ahead that will be hot and miserable. She added that they have the best of the best.

Councilman McComb explained that he lived in an HOA years ago and the boxes can get expensive. He gave hats off to Public Works Director Parks and his team for a great improvement to that community. He thanked them and wished everyone a Happy 4<sup>th</sup> of July.

Councilman Taylor expressed how blessed they are to have people like Mrs. Jane Peake and feels they take them for granted. He addressed Mr. Landsberger who listed things they don't have, stated there are a lot of things they did at that park, the land and everything, and it's taken for granted. The volunteers put in a lot of time. He added that Councilwoman Bowden suggested having a place for the elderly and that was provided. He stated the Town isn't taking this for granted, and they appreciate each volunteer for their time, effort and money. He thanked them and urged them not to get frustrated but to keep on doing things for the youth and elderly because we need kindness now more than ever.

Councilman Savage gave kudos to the Public Works Department and has seen the boxes in Ocean Breeze. He feels it's a great job where the Town has gone above and beyond to help the citizens of this community. He also gave a shout-out to Center Director Leonard for doing a great job.

Mayor Leonard also congratulated Center Director Leonard. He stated that she is there more than home. It isn't just the activities while she's there, it's setup, cleanup, meeting with people and is time consuming. He stated that she loves it and anyone that leaves a profession of 28 years to do this must love it.

### **Adjourn**

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

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager

**MINUTES OF THE JULY 18, 2024  
CHINCOTEAGUE TOWN COUNCIL MEETING  
Council Chambers**

**Council Members Present:**

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

**Council Members Absent:**

William T. McComb, Jr., Councilman

**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.

### **Agenda Adoption**

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

### **Recess Meeting**

**Councilwoman Bowden motioned, seconded by Vice Mayor Bott to recess the meeting for the purpose of changing the venue to the Town office Conference Room where it shall reconvene once Council has reassembled. All present were in favor and the motion was carried.**

### **Reconvene Meeting**

**Councilwoman Bowden motioned, seconded by Vice Mayor Bott to reconvene in regular session.**

**Closed Meeting – In accordance with §2.2-3711(A) (3) of the Code of Virginia that the Council convene a closed session for the discussion or consideration of the acquisition of real property for a public purpose**

**Vice Mayor Bott motioned, seconded by Councilman Savage 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 discussion or consideration of the acquisition of real property for a public purpose.**

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

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

**Nays: None**

**Absent: McComb**

**Note: Councilman Taylor left the meeting at 6:55 p.m.**

**Certification of Closed Meeting in Accordance with §2.2-3712 (D) of the Code of Virginia  
Councilwoman Richardson motioned, seconded by Councilwoman Bowden to certify 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, Richardson, Savage,**  
**Nays: None**  
**Absent: McComb, Taylor**

**Adjourn**  
**Vice Mayor Bott motioned, seconded by Councilwoman Bowden to adjourn. Unanimously approved.**

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager

**MINUTES OF THE AUGUST 5, 2024**  
**CHINCOTEAGUE TOWN COUNCIL MEETING**  
**Council Chambers**  
**7:00 p.m.**

**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. Bryan Rush, Director of Emergency Services  
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, thanked the Town for cutting the phragmites on the

walking trail. She asked if they could cut the phragmites around the bench near the pond as well.

- Mr. David Landsberger, 5611 Amrien Circle Drive, invited everyone to go to the Brianna's Kindness Park. He advised the Public Works staff installed the equipment on the exercise trail. He stated that during the design there was supposed to be parking where the basketball court is. Now, cars are parking there and blocking the roadway. He asked if there could be "no parking" signage there. Mr. Landsberger also advised of a donation of \$42,000 that remains unspent and asked if the Town would order and install sun shading throughout the park.

- Mrs. Patricia Farley, 3243 Lisa's Lane, handed Council pictures of the new mural. She explained the process and materials the artist, Mr. Michael Rosato, used. She is enthusiastic and feels this will invite visitors to the downtown area to learn about the history and stories of the Island. She also talked about Mr. Moose Reed, who is pictured in the mural. She advised of visitors from Connecticut who come to the Island because we respect the history, it's quaintness, and charm. Mrs. Farley advised that for those who didn't grow up on the Island, this is why they're here. She stated they had a reception with Mr. Rosato when the mural was completed. She advised that the Museum is establishing a series of talks about various parts of the mural. They will be putting up a QR code so people can click on the code and hear about the creatures in the water, the skyline of the downtown, and more. She would like to see more public art in the Town. She commented on the buildings that are displaying shabbiness. She added that public art brings positive messages to visitors that they care about the downtown. She would like to see talks about formalizing the process for public arts and not considered a sign. She added that public art should be promoted. She thanked Mrs. Faith for her dreams. Mrs. Farley thanked the Town for their support along with all those who donated.

- Mrs. Tina Zoller, 3454 Main Street also commented on the mural who advised that the artist stated that this sort of installation is transformative. She feels it transformed life to the downtown. She stated that the QR code will have a story about the buildings in the portrait and the installation. The mural will help transform the building to support it to keep it from falling down. She commented on how shocked she was to see how bad the buildings is. She would like to see more murals. She referred to Onancock where they have filled walls with murals. She also addressed the speeding traffic along South Main Street. She advised she has to run to cross the street. She added that they're driving too fast if they can hit a duck crossing the street. She stated she would appreciate some attention to the speed.

- Mr. Craig Summers, 6286 Smith Street, also addressed cars blocking Smith Street extended. He suggested signage and commented further.

### **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 Pony Shuttle began at 7:00 a.m. on swim day and they moved visitors to and from the site all day. The Town office staff and Public Works did a fine

job of parking vehicles and making sure there were buses available to transport visitors. The operation was smooth for the most part. He gave history and an update on the suit regarding PFAS. He also advised of the progress with the sewer collection system. He reviewed the ridership for July for the Pony Express adding that they used the service for the Blueberry Festival which recorded approximately 1,000 riders in 3 days. He also reported that they received a call from a tour bus that was stranded at the Harbor. Transportation Director King sent both on-duty trolleys and transported them to their hotels.

Town Manager Tolbert reported on the Community Center's activities for July as well. He advised that Walmart sponsors the Children's Miracle Network Bingo fundraiser. Center Director Leonard was notified that their venue was having air conditioning problems. She invited them to move the event to the Community Center and they have booked the Center for next year as well. They ended the month with Buckaroo Bingo with almost 400 people in attendance. Town Manager Tolbert also passed on a message from Center Director Leonard that Christmas is 20 weeks away and she has a special if you book your party during the week. He continued with the Meals and Transient Occupancy Tax Collections Report along with the Financial Report for July. He explained some large expenses in the beginning of the fiscal year. He also reported on the Building and Zoning activities which included 56 permits, 44 inspections and a value of building costs of constructions of \$324,000 with permit fees of \$2,000.

Councilwoman Bowden asked about the Blueberry Festival being charged for rent.

Town Manager Tolbert advised that they charge the normal rental costs with some concessions as it is for 3 days.

Councilwoman Bowden asked if the vendors have business licenses.

Town Manager Tolbert advised that they have a special business license. He added that each food vendor is required to give the Town \$500 for Meals Tax and when they report sales, they are given a portion back.

#### Police Department

Chief Greenley reviewed the monthly Police report advising that during the month of July the Department assisted in crowd and traffic control for July 4<sup>th</sup> celebration, the Beach Walk, the Pony Swim, the Auction, and the swim back. He gave a "hats off" to his department and added he couldn't do it without them. He added that SRO's Carmody and Geminiani attended the School Safety Forum in Hampton on July 30<sup>th</sup> and 31<sup>st</sup>.

#### Public Works Department

Public Works Director Parks reported that the Public Works Department repaired various sidewalks throughout the Town. The asphalt paving was completed on Piney Island and Willow Street. He reported of the street sweeper casualty and thanked VDOT for helping with their street sweeper prior to Pony Penning. He plans to ask VDOT if they will come back prior to Labor Day weekend. The new fuel system has been installed at the Public Works garage with a new fuel pump to be here in August. They installed a split rail fence along the bike trail to stop vehicle traffic from crossing at Maddox Blvd. He showed the new piece of ditch equipment and

advised that they plan to clean ditches and pipes to promote positive drainage, mow grass, and continue with routine maintenance of equipment and vehicles.

Councilwoman Bowden asked if the sidewalk line painting was completed.

Public Works Director Parks advised they still have more to do, and pavement markings are scheduled for August along with right turn on red signage.

Councilwoman Bowden advised a citizen suggested painting the line in front of the fire hydrants on sidewalks red as opposed to yellow.

Councilwoman Richardson asked if the fence by Dollar General could go further.

Public Works Director Parks advised he would look at the property lines and possibly go closer if they can.

There were brief comments.

#### Emergency Services

Director of Emergency Services Rush reported they ended July with 135 calls which is 17 less than last year. He stated that this year's Pony Swim was the most memorable in that they didn't have the number of calls. He showed a picture of the Chincoteague ambulance in Newtown Park in Pocomoke. He reported that Chincoteague had a transport, meeting Maryland State Police aviation with a pediatric head trauma that was transported directly to John's Hopkins. He advised that they continue weather monitoring. They are also planning a workgroup workshop on August 16<sup>th</sup> on the Island with Maryland and Virginia for the Catastrophic Evacuation Plan. He commented on the coordinated response for Pony Penning. The After-Action Report for July 4<sup>th</sup> and Pony Penning is complete after the hotwash with staff. He thanked the department heads, staff, outside agencies, and volunteers for helping make this a successful event. He reminded everyone that they are looking for volunteers to help with the buses for next year.

Director of Emergency Services Rush gave a report on Hurricane Debby. He showed the map advising it should be here on Saturday evening. He talked about the projected rainfall and possible flooding along with the potential for tornadoes. He reviewed the tide gage trends and winds. He urged everyone to prepare now. He then gave a brief overview.

#### **Committee Report**

##### Public Works Committee

Councilwoman Richardson advised she didn't have anything to report as it was already discussed.

#### **Adoption of Minutes of July 1<sup>st</sup> and July 18<sup>th</sup> Council Meetings**

**Councilman McComb motioned, seconded by Councilman Savage to adopt the minutes of the July 1<sup>st</sup> and July 18<sup>th</sup> Council meetings as presented. Unanimously approved.**

#### **Council Comments**

Councilman Taylor urged everyone to keep on keeping on. He commented on working together for the good. He commented further adding that they are extremely blessed and expressed his appreciation.

