

**MINUTES OF THE MARCH 20, 2025  
CHINCOTEAGUE TOWN COUNCIL WORKSHOP MEETING  
Council Chambers**

**Council Members Present:**

Denise P. Bowden, Mayor  
J. Nick Howard, Vice Mayor  
Christopher D. Bott, Councilman  
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. Bryan Rush, Director of Emergency Services

**Call to Order**

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

**Invocation**

Councilman Taylor offered the invocation.

**Pledge of Allegiance**

Mayor Bowden led in the Pledge of Allegiance.

**Proclamations**

Mayor Bowden read Resolution of Appreciation for Mr. Ray Rosenberger.



**Resolution of Appreciation**

Presented to

**Mr. Ray Rosenberger**

**WHEREAS, Mr. Ray Rosenberger has been a long time and loyal citizen of the Town of Chincoteague; and**

**WHEREAS, Mr. Rosenberger, seeking to better his community, was appointed by Council to the Planning Commission on May 3, 2004; and**

**WHEREAS, Mr. Rosenberger has worked tirelessly, and given of his time and talents freely, to advance community planning, and through this hard work and dedication has contributed immeasurably to the advancement and orderly development of this community; and**

**WHEREAS, Mr. Rosenberger played a pivotal role in guiding the Town of Chincoteague confidently into its second century; and**

**WHEREAS, Mr. Rosenberger provided exceptional leadership as Chair of the Planning Commission for many years, guiding the debate and discussion on some of the Town's most important issues;**

**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 bestow upon Mr. Ray Rosenberger this resolution of appreciation for his years of dedication and service to the Town of Chincoteague and his fellow citizens.**

**Presented this 20th day of March 2025.**

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**Denise P. Bowden, Mayor**

**Attest:**

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**Michael T. Tolbert, Town Manager**

Mr. Rosenberger expressed his thanks to prior Councilmembers and prior Mayors for the opportunity. He articulated positive thoughts about the Town of Chincoteague and the direction that Council is leading the Town in.

Mayor Bowden read the Resolution of Appreciation for Mr. Mike Dendler.



## Resolution of Appreciation

Presented to

**Mr. Mike Dendler**

**WHEREAS, Mr. Mike Dendler has been a long time and loyal citizen of the Town of Chincoteague; and**

**WHEREAS, Mr. Dendler, seeking to serve his community, was appointed by Council to the Planning Commission on July 2, 2012; and**

**WHEREAS, Mr. Dendler has worked tirelessly, and given of his time and talents freely to advance community planning, and through his hard work and dedication has contributed immeasurably to the advancement and orderly development of this Community; and**

**WHEREAS, Mr. Dendler played a pivotal role in guiding the Town of Chincoteague confidently into its second century; and**

**WHEREAS, Mr. Dendler's commitment to participation in the debate and discussion on some of the Town's most important issues has greatly aided the Planning Commission and the growth of this 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 and pleasure to bestow upon Mr. Mike Dendler this resolution of appreciation for his years of dedication and service to the Town of Chincoteague and his fellow citizens.**

**Presented this 20th day of March 2025 .**

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**Denise P. Bowden, Mayor**

**Attest:**

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**Michael T. Tolbert, Town Manager**

Mr. Dendler advised Council that this has been a wonderful place to raise his two sons. He thanked Council.

Mayor Bowden read the Resolution of Appreciation for Mrs. Mollie Cherrix.



## **Resolution of Appreciation**

**Presented to**

**Mrs. Mollie Cherrix**

**WHEREAS, Mrs. Mollie Cherrix has been a long time and loyal citizen of the Town of Chincoteague; and**

**WHEREAS, Mrs. Cherrix, seeking to serve her community, was appointed by Council to the Planning Commission on October 1, 2001; and**

**WHEREAS, Mrs. Cherrix has worked tirelessly, and given of her time and talents freely, to advance community planning, and through her hard work and dedication has contributed immeasurably to the advancement and orderly development of this community; and**

**WHEREAS, Mrs. Cherrix played a pivotal role in guiding the Town of Chincoteague confidently into its second century; and**

**WHEREAS, Mrs. Cherrix, for nearly 24 years, made this commitment to her community and is the longest serving member of the Planning Commission in recent memory;**

**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 bestow upon Mrs. Mollie Cherrix this resolution of appreciation for her years of dedication and service to the Town of Chincoteague and her fellow citizens.