Councilman McComb thanked all those who supported Pony Penning. He asked Chief Greenley about Mrs. Zoller's comments regarding speed and asked if there was anything they could do.

Chief Greenley advised they'll put the speed trailer there so he can collect the data and correct the driving habits one way or another.

Councilman McComb added that he's sending prayers for all those in the path of the storm.

Councilwoman Bowden stated that regarding Pony Penning, she can't thank the Town and employees enough. She added that it's a lot of work. She explained that the only tax money the Fire Company receives is from the County which is a little over \$100,000 per year. She stated that ambulances are \$400,000, a ladder truck costs \$1.9 million, and the veterinarian bills are about \$50,000. She stated that all the money that is made goes back into it to provide services along with 8 scholarships. She advised she was the Carnival Chairwoman this year and was advised by a visitor that they wouldn't have known anything was wrong as everything looked perfect and taken care of. Councilwoman Bowden loves to see it come and she loves to see the last night. She thanked the Town employees. She added that with all the rain coming, she suggested making sure the mosquito plane is ready. She concluded with "Go Yankees".

Mayor Leonard stated that the carnival is a blessing and a curse where you love to see it come and you love to see it go.

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

**Councilman McComb motioned, seconded by Councilman Savage 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 discussion and consideration 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**  
**Councilman McComb motioned, seconded by Councilman Savage to certify that to the best of each member's knowledge:**

- 11. Only public business lawfully exempted from open meeting requirements was discussed and**
- 12. 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 McComb motioned, seconded by Councilman Savage to adjourn.**  
**Unanimously approved.**

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager

**MINUTES OF THE AUGUST 15, 2024**  
***CHINCOTEAGUE TOWN COUNCIL MEETING***  
**Council Chambers**

**Council Members Present:**

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

**Council Members Absent:**

William T. McComb, Jr., Councilman

**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.

- Mrs. Catherine Chappel, Program Coordinator for Village Neighbors, reminded Council they gave a presentation in February. She explained what the Village Neighbors do for the elderly population on the Island. She also advised that they requested a possible donation in the amount of \$5,000 and they haven't received word of Council's support. She respectfully requested this issue be placed on the next meeting for consideration.

Councilwoman Bowden asked about the form for donation requests.

Town Manager Tolbert advised they have, and the Village Neighbors has completed a form. He has talked with the Mayor and they plan to put it on the agenda for the September 3<sup>rd</sup> meeting.

- Ms. Donna Leonard, 6415 Leonard Lane asked about committee assignments and the process. She explained the process she went through to be appointed to the Recreation and Community Enhancement Committee and how it ended with 2 citizens on the Committee. She went to the RCEC meeting Thursday asking the Councilmembers about adding 2 more citizens on the Committee. She was advised that the Committee appointments were at the discretion of the Mayor and it doesn't have a term limit. She stated that this wasn't the process when she was placed on a Committee. She also asked about the term limits. She was advised by RCEC Councilmembers that it was at the discretion of the Mayor. She feels that the Committee should be 3 citizens with Councilmembers.

There was lengthy discussion about the Committee's citizen and Council appointments and expirations.

Mayor Leonard advised he has no appointment power over the citizens on Committees.

Ms. Leonard advised she asked at the RCEC to have another citizen to be added to the Committee.

Discussion continued further about what organizations should be represented on the RCEC, and the members should be asked to remain on the Committees. There was a review of the list of Committee members noting how many citizens were on those Committees. They reviewed the Council appointments on Committees and the Town Code of the Committees that have term limits and explained those Committees are at the discretion of the Mayor or Council. The Mayor will change members of Council on Committees at his discretion.

Ms. Leonard also asked again about the improvements to the carnival parking lot. She asked who the Councilmember is that is designated to start the dialog with the Fire Company. She demanded that someone start communications.

Councilwoman Bowden stated that the Mayor has the authority to move Council around to the different Committees. She asked if she was approached and asked to continue on the Committee.

Ms. Leonard stated she expressed interest and was asked to submit a letter of interest that was given to Council, Council made the nominations, and Council voted.

Councilwoman Bowden advised of the number of committee members that attended the annual Christmas dinner. She stated that she would like to see this a little more formal in the way they do this. She feels they need the help of the citizens. She suggested they need to clean up the way they get them involved with things.

### **Agenda Adoption**

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

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

**Nays: None**

**Absent: McComb**

### **Consider New Body Worn**

Vice Mayor Bott advised that the Public Safety Committee met and identified the need for the cameras, the Budget and Personnel Committee met, found the money and asking for Council's approval. He stated that this is a necessary product that this needs to be done quickly.

**Vice Mayor Bott motioned, seconded by Councilwoman Bowden to approve lease/purchase of the Axon System body cameras. Unanimously approved.**

### **Mayor and Council Announcements**

Councilman Taylor thanked everyone and reminded everyone to stay strong and stay safe.

**Closed Meeting – In accordance with §2.2-3711(A) (1,3) of the Code of Virginia that the Council convene a closed session for the evaluation of staff and discussion of the acquisition of real property for a public purpose.**

**Councilman Savage motioned, seconded by Councilwoman Bowden to go into a closed meeting in accordance with §2.2-3712 (A) (1.3) of the Code of Virginia that the Council convene a closed session for the evaluation of staff and discussion of the acquisition of real property for a public purpose.**

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

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

**Nays: None**

**Absent: McComb**

Councilman Taylor left the meeting at 7:00p.m.

**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:**

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

**14. 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, Richardson, Savage**

**Nays: None**

**Absent: McComb, Taylor**

**Adjourn**

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

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

**Nays: None**

**Absent: McComb, Taylor**

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager

**MINUTES OF THE SEPTEMBER 3, 2024  
CHINCOTEAGUE TOWN COUNCIL MEETING  
Council Chambers  
7:00 p.m.**

**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. Bryan Rush, Director of Emergency Services  
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. Glenda Gatchell, 5070 Bay Colony Lane, advised she is representing a group of

users at the Dog Park. She addressed the issues at the Dog Park which include drainage and erosion. She added that the dogs are now digging in that area. She advised of the steps taken to remedy the issues by installing stony ground covers but have now become sink holes causing a fall hazard. The request a cement pad to prevent erosion. She added that the entrance gate is damaged and off the hinge as well. They also requested a shade sail in the large dog area. She commented further and showed pictures showing the gate off the hinge, bench seating with no grass, the erosion, and added that it's an eyesore and danger.

- Mrs. Toni Cox, 6050 Tarr Street, advised she retired here in 2017. She addressed the parking lot at Donald Leonard Park. She stated that Ms. Leonard voiced her opinion to an enclosed lot back in the fall but especially since February 2024. She stated that Councilwoman Bowden stated that no comments about the parking lot were transferred to the minutes. She stated that at the last Council meeting Town Manager Tolbert was asked questions there were not answered. She asked about the cost, who approved it, and the purchasing threshold. She asked if proper procurement was followed and how the money was spent. She read excerpts and commented further on the minutes of the RCEC and Council meetings. She then asked about the bumpers being there verses the plan to put parking bumpers there.

Mayor Leonard commented about the bumpers his father put in.

Mrs. Cox continued to read excerpts adding that the cost was \$15,000. She stated that Town Manager Tolbert didn't answer all of Councilwoman Bowden's questions. She asked Mayor Leonard, why Council wasn't told about the parking lot and who authorized it, if there were purchase orders used to buy materials for the parking lot, and where did the millings come from.

Mayor Leonard advised it was done in-house, the millings were from the Town's road repairs in the fall and spring stored in the Public Works area. The \$15,000 was for the labor and the purchase of millings, through normal operating procedures. He didn't see that the project as excessive.

Mrs. Cox asked why Mayor Leonard was the only one who knew this was going on.

Mayor Leonard advised that it was brought up to the RCEC that this was a problem and was discussed in many Committee meetings. It was not a secret.

Mrs. Cox stated that a lot of people were surprised by this and made their feelings known.

Mayor Leonard stated that it is a public park owned and operated by the Town of Chincoteague and the Town will manage the parks as the Town sees fit. He also commented about putting a parking lot back there where there was an existing parking lot. He added that the best practice was to put millings there. He understands that the public is upset that it's not grass, but this is an issue that they're not going to bring up again.

Mrs. Cox stated that the issue is not done, and asked if they can bring up the fencing. She expressed her objection to the plans for a fence.

Mayor Leonard referred her objection to the RCEC.

- Mrs. Isabel Kaldenbach, 3524 Ridge Road, agreed with Mrs. Gatchell and added that it isn't about the dogs, it's about the people. She added that they have a group of about 50 regulars, and they do activities throughout the year together. Studies show it is important to have social connections of all ages. She thanked Council adding that the Dog Park is fabulous.

- Ms. Jody Hoffman and Mr. Colie Bennett, 7149 Margaret's Lane, explained an issue with another property owner that has an easement, right-of-way to her property who has connected her property to Lisa's Lane. They've done the title search and surveys. The title company referred them to Council. They feel she has taken advantage of the easement. He stated they can install barriers as long as she has access to her property to cut down on the traffic. They maintain Margaret's Lane, which is a dead-end road, with money from other residents to help with maintenance costs. He added that the owner of the property does not contribute. He asked for understanding. He also informed Council he was assaulted with a vehicle a couple Fridays ago. Mr. Bennett added he was also verbally assaulted trying to protect his property. He stated that a 10-wheeled truck can't make the turn. He advised that every time there is an incident they've been in the wrong and they are the property owners. They were advised that it is perfectly legal to put up gates or barriers as long as she had access to her property.

Mayor Leonard advised that because this is a civil matter, the Town can't get involved.

Mr. Bennet stated that he understood and wanted this to be part of the record as they are pursuing legal action to close the easement off. He thanked Council.

- Mr. Larry Conser, 5171 Main Street, advised that the pump-out at the Town dock doesn't always work and feels there should be more than 1 pump. He stated that Harbormaster Merritt is super busy and doesn't have time to take care of everything.

Mayor Leonard advised that if it isn't working, he should call Harbormaster Merritt, or the Town office and it would be addressed.

- Mr. David Landsberger, 5611 Amrien Circle Drive, thanked Council advising that the trail is finished at the Brianna's Kindness Park. He advised of 2 missing signs and asked if the Town could buy and put the 2 signs up. He also asked about the donated funds for the sunshades at the Dog Park and Brianna's Kindness Park and a hard trail for the disabled people to get to the workout equipment. He reported on the progress of the YMCA's new gym, adding that it should be completed by the end of the year.

### **Agenda Adoption**

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

### **District 2 Supervisor Report**

Supervisor Tarr discussed the Inlet Study funding in depth. He urged Council to contact Mr. Keith Lockwood, Chief Water Resources Division of the Norfolk District with the Army Corps

of Engineers. He explained in length about the Inlet Study funds to be in the President's budget in 2026 with no specific line item in regarding the Town's Inlet Study. Congresswoman Kiggans gave authority to start the study, and the Army Corps has a non-specific available fund in the amount of \$500,000. They are supposed to fund \$1.5 million, and \$1.5 million is supposed to be from non-federal money. He added that nothing has been said about the mysterious \$27 million that came into play for Eastern Shore waterways 2 years ago. They couldn't give any information on this. The Army Corps advised that they ask for it every year, and nothing has been authorized or appropriated, except for the \$500,000 for other projects as well. If they get it approved, it will take up to 3 years to get it. He suggested sending letters to Mr. Lockwood about the importance of this project. He stated that Delegate Bloxom should be contacted. He suggested asking the Army Corps what their intentions are and for a timeline of commencement and completion. He stated that they should invite Mr. Lockwood to come to the Island. He reminded them of what they do for the Island with dredging, adding that this is big. Councilwoman Bowden feels this is unrealistic to think that \$3 million 8 years ago will still be \$3 million now, she feels that there's just no way. She stated that this is the biggest issue facing them. She feels they should get Mr. Lockwood here and take him to the Inlet.

Supervisor Tarr also advised of NASA's decision to take the P3 planes out of Wallops, adding that this is 23 jobs. He stated that Mr. Dave Pierce assured them that they would have other jobs at Wallops. He also stated that the County and the state has \$8 million in the Wallops Research Park and a selling point was the runway. He advised that the County wrote a letter to NASA, and Mr. Pierce will be at the Supervisor's September meeting. He also reported that Rocket Lab wants to use Queen Sound ramp to bring big rockets in on a barge and take to Wallops on a trailer. The County doesn't own the Queen Sound ramp, VDOT does. He added that by 2028 they'll have at least 12 launches and 12 landings at Queen Sound with a lot of holdups on a 2-lane Causeway. He reported that the DWR, Department of Wildlife Resources, has this now. He is unsure if that ramp will hold a barge and rocket.

Councilwoman Richardson asked what happened to the project of digging out and putting in a new pier bringing rockets in from the ocean to the Inlet.

Supervisor Tarr advised they've moved the sand from one end of Wallops to the other, and did work on the pier but the dredging is the Army Corps of Engineers. He commented about the jetties off of Wallops beach.

Councilwoman Bowden feels this is unrealistic to think they can bring something like that to Queen Sound with 1 way on and 1 way off the Island. She stated that they won't get an ambulance off the Island.

Supervisor Tarr suggested they contact the DWR.

## **Staff Reports**

### **General Government**

Town Manager Tolbert reported that Cockrell's Marine Railway, Inc. has completed the Derelict Vessel Removal Project. They removed 5 vessels along with the abandoned steel rigging in the marsh. He also reported on the street sweeper fire which has been declared a total loss. The

Town will receive replacement costs for the sweeper as opposed to the salvage value. Public Works Director Parks is currently looking for a replacement. He gave the August Report for the Chincoteague Center events which included a family reunion, Virginia Spaceport intern presentations, Wrestling, the Kiwanis bi-monthly blood drive, and a wedding. Center Director Leonard applied for and received a grant for new trash cans. There will be a Chincoteague Candidate Forum, October 22<sup>nd</sup> at 7:00 p.m. which will be moderated by former Accomack County Circuit Court Clerk, Mr. Sammy Cooper. Town Manager Tolbert announced that the Town office has a new phone system which went live Thursday, August 29<sup>th</sup>. The new service will provide the same desirable features of the existing system as well as an auto attendant that will greet callers, allowing them to connect directly to the employee or subject of their choice.

Town Manager Tolbert gave the Trolley Report for August advising that the ridership has fallen off and they decided to revert back to weekends through the Oyster Festival on October 12<sup>th</sup>. He added that the Center booked a wedding in October, and they have rented the recently acquired trolley to transport attendees from their hotels to the event at the Center. He gave the Meals and Transient Occupancy Tax Report for August, which is the July activity along with the Financial Report. He then reported on Building and Zoning with 60 permits, 51 inspections, with a total value for the building cost of construction was \$1,257,234 with \$4,595.90 in building permit fees.

Councilwoman Bowden, referring to the trolley the Town purchased, asked what the charge is.

Town Manager Tolbert advised that they offered this to them at \$100 per hour which was discounted as they rented the center. He added that if you're just renting it, there would be a different rate.

#### Police Department

Chief Greenley reviewed the monthly Police report advising that on August 3<sup>rd</sup>, PFC. Turlington completed his FTO program with SGT. Stevens and now on patrol by himself. He introduced Officer Turlington who came from Accomack County Sheriff's office as a jailer and completed the Police Academy on June 11<sup>th</sup>. On August 15<sup>th</sup> – 16<sup>th</sup> SROS Carmody and Geminiani completed an AAIR (Active Attack Integrated Response) class, similar to the Active Shooter Class integrating with EMS. On August 21<sup>st</sup>, he attended the DMV grant workshop to receive grant funding for Selective Enforcement. He added that the Dispatcher room received a major cleaning and removal of old wires to prepare for the new consoles to be installed this week.

#### Public Works Department

Public Works Director Parks reported that in addition to repairing 5 water leaks, the Water Department installed 2 new services, and 1,200 feet of new watermain on Bayberry Lane. The Public Works Department installed exercise equipment around the walking trail at Brianna's Kindness Park. They acquired an equipment trailer. They also installed fencing at Memorial Park Drive. Pavement markings were installed on the new asphalt on Willow Street, North Main Street, Ridge Road, and the "S" turn on Deep Hole Road. The Public Works crew also painted 20 stop bars around Town. Public Works Director Parks explained that the current chlorine provider sold the company and the service was poor. The Town has decided to change providers. Accomack County Public Works was kind enough to loan the Town chlorine. He



also advised that in September they plan to hook-up the waterline on Wildcat Lane and are currently in the process of looking for a new street sweeper. They will also continue with storm drain improvements.

Councilman Taylor directed Public Works Director Parks to fix the gate at the Dog Park and put concrete in. He suggested talking and working with the people there. He added that they have a good crew.

Councilwoman Bowden asked if the money charged for the Dog Park was going into the General Fund.

Town Manager Tolbert advised it was.

Councilwoman Bowden asked if anyone was looking at some of this at times.

Town Manager Tolbert advised that they do, and suggested regrading, planting grass, adding wood shavings or pouring concrete, bolting the benches down for safety purposes, and installing the sail shade.

#### Emergency Services

Director of Emergency Services Rush reported they ended August with 130 calls. He reviewed the statistics from August 2011 calls, response and on-scene times giving kudos to the EMS staff. He talked about REVIVE Training which teaches EMS staff how to teach family and patients how to administer Narcan. He added that they can also leave Narcan with the patient and/or family members. This could reduce responses making the County safer. He commented on the status of the Drug Kit Program, adding that the goal to go live is mid-October. He reported on weather monitoring from tropical storm Debby. He also advised that they hosted the Regional Catastrophic Planning Exercise Workgroup with a workshop at the Center with representatives from Virginia, Maryland, and Delaware. He reported that Finance Director Lewis helped close out the VDEM Local Emergency Planning Grant for the upgrades to the EOC. The Pony Penning After Action Report has also been completed. He reviewed the tropics for potential storms adding that September is National Preparedness Month. He urged everyone to be prepared.

#### **Committee Report**

##### RCEC

Councilman Taylor reported they met on August 8<sup>th</sup> and discussed repairing the roofs on the Memorial Park pavilion and restrooms and decided to remove the dugouts using fence-type dugouts to save money. They discussed the Amrien gym floor, shade for the Brianna's Kindness Park along with the hard surface to the exercise equipment. He also advised of the decision for a new volleyball court at Memorial Park and adding another member to the RCEC in the near future.

##### Public Safety

Councilwoman Bowden stated they met on August 12<sup>th</sup>. Chief Greenley proposed that they needed in-car and body worn camera systems. The current system has failed. The Committee voted to send it to Council for approval.

### Budget and Personnel

Vice Mayor Bott advised that they are looking at additional new revenue sources and programs. They spoke with the legal team in Richmond. He added that Town Manager Tolbert has more items for Council to discuss in October. They will reinvent the wheel like other localities have done.

Councilman Taylor commented on the water availability fee.

Councilwoman Bowden commented further about thinking about getting more families to the Island. She feels that Council needs to get proactive to get these families here. She hopes they can continue to work on getting legislation done for the community.

### **Adoption of Minutes of August 5<sup>th</sup> and August 15<sup>th</sup> Council Meetings**

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

### **Holiday Decoration Presentation**

Councilman McComb advised that after the end of FY24 budget closure, they had surplus that was designated for the holiday decorations. He stated that they put together a committee comprised of citizens who have worked to develop recommendations for Council for the enhancement of the community's holiday decorations. Some of the decorations are not in good condition. They worked with Public Works Director Parks and staff, took inventory and decided what they have to work with. Mr. Krome and Mr. Potts have a long-standing relationship with Mosca Design of Youngsville, NC through their work over the last several years with Christmas by the Sea and Christmas Manor. This relationship was a huge benefit in enabling savings and recommendations quickly and involve local businesses and community organizations through donations to expand the project's scope. The Committee is recommending to Council for the purchase of 42-LED pole-mount decorations that are an average of 5' x 5' and will line Main Street from the Waterside Inn to the Island Motor Inn and from the bridge down Maddox Boulevard to the Chincoteague Museum with enhancements to existing pieces on Willow and Church Streets. Decorations are a mix of holiday nautical items and large snowflakes that expand and support the ongoing Christmas by the Sea theme.

Councilman McComb also added that in discussion with our Public Works personnel, it may also be feasible to take the best of the lantern decorations that in years past lined Main Street and light a portion of Deep Hole Road past the Fire House. The Committee has also recommended the purchase of the following enhancements to other public areas, and showed pictures:

- A new Christmas by the Sea custom marquee with alternating LED lighting in the colors of red, green, and warm white. The marquee will be a great addition to the Robert Reed Park measuring 41' x 18'.
- 12' LED tree lights for the foot of the bridge also in red, green, and warm white alternating strands of lights.

- 10' holiday wreath with bow and ornaments and 160 LED lights for the Town Office.
- 5-3' building wreaths for the old fire house of similar design of the wreath for the Town Office above. This will be reminiscent of how the building was decorated when the CVFC occupied the space.