**Presented this 20<sup>th</sup> day of March 2025 .**

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**Denise P. Bowden, Mayor**

**Attest:**

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**Michael T. Tolbert, Town Manager**

Mrs. Cherrix expressed her thanks and appreciation to Council. She encouraged Council to “keep up the good work”.

Mayor Bowden read the Certificate of Recognition for Ms. Beatrice Lord.



## **CERTIFICATE OF RECOGNITION**

**PRESENTED TO**

**Ms. Beatrice A. Lord**

**WHEREAS,** Ms. Lord was born on February 7<sup>th</sup>, 1935, in Stamford Connecticut to Monica Dorthea Kalhorn and has been a long time and valued citizen of the Town of Chincoteague; and

**WHEREAS,** Ms. Lord graduated high school in 1953, joined the United States Marine Corps in 1955 and served her country for 8 years, being honorably discharged at the rank of Sargent in 1963; and

**WHEREAS,** Ms. Lord moved to Los Angeles and had a long career serving the Los Angeles Supreme Court; and

**WHEREAS,** Ms. Lord fell in love with the Island of Chincoteague and its wildlife and enjoys crabbing, fishing, bird watching and spending quality time with her friends, cat and a good book; and

**WHEREAS,** Ms. Lord was honored by relatives and friends on the occasion of her 90<sup>th</sup> birthday;

**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 Ms. Beatrice A. Lord 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 20th day of February, 2025.

Approved:

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Denise P. Bowden, Mayor

Attest:

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Michael T. Tolbert, Town Manager

Mayor Bowden stated that this was originally intended to be given in February. She advised that she will ensure that the Certificate is given to Ms. Lord.

Mayor Bowden read the Resolution of Appreciation for Mr. Bob Shendock.



## **Resolution of Appreciation**

Presented to

**Mr. Bob Shendock**

**WHEREAS, Mr. Bob Shendock has been a long time and loyal citizen of the Town of Chincoteague; and**

**WHEREAS, Mr. Shendock, seeking to serve his community, was appointed by Council to the Planning Commission on February 5, 2018; and**

**WHEREAS, Mr. Shendock has worked tirelessly, and given of his time and talents freely, to advance community planning, and through his hard work and dedication has contributed immeasurably to the advancement and orderly development of this community; and**

**WHEREAS, Mr. Shendock played a pivotal role in guiding the Town of Chincoteague confidently into its second century; and**

**WHEREAS, Mr. Shendock's commitment to the recording and organization of the Town Comprehensive Plan has significantly aided the Planning Commission and the growth of this 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 and pleasure to bestow upon Mr. Bob Shendock this resolution of appreciation for his years of dedication and service to the Town of Chincoteague and his fellow citizens.**

**Presented this 20th day of March 2025.**

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**Denise P. Bowden, Mayor**

**Attest:**

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**Michael T. Tolbert, Town Manager**

**Public Comment**

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

**Agenda Adoption**

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

**Final Adjustments – FY 26 Budget**



**Town of Chincoteague  
FY 2026  
Proposed Budget**

The Chincoteague Town Council will hold a public hearing on April 17, 2025 at 6 pm for the purpose of hearing comments from citizens on the proposed FY 2026 Budget. Anyone wanting to comment without attending in person may submit written comments to the Town Office by 5pm on April 17, 2025. Commenting by Letter: Written statements may be mailed to the Town of Chincoteague, Attn: FY 25 Budget, 6150 Community Drive, Chincoteague, VA 23336.

Commenting by email: Emails may be addressed to [mtolbert@chincoteague-va.gov](mailto:mtolbert@chincoteague-va.gov) with the subject line: FY 26 Budget Comments.