Councilman McComb advised that the Committee continues to work with the Downtown Merchants Association and add to the holiday décor of Robert Reed Park through a potential donation of a large Christmas by the Sea sign all with the new LED technologies. They are also discussing the addition of a sound system for the Downtown that could be used not only for music during the holidays but year-round. They ordered the new decorations and equipment in August so that they will arrive in October and Public Works can start getting them up in time for this holiday season. He thanked the Committee for a job well done; Mr. Krome, Mr. Potts, Mrs. Robbins, Mrs. Conklin, and Ms. Faith.

### **Consider FY25 Donations**

#### Island Museum

Ms. Cindy Faith with the Island Museum stated that this is a great opportunity and thanked Council for all they do for the Town. She added that it goes unnoticed. She advised that the Museum is in the 52<sup>nd</sup> year. She reported that the exhibits change each year, the Beebe Ranch is in the process of being repaired, renovated, with the addition of a handicap ramp along with exhibits in the home. They purchased a new bus to help with the Road Scholar Program, and they are planning the 100<sup>th</sup> Pony Penning Celebration. She added they are also wrapping up the year with events, fundraising, and activities.

Mayor Leonard advised that historically the Town has donated \$5,000 to the Museum which is what they're requesting.

**Councilman McComb motioned, seconded by Councilman Taylor to approve a donation for the Island Museum in the amount of \$5,000. Unanimously approved.**

#### Island Library

Mayor Leonard advised there was no one present to represent the Island Library and advised this is another organization that the Town helps annually. He added that they sent, along with the application, their Profit Loss Statement and plans for the donation.

**Councilman Savage motioned, seconded by, Councilman McComb to approve a donation for the Island Library in the amount of \$5,000. Unanimously approved.**

#### Village Neighbors

Ms. Catherine Shappell with the Village Neighbors thanked Council and advised they appreciate anything the Town can do to support the Village Neighbors.

Mayor Leonard advised the Village Neighbors requested \$5,000.

**Councilman Taylor motioned, seconded by Councilwoman Richardson to approve a donation for the Village Neighbors in the amount of \$5,000. Unanimously approved.**

North Accomack Little League

Mr. Lee Jester with the North Accomack Little League stated that everyone has had kids coming up through the Little League. He stated that they do a lot to keep the kids out of trouble, teaches good sportsmanship, teamwork, respectful conduct, and it draws young families to the Island. He reported that enrollment has increased significantly, and they have upgraded their facilities to accommodate the increase. He stated that they have hosted multiple District All-Star games bringing in more than local people. He added that the Town gave a donation for the 40' x 80' x 14' building for indoor pitching and hitting for year-round practice. They have raised the money for the building but need money to finish the inside. He commented on the cost of the rollup doors, concrete floors, and turf. Mr. Jester stated that payment for either item would be greatly appreciated.

**Vice Mayor Bott motioned, seconded by Councilman McComb to approve a donation for the North Accomack Little League in the amount of \$5,000. Unanimously approved.**

Council directed Town Manager to review the budget for additional funds

Chincoteague Combined Schools - PTSA

Ms. Melissa Barret with the Chincoteague Combined Schools PTSA explained that the PTSA hosts free dances and activities, a welcome back breakfast for teachers and staff, teacher's appreciation, and scholarships.

Mayor Leonard stated that many members of Council have enjoyed things at the schools. He feels they should support them and are fortunate to have them.

**Councilwoman Richardson motioned, seconded by Councilwoman Bowden to approve a donation for the CCS PTSA in the amount of \$5,000. Unanimously approved.**

Accomack County Sheriff's Department – DARE Program

Deputy Campbell with the Accomack County DARE Program stated that the Program is for all Accomack County 5<sup>th</sup> graders and funded by the Accomack County Sheriff's Department. The donation he is asking for is for DARE Day where all the 5<sup>th</sup> grade students from Northampton and Accomack County go to Nandua High School for a full day of celebration to ensure they're on the same track and mission.

**Councilwoman Richardson motioned, seconded by Councilman McComb to approve a donation for the DARE Program in the amount of \$1,000. Unanimously approved.**

**Consider 911 System Tower MOU**

Town Manager Tolbert explained that the County of Accomack is getting a new 911 system, and the Town was included. He described all the equipment that is included; 2 consoles, installation, antennas, wire, server, and everything needed to operate the system. He stated that they needed a space on the Town's cell tower that is leased to American Tower. Because it is new equipment

on the tower the Town will need to pay for another space and the ESVA 911 Center will reimburse the Town for the rent in the amount of \$966.03 per month. The MOU memorializes the arrangement as part of the inner workings. As a part of this agreement, the Town had to amend the Tower Lease. He explained that the Town will pay ESVA 911 \$4,328 at the beginning of each year for support and maintenance costs associated with the dispatch radio consoles. The Town's only cost of participating in this program is \$4,328. He added that the Town currently pays approximately \$12,000 each year for a cloud-based server. This service will be canceled, and the Town will pay the \$4,328 each year which is a savings of nearly \$8,000 a year in dispatch revenue. He advised that the agreement is good and accounted for.

Councilwoman Bowden asked if the \$4,328 and MOU was good for 20 years.

Town Manager Tolbert advised it is unless they say differently. There is no provision to accelerate this.

**Vice Mayor Bott motioned, seconded by Councilwoman Bowden to adopt the 911 System Tower MOU as presented. Unanimously approved.**

MEMORANDUM OF AGREEMENT  
BETWEEN THE ESVA 9-1-1 COMMISSION  
AND THE TOWN OF CHINCOTEAGUE, VIRGINIA.

THIS Memorandum of Agreement (MOA) is made and entered into on this 3<sup>rd</sup> day of September, 2024, by and between the Eastern Shore of Virginia 9-1-1 Commission, a separate entity formed under Virginia Code § 15.2-1300 by adoption of a joint resolution by the Counties of Accomack and Northampton on July 18, 1990 ("ESVA 9-1-1"), having a principal office located at 23201 Front Street, Accomac, Virginia 23301 and the Town of Chincoteague, a political subdivision of the Commonwealth of Virginia, with mailing address at 6150 Community Drive, Chincoteague Island, Virginia 23336 ("TOC").

WITNESSETH:

WHEREAS, ESVA 9-1-1 is upgrading its Eastern Shore of Virginia Regional Radio System ("ESVARRS"), which will require the installation of antennas on the Tower and the construction or placement of associated infrastructure, improvements, fixtures, and equipment on a tower located at 6097 Community Drive, Chincoteague, VA 23336-2701; and

WHEREAS, **TOC has an existing agreement with American Towers, LLC**, dated March 20, 2024 for the use of a certain portion of the Tower Facility ("Tower") to accommodate the ESVARRS infrastructure, improvements, fixtures, and equipment; and

WHEREAS, the **existing** Lease between TOC and **American Towers, LLC** sets forth the terms and conditions on which Lessee shall lease sufficient space on the Tower to install, maintain and operate antennas on the Tower and to install, maintain and operate infrastructure, improvements, fixtures and equipment on the Site.

NOW, THEREFORE, ESVA 9-1-1, and TOC, in consideration of the mutual obligations and mutual benefits accruing to their respective entities from this MOU, have agreed upon the terms herein among themselves as follows:

1. Through and in compliance with the existing lease between the TOC and American Towers, LLC, TOC agrees to grant ESVA 9-1-1 usage and access to the Tower for the placement of antennas systems and related equipment as identified in Exhibit A.
2. TOC agrees to grant usage and access to TOC land around the Tower site and the TOC Public Works **Building for construction and** use equipment shelter and related needs; as identified in Exhibit B.
3. TOC agrees to grant usage and access to the Police Department Building (Town of Chincoteague facility) as part of the needed connectivity (microwave) network of the ESVARRS; as identified in Exhibit C.
4. ESVA 9-1-1 shall pay TOC \$966.03 at the beginning of each month for usage and access to the Tower, with an escalation not exceeding the Annual Escalator pursuant to Section IV of the Agreement between TOC and American Towers, LLC .
5. TOC shall pay ESVA 9-1-1 \$4,328 at the beginning of each year for support/maintenance costs associated with the dispatch radio consoles located and used at the Chincoteague Police Department as part of ESVARRS.
6. The Term, for the use of the Tower, shall be in accordance with the Agreement between TOC and American Towers, LLC. The Term for the use of the TOC land around the tower and at the Police Department Building (Town of Chincoteague facility) shall be Twenty (20) years commencing on the effective date of this MOA.
7. Either entity wishing to withdraw from this Memorandum of agreement must provide at least twelve-month's notice to the other entity, prior to such withdrawal.

IN WITNESS WHEREOF, the parties hereto have set their signatures :

Eastern Shore of Virginia 9-1-1  
Commission

Town of Chincoteague, Virginia

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

### **Consider SLPP Awardees Recommendation**

Mayor Leonard advised that the Septic Local Partners Project Committee met on August 14<sup>th</sup> to review and consider applications for assistance from residents for the replacement of failing septic systems. The Committee reviewed all 10 applications and approved them.

Town Manager Tolbert advised that according to the agreement with the DEQ the Committee is required to make a recommendation, and Council is required to approve the recommendation. There are other things that must be done during the process as well.

Mayor Leonard asked how much funding is left.

Town Manager Tolbert reported there is approximately \$800,000 left.

**Councilwoman Bowden motioned, seconded by Vice Mayor Bott to approve the award for the first round as presented. Unanimously approved.**

### **Council Comments**

Councilwoman Bowden stated that they have a wonderful Town, Parks, and visitors and live here and do a fantastic job. She continued that Public Works does a great job maintaining and doing what they do. She added that there's always ways to improve on a couple of things. She doesn't like it when a citizen spends their own money to make something better. She feels the Town should be on top of things that need to get done. She wants the Town to do better to get the projects done. She appreciates every one of them and what they do. She concluded with "Go Yankees"!

Councilman McComb referred to Supervisor Tarr's topic regarding the loss of planes at NASA. He feels it would behoove the Town to write a letter concerning the loss of jobs. He added that it is also about the amount of folks that are bring here for testing of the planes and there is a good amount of money going into lodging and restaurants. He stated they need better assurances. He concluded that he knows for certain if the Town doesn't slow down or prevent it from happening there will be a loss of jobs and also in Transient Occupancy and Meals Taxes.

Councilman Taylor stated that the amount of money given out tonight isn't a drop in the bucket to all that they do in money and effort. He added that they have the Town's blessing, and he urged them to keep doing what they're doing. He also thanked them.