All comments must be in person, mail or emailed. Mailed or emailed comments will be included in the meeting official record. Comments must include commenter's name and address.  
For questions or assistance call: 757-336-6519

REVENUES		EXPENDITURES	
<b>GENERAL FUND</b>		<b>GENERAL FUND</b>	
GENERAL PROPERTY TAXES	\$ 975,000	GENERAL GOVERNMENT	
OTHER LOCAL TAXES	\$ 4,507,246	SALARIES & BENEFITS	\$ 768,503
PERMITS, FEES & LICENSES	\$ 334,100	OPERATIONAL EXPENSES	\$ 1,966,546
FINES	\$ 20,000	CAPITAL IMPROVEMENTS	\$ 6,975
INTEREST	\$ 200,000	EMERGENCY SERVICES	
LAND USE/RENT	\$ 67,473	SALARIES & BENEFITS	\$ 1,426,859
SERVICES	\$ 6,000	OPERATIONAL EXPENSES	\$ 73,100
MISCELLANEOUS	\$ 80,000	CAPITAL IMPROVEMENTS	\$ -
VDOT URBAN MAINT. FUNDS	\$ 954,026	PUBLIC WORKS (INCL MOSQUITO CTRL)	
GRANTS	\$ 318,714	SALARIES & BENEFITS	\$ 576,179
SOLID WASTE	\$ 450,000	OPERATIONAL EXPENSES	\$ 797,550
FUND TRANSFERS	\$ 777,351	CAPITAL IMPROVEMENTS	\$ 127,500
		ROADS DIVISION	
		SALARIES & BENEFITS	\$ 142,600
		OPERATIONAL EXPENSES	\$ 811,400
		POLICE DEPARTMENT (INCL DISPATCH)	
		SALARIES & BENEFITS	\$ 1,577,973
		OPERATIONAL EXPENSES	\$ 166,150
		CAPITAL IMPROVEMENTS	\$ 248,575
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 8,689,910</b>	<b>TOTAL GENERAL FUND EXPENSES</b>	<b>\$ 8,689,910</b>
<b>HARBOR FUND</b>		<b>HARBOR FUND</b>	
HARBOR RENT/SUBLEASE/STORAGE	\$ 175,000	HARBOR SALARIES & BENEFITS	\$ 89,138
HARBOR INTEREST/MISC	\$ 5,000	OPERATIONAL EXPENSES	\$ 409,000
FUEL REVENUE	\$ 400,000	CAPITAL IMPROVEMENTS	\$ 333,855
VA PORT AUTHORITY GRANT	\$ 199,993		
TRANSFER FR GENERAL FUND	\$ 52,000		
<b>TOTAL HARBOR REVENUE</b>	<b>\$ 831,993</b>	<b>TOTAL HARBOR EXPENSES</b>	<b>\$ 831,993</b>
<b>TROLLEY FUND</b>		<b>TROLLEY FUND</b>	
TROLLEY GRANTS	\$ 324,871	TROLLEY SALARIES & BENEFITS	\$ 48,424
PROGRAM INCOME	\$ 5,000	OPERATIONAL EXPENSES	\$ 47,943
MISC. NONPROGRAM INCOME	\$ 40,000	CAPITAL IMPROVEMENTS	\$ 300,000
TRANSFER FROM GENERAL	\$ 26,496		
<b>TOTAL TROLLEY REVENUE</b>	<b>\$ 396,367</b>	<b>TOTAL TROLLEY EXPENSES</b>	<b>\$ 396,367</b>
<b>WATER FUND</b>		<b>WATER FUND</b>	
WATER RENT/SERVICE	\$ 971,000	WATER SALARIES & BENEFITS	\$ 390,280
INTEREST ON WATER RESERVE	\$ 25,000	OPERATIONAL EXPENSES	\$ 466,692
AVAILABILITY FEES	\$ 50,000	CAPITAL IMPROVEMENTS	\$ 189,028
<b>TOTAL WATER FUND REVENUE</b>	<b>\$ 1,046,000</b>	<b>TOTAL WATER FUND EXPENSES</b>	<b>\$ 1,046,000</b>
<b>CENTER FUND</b>		<b>CENTER FUND</b>	
RENTAL / SERVICES / MISC	\$ 65,500	CENTER SALARIES & BENEFITS	\$ 99,065
SPONSORED EVENTS	\$ -	OPERATIONAL EXPENSES	\$ 80,435
TRANSFER FROM MEALS/TOT/RESV	\$ 185,000	CAPITAL IMPROVEMENTS	\$ 71,000
<b>TOTAL CENTER FUND REVENUE</b>	<b>\$ 250,500</b>	<b>TOTAL CENTER FUND EXPENSES</b>	<b>\$ 250,500</b>
<b>TOTAL ALL REVENUES</b>	<b>\$ 11,214,770</b>	<b>TOTAL ALL EXPENDITURES</b>	<b>\$ 11,214,770</b>