Councilman Savage agreed with Councilman Taylor adding that volunteers make up the community and doing a great job. He gave kudos to them. He mentioned the EMS and Police Department for a fine job adding that it's hard to match their job, he also gave kudos to them.

Mayor Leonard stated that he is thankful for where we live and the people that live here. He concluded with, "Roll Tide"!

**Closed Meeting – In accordance with §2.2-3711(A) (3) of the Code of Virginia that the Council convene a closed session for the discussion and consideration of the purchase of real property for a public purpose.**

**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 discussion and consideration of the purchase of real property for a public purpose.**

**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:**

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

**16. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered.**

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

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

**Nays: None**

**Absent: None**

**Adjourn**

**Councilman Savage motioned, seconded by Councilwoman Bowden to adjourn.**

**Unanimously approved.**

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager

**MINUTES OF THE SEPTEMBER 19, 2024  
CHINCOTEAGUE TOWN COUNCIL MEETING  
Council Chambers**

**Council Members Present:**

J. Arthur Leonard, Mayor

Christopher D. Bott, Vice Mayor

**Council Members Absent:**



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

**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 and there was none.

**Agenda Adoption**

**Councilwoman Richardson, seconded by Councilwoman Bowden to adopt the agenda as presented. Unanimously approved.**

**Adopt Update of Title VI**

Town Manager Tolbert advised this is a requirement for the Trolley Grant and is updated and approved each year.

**Councilman Savage motioned, seconded by Councilwoman Bowden to adopt the updated Title VI as presented. Unanimously approved.**

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**Title VI Plan and Procedures  
Title VI of the Civil Rights Act of 1964**

**The Pony Express  
The Town of Chincoteague, Inc.**



**September 19, 2024**

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## **I. INTRODUCTION**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d).

The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors whether those programs and activities are federally funded or not.

The Federal Transit Administration (FTA) has placed renewed emphasis on Title VI issues, including providing meaningful access to persons with Limited English Proficiency.

Recipients of public transportation funding from FTA and the Virginia Department of Rail and Public Transportation (DRPT) are required to develop policies, programs, and practices that ensure that federal and state transit dollars are used in a manner that is nondiscriminatory as required under Title VI.

This document details how The Town of Chincoteague incorporates nondiscrimination policies and practices in providing services to the public. The Town of Chincoteague's Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically (at least every three years) to incorporate changes and additional responsibilities that arise.

## **OVERVIEW OF SERVICES**

The Pony Express is a seasonal trolley service provided by the Town of Chincoteague, Virginia. This service is open to the public and follows fixed routes covering most of the island including

many of the motels, restaurants, shops, parks, recreational areas, ice cream parlors, and campgrounds. Americans with Disabilities Act (ADA) public transportation option is available. All of our trolleys are equipped with wheelchair lifts.

## **POLICY STATEMENT AND AUTHORITIES**

### **Title VI Policy Statement**

The Town of Chincoteague **is committed** to ensuring that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, whether those programs and activities are federally funded or not.

The Town of Chincoteague Title VI Manager is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part 21.

---

Michael T. Tolbert, Town Manager  
Signature of Authorizing Official

---

Date

### **Authorities**

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (refer to 49 CFR Part 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub recipients, and contractors, whether such programs and activities are federally assisted or not.

Additional authorities and citations include: Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d); Federal Transit Laws, as amended (49 U.S.C. Chapter 53 et seq.); Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601, et seq.); Department of Justice regulation, 28 CFR part 42, Subpart F, “Coordination of Enforcement of Nondiscrimination in Federally-Assisted Programs” (December 1, 1976, unless otherwise noted); U.S. DOT regulation, 49 CFR part 21, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964” (June 18, 1970, unless otherwise noted); Joint FTA/Federal Highway Administration (FHWA) regulation, 23 CFR part 771, “Environmental Impact and Related Procedures” (August 28, 1987); Joint FTA/FHWA regulation, 23 CFR part 450 and 49 CFR part 613, “Planning

Assistance and Standards,” (October 28, 1993, unless otherwise noted); U.S. DOT Order 5610.2, “U.S. DOT Order on Environmental Justice to Address Environmental Justice in Minority Populations and Low-Income Populations,” (April 15, 1997); U.S. DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons, (December 14, 2005), and Section 12 of FTA’s Master Agreement, FTA MA 13 (October 1, 2006).

## **II. NONDISCRIMINATION ASSURANCE TO DRPT**

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from the Federal Transit Administration (FTA) must be accompanied by an assurance that the applicant will carry out the program in compliance with DOT’s Title VI regulations. This requirement is fulfilled when the Virginia Department of Rail and Public Transportation (DRPT) submits its annual certifications and assurances to FTA. DRPT shall collect Title VI assurances from sub-recipients prior to passing through FTA funds.

As part of the Certifications and Assurances submitted to DRPT with the Annual Grant Application and all Federal Transit Administration grants submitted to the DRPT, The Town of Chincoteague submits a Nondiscrimination Assurance which addresses compliance with Title VI as well as nondiscrimination in hiring (EEO) and contracting (DBE), and nondiscrimination on the basis of disability (ADA).

In signing and submitting this assurance, The Town of Chincoteague confirms to DRPT the agency’s commitment to nondiscrimination and compliance with federal and state requirements.

## **III. PLAN APPROVAL DOCUMENT**

**I hereby acknowledge the receipt of the Title VI Implementation Plan. I have reviewed and approve the Plan. I am committed to ensuring that no person is excluded from participation in or denied the benefits of transit services based on race, color, or national origin, as protected by Title VI according to Federal Transit Administration (FTA) Circular 4702.1B Title VI requirements and guidelines for FTA sub-recipients.**

---

Signature of Authorizing Official

Mr. Michael T. Tolbert PE, Town Manager

The Town of Chincoteague

Add meeting minutes from board/committee approval

---

Date

## **IV. ORGANIZATION AND TITLE VI PROGRAM RESPONSIBILITIES**

The Town of Chincoteague, Town Manager is responsible for ensuring implementation of the agency's Title VI program. Title VI program elements are interrelated, and responsibilities may overlap. The specific areas of responsibility have been delineated below for purposes of clarity.

### **Overall Organization for Title VI**

The Title VI Manager and staff are responsible for coordinating the overall administration of the Title VI program, plan, and assurances, including complaint handling, data collection and reporting, annual review and updates, and internal education.

### **Detailed Responsibilities of the Title VI Manager**

The Title VI Manager is charged with the responsibility for implementing, monitoring, and ensuring compliance with Title VI regulations. Title VI responsibilities are as follows:

1. Process the disposition of Title VI complaints received.
2. Collect statistical data (race, color or national origin) of participants in and beneficiaries of agency programs, (e.g., affected citizens, and impacted communities).
3. Conduct annual Title VI reviews of agency to determine the effectiveness of program activities at all levels.
4. Conduct Title VI reviews of construction contractors, consultant contractors, suppliers, and other recipients of federal-aid fund contracts administered through the agency.
5. Conduct training programs on Title VI and other related statutes for agency employees.
6. Prepare a yearly report of Title VI accomplishments and goals, as required.
7. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
8. Identify and eliminate discrimination.
9. Establish procedures for promptly resolving deficiency status and writing the remedial action necessary, all within a period not to exceed 90 days.

### **General Title VI responsibilities of the agency**

The Title VI Manager is responsible for substantiating that these elements of the plan are appropriately implemented and maintained, and for coordinating with those responsible for public outreach and involvement and service planning and delivery.

#### **1. Data collection**

To ensure that Title VI reporting requirements are met, The Town of Chincoteague will maintain:

- A database or log of Title VI complaints received. The investigation of and response to each complaint is tracked within the database or log.
- A log of the public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities.

## **2. Annual Report and Updates**

As a sub-recipient of FTA funds, The Town of Chincoteague is required to submit a Quarterly Report Form to DRPT that documents any Title VI complaints received during the preceding quarter and for each year. The Town of Chincoteague will also maintain and provide to DRPT on an annual basis, the log of public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities.

Further, we will submit to DRPT updates to any of the following items since the previous submission, or a statement to the effect that these items have not been changed since the previous submission, indicating date:

- A copy of any compliance review report for reviews conducted in the last three years, along with the purpose or reason for the review, the name of the organization that performed the review, a summary of findings and recommendations, and a report on the status or disposition of the findings and recommendations
- Limited English Proficiency (LEP) plan
- procedures for tracking and investigating Title VI complaints
- A list of Title VI investigations, complaints or lawsuits filed with the agency since the last submission
- A copy of the agency notices to the public that it complies with Title VI and instructions on how to file a discrimination complaint

## **3. Annual review of Title VI program**

Each year, in preparing for the Annual Report and Updates, the Title VI Manager will review the agency's Title VI program to assure implementation of the Title VI plan. In addition, they will review agency operational guidelines and publications, including those for contractors, to verify that Title VI language and provisions are incorporated, as appropriate.

## **4. Dissemination of information related to the Title VI program**

Information on our Title VI program will be disseminated to agency employees, contractors, and beneficiaries, as well as to the public, as described in the "public outreach and involvement" section of this document, and in other languages when needed according to the LEP plan as well as federal and State laws/regulations.

## **5. Resolution of complaints**

Any individual may exercise his or her right to file a complaint if that person believes that he, she or any other program beneficiaries have been subjected to unequal treatment or discrimination in the receipt of benefits/services or prohibited by non-discrimination requirements. The Town of Chincoteague will report the complaint to DRPT within three business days (per DRPT requirements), and make a concerted effort to resolve complaints locally, using the agency's Title VI Complaint Procedures. All Title VI complaints and their resolution will be logged as described under Section 1. Data collection and reported annually (in addition to immediately) to DRPT.

#### **6. Written policies and procedures**

Our Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically to incorporate changes and additional responsibilities that arise. During the course of the Annual Title VI Program Review (item 3 above), the Title VI Manager will determine whether or not an update is needed.

#### **7. Internal education**

Our employees will receive training on Title VI policies and procedures upon hiring and upon promotion. This training will include requirements of Title VI, our obligations under Title VI (LEP requirements included), and required data that must be gathered and maintained. In addition, training will be provided when any Title VI-related policies or procedures change (agency-wide training), or when appropriate in resolving a complaint.