THE FOLLOWING RATES HAVE BEEN PROPOSED FOR THE FY26 BUDGET YEAR:

PERSONAL PROPERTY	\$0.72	EXCISE TAX (MEALS)	5%
MOTOR VEHICLE LICENSE	\$27.00	EXCISE TAX (TRANSIENT OCCUPANCY)	5%
PERSONAL PROPERTY TAX RELIEF	\$0.65	SOLID WASTE COLLECTION	\$2.30 PER WEEK

A COMPLETE COPY OF THE PROPOSED BUDGET, PROPOSED GENERAL GOVERNMENT FEE SCHEDULE AND WATER RATE SCHEDULE ARE AVAILABLE ON THE TOWN'S WEBSITE, [WWW.CHINCOTEAGUE-VA.GOV](http://WWW.CHINCOTEAGUE-VA.GOV).



Town Manager Tolbert advised that this is the 3<sup>rd</sup> draft of the FY26 Budget. He reviewed a Memo dated March 20, 2025 in which Councilman McComb highlighted the changes and reallocations that were made with the final draft. He recommended approval of the FY26 Budget. He noted that the Budget and Personnel Committee are in agreeance with the approval of this version of the FY26 Budget.

There was a brief discussion.

Town Manager Tolbert advised that they need a motion and a vote to allow the Town to advertise the proposed FY26 Budget for public hearing.

**Councilman McComb motioned, seconded by Councilman Richardson to advertise the proposed FY26 Budget for public hearing at the April 17<sup>th</sup> Council workshop meeting. Unanimously approved.**

Town Manager Tolbert stated that the Council is on the budget schedule. Tonight was the final review and authorization to advertise. The approved budget will be advertised for the next two weeks. There will be a presentation and a hearing on that budget at the April 17<sup>th</sup> Workshop. The budget will then sit for at least seven days before Council can approve and appropriate it. He advised that the approval and appropriation are scheduled for May 5<sup>th</sup>.

Mayor Bowden asked if anyone has any questions for Town Manager Tolbert. No questions were asked.

#### **Consider Spring Paving Schedule**

Town Manager Tolbert advised that the Public Works Committee met on March 4<sup>th</sup> and staff presented spring paving projects. The Committee found that an overlay of Ridge Road from Ocean Breeze to Bunting Road was needed and appropriate. Ridge Road was overlayed from Church Street to Bunting a few years ago so this project would complete the entire length of the Ridge Road throughfare. The Committee recommended that Council approve the spring paving project.

**Councilwoman Richardson motioned, seconded by Councilman McComb to approve the Spring Paving project as presented. Unanimously approved.**

#### **Mayor & Council Announcements**

Mayor Bowden thanked Town Manager Tolbert and Staff for putting the budget together. She expressed positive comments about how seamless this process has appeared over the last several years. She commented further about how it can be difficult to find funding for all of the projects that we want to do. She thanked Town Manager Tolbert and staff for “stepping up to the plate.” She noted that it is Finance Director Lewis’ last official meeting with the Town. She is going to miss Finance Director Lewis and everything that she brings to the table. She expressed that she has been an excellent employee, and she wishes her nothing but the best in the future.

Councilman Savage expressed his congratulations to Finance Director Lewis. He stated that she has done a great job and has dedicated a lot of time to helping the community. He expressed further thanks to Town Manager Tolbert on the job that he's done with the budget.

Councilman Taylor also expressed his thanks to Finance Director Lewis for all the hard work that she has done for the Town. He wished that it wasn't her last meeting and then spoke further. He feels that the fruits of the hard work that the employees and the volunteers do can be seen all around Town. He remarked about how great it is to live in Chincoteague. He conveyed in his comments that we are thankful for God's protection and that we pray for His continued protection.