#### **Title VI training is the responsibility of the Director of Transportation**

#### **8. Title VI clauses in contracts**

In all federal procurements requiring a written contract or Purchase Order (PO), The Town of Chincoteague contract/PO will include appropriate non-discrimination clauses. The Title VI Manager will work with the Town of Chincoteague's Town Manager, Michael T Tolbert, who is responsible for procurement contracts and POs to ensure appropriate non-discrimination clauses are included.

### **V. PROCEDURES FOR NOTIFYING THE PUBLIC OF TITLE VI RIGHTS AND HOW TO FILE A COMPLAINT**

#### **Requirement to Provide a Title VI Public Notice**

Title 49 CFR Section 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI. At a minimum, The Town of Chincoteague shall disseminate this information to the public by posting a Title VI notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, in federally funded vehicles, etc. The following Sample Public Notice is to be included as APPENDIX A- Title VI Notice to the Public; List of locations and displayed in your vehicles and facilities. Place Notice on agency letterhead:



Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

The Town of Chincoteague is committed to ensuring that no person is excluded from participation in and or denied the benefits of its transportation services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B. If you feel you are being denied participation in or being denied benefits of the transit services provided by The Town of Chincoteague or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, our contact information is:

Name: Michael T. Tolbert  
Title: **Town Manager**  
Agency Name: **Town of Chincoteague, Inc**  
Address: **6519 Community Dr.**  
City, State Zip code: **Chincoteague, VA 23336**  
Telephone Number: **(757) 336-6519**  
Email address: **mtolbert@chincoteague-va.gov**

**NOTE: As part of Title VI requirements, sub-recipients are also required to maintain a list of locations where their Title VI Notices have been posted or displayed.**

**SEE APPENDIX A-Title VI Notice to the Public**

**SEE APPENDIX B-Title VI Notice to the Public List of Locations**

## **VI. Title VI Complaint Procedures**

### **Requirement to Develop Title VI Complaint Procedures and Complaint Form.**

In order to comply with the reporting requirements established in 49 CFR Section 21.9(b), all recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form. The form and procedure for filing a complaint shall be available on the recipient's website and at their facilities.

Any individual may exercise his or her right to file a complaint with The Town of Chincoteague that person believes that he or she has been subjected to unequal treatment or discrimination in the receipt of benefits or services. We will report the complaint to DRPT within three business days (per DRPT requirements), and make a concerted effort to resolve complaints locally, using the agency's Nondiscrimination Complaint Procedures. All Title VI complaints and their resolution will be logged and reported annually (in addition to immediately) to DRPT.

The Town of Chincoteague includes the following language on all printed information materials, on the agency's website, in press releases, in public notices, in published documents, and on posters on the interior of each vehicle operated in passenger service:

*The Town of Chincoteague is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964.*

*For additional information on The Town of Chincoteague's nondiscrimination policies and procedures, or to file a complaint, please visit the website at [chincoteague-va.gov](http://chincoteague-va.gov) or contact Michael T Tolbert, Town Manager, 6150 Community Drive, Chincoteague, Virginia, 23336*

Instructions for filing Title VI complaints are posted on the agency's website and in posters on the interior of each vehicle operated in passenger service and agency's facilities, and are also included within The Town of Chincoteague's Pony express welcome to Chincoteague Island brochure.

**C-Title VI Complaint Form**

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
<b>Section III:</b>				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				
_____				
_____				
<b>Section IV</b>				
Have you previously filed a Title VI complaint with this agency?			Yes	No
<b>Section V</b>				
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?				
<input type="checkbox"/> Yes <input type="checkbox"/> No				

If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
<b>Section VI</b>	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Procedures for Handling and Reporting Investigations/Complaints and Lawsuits

Should any Title VI investigations be initiated by FTA or DRPT, or any Title VI lawsuits are filed against The Town of Chincoteague the agency will follow these procedures:

### Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination on the basis of race, color, or national origin may file a written complaint with the Title VI Manager. The complaint is to be filed in the following manner:
  - a. A formal complaint must be filed within 180 calendar days of the alleged occurrence.
  - b. The complaint shall be in writing and signed by the complainant(s).
  - c. The complaint should include:
    - the complainant's name, address, and contact information
    - (i.e., telephone number, email address, etc.)
    - the date(s) of the alleged act of discrimination (if multiple days, include the date when the complainant(s) became aware of the alleged discrimination and the date on which the alleged discrimination was discontinued or the latest instance).

- a description of the alleged act of discrimination
  - the location(s) of the alleged act of discrimination (include vehicle number if appropriate)
  - an explanation of why the complainant believes the act to have been discriminatory on the basis of race, color, and national origin
  - if known, the names and/or job titles of those individuals perceived as parties in the incident
  - contact information for any witnesses
  - indication of any related complaint activity (i.e., was the complaint also submitted to DRPT or FTA?)
- d. The complaint shall be submitted to The Town of Chincoteague Title VI Manager at 6150 Community Drive, Chincoteague Virginia 23336 or mtolbert@chincogeague-va.gov.
  - e. Complaints received by any other employee of The Town of Chincoteague will be immediately forwarded to the Title VI Manager.
  - f. In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Title VI Manager. Under these circumstances, the complainant will be interviewed, and the Director of Transportation will assist the complainant in converting the verbal allegations to writing.
2. Upon receipt of the complaint, the Title VI Manager will immediately:
    - a. notify DRPT (no later than 3 business days from receipt)
    - b. notify The Town of Chincoteague Authorizing Official
    - c. ensure that the complaint is entered in the complaint database
  3. Within 3 business days of receipt of the complaint, the Title VI Manager will contact the complainant by telephone to set up an interview.
  4. The complainant will be informed that they have a right to have a witness or representative present during the interview and can submit any documentation he/she perceives as relevant to proving his/her complaint.
  5. If DRPT has assigned staff to assist with the investigation, the Title VI Manager will offer an opportunity to participate in the interview.
  6. The alleged discriminatory service or program official will be given the opportunity to respond to all aspects of the complainant's allegations.
  7. The Title VI Manager will determine, based on relevancy or duplication of evidence, which witnesses will be contacted and questioned.
  8. The investigation may also include:
    - a. investigating contractor operating records, policies or procedures
    - b. reviewing routes, schedules, and fare policies
    - c. reviewing operating policies and procedures
    - d. reviewing scheduling and dispatch records
    - e. observing behavior of the individual whose actions were cited in the complaint
  9. All steps taken and findings in the investigation will be documented in writing and included in the complaint file.
  10. The Title VI Manager will contact the complainant at the conclusion of the investigation, but prior to writing the final report, and give the complainant an opportunity to give a rebuttal statement at the end of the investigation process.

11. At the conclusion of the investigation and within 60 days of the interview with the complainant, the Title VI Manager will prepare a report that includes a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition. This report will be provided to the Authorizing Official, DRPT, and, if appropriate, The Town of Chincoteague s legal counsel.
12. The Title VI Manager will send a letter to the complainant notifying them of the outcome of the investigation. If the complaint was substantiated, the letter will indicate the course of action that will be followed to correct the situation. If the complaint is determined to be unfounded, the letter will explain the reasoning, and refer the complainant to DRPT in the event the complainant wishes to appeal the determination. This letter will be copied to DRPT.
13. A complaint may be dismissed for the following reasons:
  - a. The complainant requests the withdrawal of the complaint.
  - b. An interview cannot be scheduled with the complainant after reasonable attempts.
  - c. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
14. DRPT will serve as the appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by The Town of Chincoteague and DRPT will analyze the facts of the case and will issue its conclusion to the appellants according to their procedures.

A person may also file a complaint directly with the Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.

## **Transportation-Related Title VI Investigations, Complaints, and Lawsuits**

### **Background**

All recipients shall prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by FTA and entities other than FTA;
- Lawsuits; and
- Complaints naming the recipient.

This list shall include the date that the transportation-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to DRPT every three years and information shall be provided to DRPT quarterly and annually.

### **List of Investigations, Lawsuits and Complaints**

	<b>Date</b> (Month, Day, Year)	<b>Summary</b> (include basis of complaint: race, color or national origin)	<b>Status</b>	<b>Action(s)</b> <b>taken</b>
<b>Investigations</b>				
<b>1.</b>				
<b>Lawsuits</b>				
<b>1.</b>				
<b>Complaints</b>				
<b>1.</b>				

**VII. Public Outreach and Involvement**

**PUBLIC PARTICIPATION PLAN**

**Introduction**

The Public Participation Plan (PPP) is a guide for ongoing public participation endeavors. Its purpose is to ensure that The Town of Chincoteague utilizes effective means of providing information and receiving public input on transportation decisions from low income, minority and limited English proficient (LEP) populations, as required by Title VI of the Civil Rights Act of 1964 and its implementing regulations.

Under federal regulations, transit operators must take reasonable steps to ensure that Limited English Proficient (LEP) persons have meaningful access to their programs and activities. This means that public participation opportunities, normally provided in English, should be accessible to persons who have a limited ability to speak, read, write, or understand English.

In addition to language access measures, other major components of the PPP include public participation design factors; a range of public participation methods to provide information, to invite participation and/or to seek input; examples to demonstrate how population-appropriate outreach methods can be and were identified and utilized; and performance measures and objectives to ensure accountability and a means for improving over time.

The Town of Chincoteague established a public participation plan or process that will determine how, when, and how often specific public participation activities should take place, and which specific measures are most appropriate.

The Town of Chincoteague will make these determinations based on a demographic analysis of the population(s) affected, the type of plan, program, and/or service under consideration, and the resources available. Efforts to involve minority and LEP populations in public participation activities may include both comprehensive measures, such as placing public notices at all transit stations, stops, and vehicles, as well as targeted measures to address linguistic, institutional, cultural, economic, historical, or other barriers that may prevent minority and LEP persons from effectively participating in our decision-making process.

**SOME OF THOSE EFFECTIVE PUBLIC OUTREACH PRACTICES INCLUDES:**

- b. Scheduling meetings at times and locations that are convenient and accessible for minority and LEP communities.
- c. Employing different meeting sizes and formats.
- d. Coordinating with community and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- e. Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations could also include audio programming available on podcasts.
- f. Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.

**VIII. LANGUAGE ASSISTANCE PLAN FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

**LANGUAGE ASSISTANCE PLAN FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

**Introduction and Legal Basis**

LEP is a term that defines any individual not proficient in the use of the English language. The establishment and operation of an LEP program meets objectives set forth in Title VI of the Civil Rights Act and Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (LEP). This Executive Order requires federal agencies receiving financial



assistance to address the needs of non-English speaking persons. The Executive Order also establishes compliance standards to ensure that the programs and activities that are provided by a transportation provider in English are accessible to LEP communities. This includes providing meaningful access to individuals who are limited in their use of English. The following LEP language implementation plan, developed by The Town of Chincoteague is based on FTA guidelines.