Councilman McComb noted that he thoroughly enjoyed his time working with Finance Director Lewis. He expressed his wishes of good luck and advised that he is looking forward to her retirement dinner.

Finance Director Lewis advised that she is also looking forward to her retirement dinner.

Councilman Howard expressed his thanks to Finance Director Lewis. He said that she's put a lot of time in and that she has done a really good job. He stated that everyone knows and appreciates what a wonderful job she has done. He recognized the Commission Members for the service.

Councilman Bott stated that he wishes Finance Director Lewis well going forward. He then thanked the Planning Commission Members. He advised that he reviewed the Comprehensive Plan prior to joining the Planning Commission and felt that they did a great job on that. He expressed that it will be a big help going forward.

Councilwoman Richardson noted that Finance Director Lewis has been a good friend. She stated that Finance Director Lewis has been here longer than she has. She then inquired when Finance Director Lewis started.

Finance Director Lewis advised she has been with the Town since 1995.

Councilwoman Richardson stated that Finance Director Lewis has been with the Town five years longer than she has. She went on to express that the knowledge that Finance Director Lewis has in her head and the love that she has for this Town is like that of our Planning Commission because you have to love it to do it. She continued that you wouldn't be doing it for money, or anything else. She wished Finance Director Lewis good luck, expressed her thanks again, and stated that she'll be next.

Mayor Bowden expressed to Mr. Rosenberger, Mr. Dendler, and Mrs. Cherrix her apologies if she neglected to say anything earlier. It is people like them who move the Town forward in so many ways. She continued to express her gratitude for their service on behalf of the Town. She asked to end the meeting with a warm round of applause for Finance Director Lewis.

Town Manager Tolbert spoke about how he has known Finance Director Lewis for a very long time. He stated that while he has only worked with her for a few years, he can tell you that his job has been immeasurably easier with her by his side. He stated that everyone in the Town office will

tell you that. He commented further that every organization has one person that they go to with questions, and she has been that person in the Town. He noted that he'll probably be contacting her with questions for an extended period of time. He further commended Finance Director Lewis' on her typing speed, ability to multi-task, and to anticipate items that he needs. He closed it by noting that he cannot express how much he appreciates her service to the Town.

Director of Emergency Services Rush advised that Finance Director Lewis has been a big help with grants. He spoke about her knowledge of all of the ins-and-outs with regards to VDEM and her ability to make things happen. He stated that he is going to miss her and expressed his congratulations.

Mayor Bowden stated that she knew this day was coming and that they have been speaking about it for a long time. In this moment, it has hit her hard that Finance Director Lewis is leaving.

Discussion ensued.

Finance Director Lewis expressed her thanks for all of the work that Council does. She understands that things go unnoticed, and people don't always know, but she always knew. She knows what Council goes through and deals with, and it's not pleasant. She added that you can't please everyone but stated that she appreciates Council showing up and being here for the Town. Her goal was to show up and be here for the Town as well. She elaborated further that it wasn't about her, or the Council, or the people. It was about the Town and making sure that its Government, finances, and all of the work went smooth evolving like it was supposed to. She stated she loves this Town, it is her hope that the Town continues growing like it has been growing. She stated the Town is so much better than it was when she started, and she didn't know it was going to get better, she thought it was great then. She noted that in the decisions Council is making is on the right path and they are moving in the right direction. She is proud of Council and is very honored to say that she has been a Town employee for this long. She reiterated that she will be around if anyone needs anything, she is only a phone call away.

Mayor Bowden asked how many years.

Finance Director Lewis advised that January 23<sup>rd</sup> was her thirty years. She had to stay the extra ninety days for her retirement.

Mayor Bowden inquired about when Finance Director Lewis' last day will be in the building.

Town Director Tolbert stated, "June 5<sup>th</sup>." Laughter ensued.

Finance Director Lewis advised it will be Monday, March 31<sup>st</sup>. She stated that yes, she will be coming in on that Monday.

Mayor Bowden stated she gets it.

Finance Director Lewis