As required The Town of Chincoteague developed a written LEP Plan (below). Using American Community Survey (ACS) Census data, The Town of Chincoteague has evaluated data to determine the extent of need for translation services of its vital documents and materials.

LEP persons can be a significant market for public transit and reaching out to these individuals can help increase their utilization of transit. Therefore, it also makes good business sense to translate vital information into languages that the larger LEP populations in the community can understand.

### Assessment of Needs and Resources

The need and resources for LEP language assistance were determined through a four-factor analysis as recommended by FTA guidance.

#### **Factor 1: Assessment of the Number and Proportion of LEP Persons Likely to be Served or Encountered in the Eligible Service Population**

The agency has reviewed census data on the number of individuals in its service area that have limited English Proficiency, as well as the languages they speak.

#### **U.S. Census Data – American Community Survey Populations Demographics for Chincoteague, Virginia (2022-2026)**

Data from the U.S. Census Bureau’s American Community Survey (ACS) were obtained through [www.census.gov](http://www.census.gov) by The Town of Chincoteague service area. The agency’s service area includes a total of 1,758 persons with Limited English Proficiency (those persons who indicated that they spoke English “less than very well,” in the 2022-2026 ACS Census).

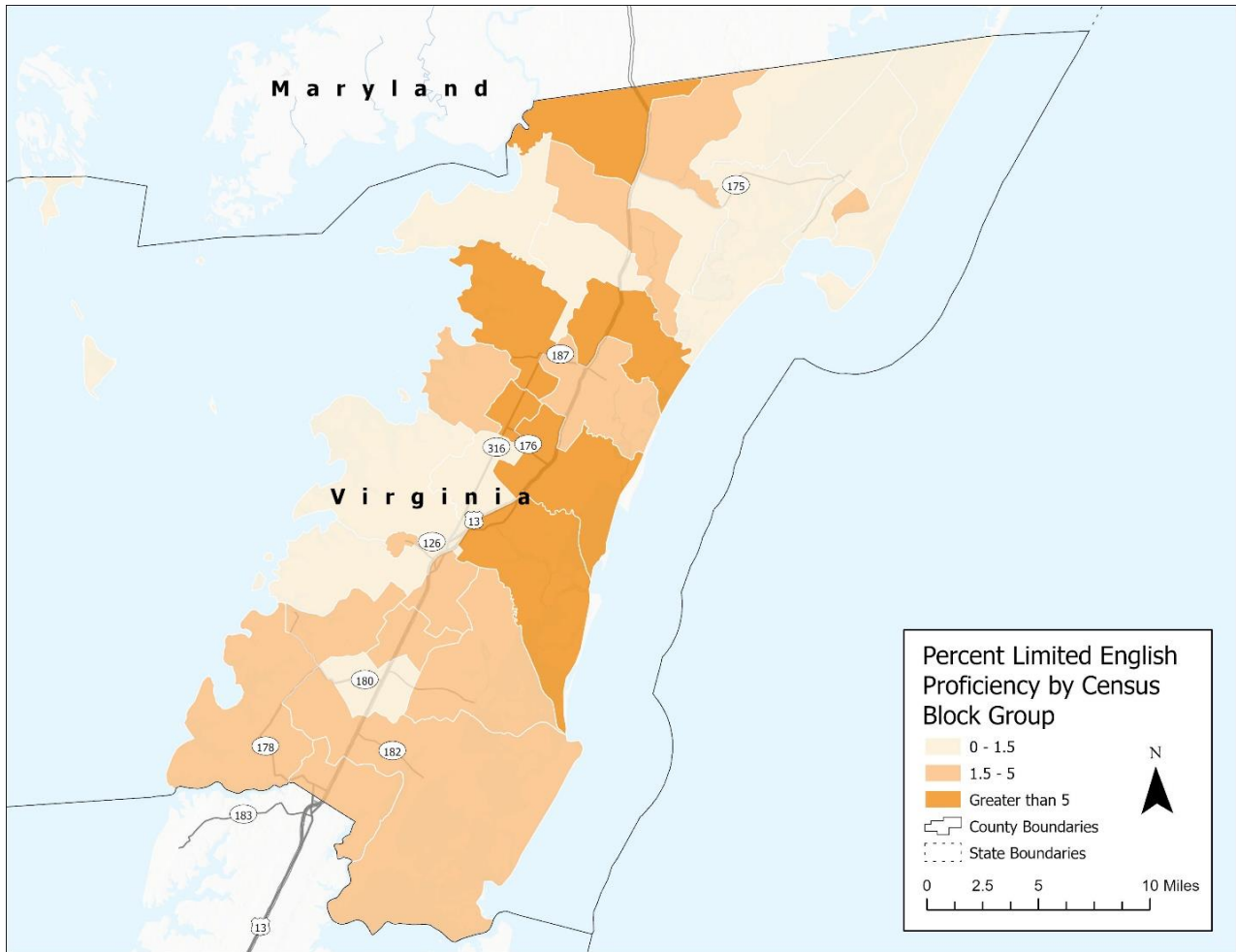
Information from the 2022-2026 Population Demographic for Chincoteague, Virginia ACS also provides more detail on the specific languages that are spoken by those who report that they speak English less than very well. Languages spoken at home by those with LEP are presented below. These data indicate the extent to which translations into other language are needed to meet the needs of LEP persons.

**Town of Chincoteague Service Area**

Language	Number of LEP Population	Percent of Service Area Population Speaking Language	Percent of LEP Population Speaking Language
Spanish	1,250	3.96%	71.10%
French, Haitian, or Cajun	333	1.05%	18.94%
Chinese (incl. Mandarin, Cantonese)	100	0.32%	5.69%
Tagalog	1	0.00%	0.06%
Other Asian and Pacific Island languages	74	0.23%	4.21%
Total LEP Population	1,758	5.56%	
<b>Total Service Area Population</b>	<b>31,593</b>		

It is noted that there are relatively low number of LEP persons in the service area and Spanish (1,250) is the only language spoken by over 5% or a total of 1,000 persons in the LEP population. Figure 1 shows the percentage of LEP by Census Block Groups. There are large percentages of LEP throughout the entire county.

**Figure 1: Percentage of LEP by Census Block Group**



**Factor 2: Assessment of Frequency with which LEP Individuals Come into Contact with the Transit Services or System**

The Town of Chincoteague will continue to review the relevant benefits, services, and information provided by the agency and determined the extent to which LEP persons have come into contact with these functions through the following channels:

- Contact with transit vehicle operators.
- Contact with transit station managers.
- Calls to The Town of Chincoteague’s customer service telephone line
- Access to the agency’s website.
- Attendance at community meetings or public hearings hosted by The Town of Chincoteague

We will continue to identify emerging populations as updated Census and American Community Survey data become available for our service area. In addition, when LEP

persons contact our agency, we attempt to identify their language and keep records on contacts to accurately assess the frequency of contact.

**Information from Community Organizations that Serve LEP Persons (Optional?)**

To supplement the Census, education, and labor department data, The Town of Chincoteague has conducted community outreach to the following organizations that work with LEP populations

*School systems.*

*Community organizations.*

*State and local governments.*

*Religious organizations.*

*Legal aid entities.*

**Factor 3: Assessment of the Nature and Importance of the Transit Services to the LEP Population**

Based on past experience serving and communicating with LEP persons and interviews with community agencies, we learned that the following services/routes/programs are currently of particular importance LEP persons in the community.

The following are the most critical services provided by The Town of Chincoteague for all customers, including LEP persons.

- Safety and security awareness instructions
- Emergency evacuation procedures
- Public transit services, including reduced fare application process
- ADA paratransit services (if your agency operates fixed-route), including eligibility certification process
- Other paratransit services
- Services targeted at low-income persons
- 

**Factor 4: Assessment of the Resources Available to the Agency and Costs**

***Costs***

The following language assistance measures are currently being reviewed and evaluated by The Town of Chincoteague

- *Translating documents, contracting with language interpreters, producing pictographs, installing multilingual technology, and other language assistance measures our agency is taking or plans to implement.* Based on the analysis of demographic data and contact with community organizations and LEP persons The Town of Chincoteague has determined that the following additional services are ideally needed to provide meaningful access:

- *Cost estimates can be based on price quotes from translating and interpreting firms or based on experiences of similar transit agencies that have implemented the assistance measures. Other potential cost saving measures may include telephonic and video conferencing interpretation services, translating vital documents posted on Web sites, pooling resources and standardizing documents to reduce translation needs, centralizing interpreter and translator services to achieve economies of scale*

#### *Feasible and Appropriate Language Assistance Measures*

Based on the available resources, the language assistance measures are feasible and appropriate for our agency at this time:

## **LEP Implementation Plan**

Through the four-factor analysis, The Town of Chincoteague has determined that the following types of language assistance are most needed and feasible:

- *Translation of vital documents into Spanish. These documents include:*
  - *System Map and Ride Guide*
  - *Application for reduced fare*
  - *All printed materials on ADA Paratransit, including brochure, eligibility application package, and passenger policies and procedures*
  - *Emergency preparedness brochure*
- *Attempt to hire bilingual staff with competency in spoken and written (Spanish, Vietnamese, etc. as appropriate for your service area).*
- *Language Line Translation Services for telephone contacts.*
- *In-person translation for ADA eligibility assessments.]*

#### *Staff Access to Language Assistance Services*

Agency staff who come into contact with LEP persons can access language services by *[describe procedures, such as offering the individual a language identification flashcard, having a supply of translated documents on hand, transferring a call to bilingual staff, having a telephone menu allowing the customer to pre-select their language]*. All staff will be provided with a list of available language assistance services and additional information and referral resources (such as community organizations which can assist LEP persons). This list will be updated at least annually.

#### *Responding to LEP Callers*

Staff who answer calls from the public respond to LEP customers as follows: ***[describe, indicate language translation line if used, availability of bilingual staff. Include trip scheduling procedures for LEP persons]***.

#### *Responding to Written Communications from LEP Persons*

The following procedures are followed when responding to written communications from LEP persons: ***[describe, indicate language translation services if used, availability of bilingual staff]***.

#### *Responding to LEP Individuals in Person*

The following procedures are followed when an LEP person visits our customer service and administrative office: *[describe, indicate use of language identification flashcard if needed, availability of bilingual staff, use of language translation services if appropriate].*

The following procedures are followed by operators when an LEP person has a question on board a The Town of Chincoteague vehicle: *[describe, indicate use of language identification flashcard if needed, availability of bilingual operating staff, availability of translated information on board vehicles, referral to telephone assistance, volunteer translation assistance from fellow passengers, etc.].*

#### *Staff Training*

As noted previously, all The Town of Chincoteague staff are provided with a list of available language assistance services and additional information and referral resources, updated annually.

All new hires receive training on assisting LEP persons as part of their sensitivity and customer service training. This includes:

- A summary of the transit agency's responsibilities under the DOT LEP Guidance;
- A summary of the agency's language assistance plan.
- A summary of the number and proportion of LEP persons in the agency's service area, the frequency of contact between the LEP population and the agency's programs and activities, and the importance of the programs and activities to the population.
- A description of the type of language assistance that the agency is currently providing and instructions on how agency staff can access these products and services; and
- A description of the agency's cultural sensitivity policies and practices.

Also, all staff who routinely come into contact with customers, as well as their supervisors and all management staff, receive annual refresher training on policies and procedures related to assisting LEP persons.

*[Describe additional training courses or resources provided to staff, such as tuition assistance for language courses at a local community college, training manuals/CDs/DVDs/online courses available to staff, instruction in basic phrases needed in the operating environment, etc.]*

#### ***Providing Notice to LEP Persons***

LEP persons are notified of the availability of language assistance through the following approaches: *[List items such as:*

- *following our Title VI policy statement included on our vital documents.*
- *on our website, with links to translations of vital documents in other languages.*
- *through signs posted on our vehicles and in our customer service and administrative offices.*

- *through ongoing outreach efforts to community organizations, schools, and religious organizations.*
- *use of an automated telephone menu system in the most common languages encountered.*
- *including the agency's language translation line on all materials.*
- *staffing a table with bilingual staff at community service events of interest to LEP groups.*
- *sending translated news releases and public service announcements about the availability of translated information to newspapers and broadcast media that target local LEP communities.]*

LEP persons will also be included in all community outreach efforts related to service and fare changes.

### ***Monitoring/Updating the plan***

This plan will be updated on a periodic basis (at least every three years), based on feedback, updated demographic data, and resource availability.

As part of ongoing outreach to community organizations, The Town of Chincoteague will solicit feedback on the effectiveness of language assistance provided and unmet needs. In addition, we will conduct periodic *[surveys, focus groups, community meetings, internal meetings with staff who assist LEP persons, review of updated Census data, formal studies]* of the adequacy and quality of the language assistance provided, and determine changes to LEP needs.

In preparing the triennial update of this plan, The Town of Chincoteague will conduct an internal assessment using the Language Assistance Monitoring Checklist provided in the FTA's "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers." *[This checklist attached at the end of this sample plan.]*

Based on the feedback received from community members and agency employees, The Town of Chincoteague will make incremental changes to the type of written and oral language assistance provided as well as to their staff training and community outreach programs. The cost of proposed changes and The Town of Chincoteague available resources will affect the enhancements that can be made, and therefore The Town of Chincoteague will attempt to identify the most cost-effective approaches.

As the community grows and new LEP groups emerge, The Town of Chincoteague will strive to address the needs for additional language assistance.

## **IX. MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES**

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, "deny a person the opportunity to participate as a member of a planning,

advisory, or similar body which is an integral part of the program.”

**The Town of Chincoteague** has transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which we select.

1. *Please provide a description of your selection process, including recruitment efforts made to encourage the participation of minorities on such committee(s)*
  
2. *Please provide a table(s) depicting the racial breakdown of the membership of those committees*

Committee	Black or African American	White/ Caucasian	Latino/ Hispanic	American Indian or Alaska Native	Asian	Native Hawaiian or other Pacific Islander	Other <i>*Note</i>	Totals
<b>Citizens Advisory Committee (CAC)</b>								
<b>% of CAC Committee</b>								
<b>Citizens Advisory Committee on Accessible Transportation (CACAT)</b>								
<b>% of CACAT Committee</b>								

*\*Note – Other races reported: Lithuania, Ukrainian, and Polish*

## **X. Monitoring Title VI Complaints**

As part of the complaint handling procedure, the Title VI Manager investigates possible inequities in service delivery for the route(s) or service(s) about which the complaint was filed. Depending on the nature of the complaint, the review examines span of service (days and hours), frequency, routing directness, interconnectivity with other routes and/or fare policy. If inequities are discovered during this review, options for reducing the disparity are explored, and service or fare changes are planned if needed.

In addition to the investigation following an individual complaint, the Title VI Manager periodically reviews all complaints received to determine if there may be a pattern. At a minimum, this review is conducted as part of preparing the Annual Report and Update for submission to DRPT.



**Appendix A - Title VI Notice to the Public**  
**Appendix B - Title VI Notice to the Public List of Locations**  
**Appendix C - Title VI Complaint Form**  
**APPENDIX D - INVESTIGATIONS, LAWSUITS AND COMPLAINTS**  
**Document**  
**Appendix E - Summary of Outreach Efforts**  
**Appendix F -Table Minority Representation on Committees by**

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**Consider Metal Detector Ordinance**

Councilman Savage advised that the recent appearance of individuals with metal detectors in several of the Town Parks has given rise to the question of whether this activity should be allowed in parks on other Town property. At the September 12<sup>th</sup> meeting, the Ordinance Committee reviewed a proposed new ordinance limiting the use of metal detectors on public property. The ordinance is presented here for Council's review and consideration.

**Councilman McComb motioned, seconded by Councilwoman Richardson to approve the addition to the ordinance as presented. Unanimously approved.**



**An Ordinance Regulating the Practice of Metal Detecting and Geocaching on Public Property.**

**WHEREAS:** The activities of metal detecting and geocaching have become popular pastimes practiced by some individuals throughout the Country especially on public property including parks: and,

**WHEREAS:** The Town of Chincoteague has several public parks in which a variety of activities are currently enjoyed by citizens of all ages and the safe pursuit of these activities depend on the integrity of the facility: and,

**WHEREAS:** In the opinion of the Council, metal detecting and geocaching are by their nature potentially disruptive and damaging to the property on which they are practiced, and are incompatible with the existing approved activities, and

**WHEREAS:** The Town Council desires to maintain the condition of existing public property without introducing any potential damage or disruptions; now

**THEREFORE BE IT ORDAINED** by the Town Council of Chincoteague this 19<sup>th</sup> day of September that:

Chapter 38 of The Code of the Town of Chincoteague, Virginia is hereby amended adding a section to be numbered, “Article VII Metal Detectors and Geocaching” Section 38-210 and 38-211, which said section reads as follows:

## CHAPTER 38 - OFFENCES AND MISCELLANEOUS PROVISIONS

### Article VII Metal Detectors and Geocaching:

#### Sec. 38-210 Metal Detectors

- (a) Definitions. As used in this section, the following terms shall have the meanings indicated:

Metal detectors: Any device that gives an audible, visual or other signal when it is close to metal, typically used to search for lost or buried items.

- (b) Use: Except as provided in subsection (c) it shall be unlawful for any person, while located on Town property, to:

(1) Posses or use a metal detector or any other device or probe to search for objects in, on or below the surface of the soil;

(2) Dig, excavate or in any other way disturb the surface of the soil;

(3) Remove any object found in, on or below the surface of the soil.

- (c) Exception. Notwithstanding the prohibitions in subsections (b)(1-3), permission may be obtained from the Town Manager, or his designee, to use a metal detector on Town property to locate and recover a specific item of personal property which has been lost by the person requesting such permission.

- (d) Penalties. Any person violating this section shall, upon conviction, be guilty of a class three misdemeanor. Each day that a violation continues or occurs shall constitute a separate offense.

#### Sec. 38-211 Geocaching

- (a) It shall be unlawful to place and leave caches or other containers for the purpose of geocaching or treasure hunting without a permit on Town property.
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Yeas:

Nays:

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Adopted by the Town Council of Chincoteague on September 19 2024.

By: \_\_\_\_\_

John Arthur Leonard, Mayor

ATTEST: \_\_\_\_\_

Michael T Tolbert, Town Manager

**Review of Proposed Political Sign Ordinance**

Councilman Savage advised that at the September 12<sup>th</sup> meeting of the Ordinance Committee, they reviewed the temporary sign ordinance as it pertains to political signs. The current ordinance provides for the size, location, and removal of political signs but is silent on the date of their placement. The advent of early voting shaped the language of this proposed ordinance so that all political signs could be placed appropriately before voting starts. He read the following proposed ordinance that was considered and recommended to Council. It will be advertised over the next two weeks for a public hearing at the October 7<sup>th</sup> Council meeting after which a vote may be taken.

7.4.5. Political campaign signs. Owner of said parcel must give consent on the placement of such signs. Such signs shall not exceed 32 square feet in area and be located on private property. **Signs may not be placed or erected earlier than 30 days prior to the first day in which a vote may be legally cast for the subject election.** Political signs may not be placed in the sight distance triangle and shall be removed no later than 14 days after the election has occurred.

Councilman Savage advised that this won't be voted on tonight, it has to go to public hearing.

### **Consider No Wake Zone**

Mayor Leonard advised that at the September 5<sup>th</sup> meeting, the Harbor Committee considered local watermen requests for the establishment of a no wake zone along Chincoteague Channel. The Committee agreed to extend the zone from Waterside Motel to Lewis Creek, which joins the existing zone. He added that a VMRC representative advised they would heighten patrols in the area. He stated that it needs to be approved by Council so they can forward it to VMRC.

Councilwoman Bowden stated that when they put markers in they should also replace the ones on East Side.

Mayor Leonard agreed and suggested contacting the USCG as they are going out of Aids to Navigation.

**Councilwoman Richardson motioned, seconded by Councilwoman Bowden to approve the establishment of a no wake zone. Unanimously approved.**

### **Mayor and Council Announcements**

Councilwoman Bowden commented that the Yankees clinched the playoffs.

Mayor Leonard stated that their prayers are going for those recently taken to the hospital and hopes they feel better soon. He concluded with "Roll Tide".

**Closed Meeting – In accordance with §2.2-3711(A) (3) of the Code of Virginia that the Council convene a closed session for the evaluation of staff and discussion of the acquisition of real property for a public purpose.**

**Councilwoman Richardson, 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 evaluation of staff and discussion of the acquisition of real property for a public purpose.**

**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 Richardson, seconded by Councilwoman Bowden to certify that to the best of each member's knowledge:**

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

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

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

**Nays: None**

**Absent: None**

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager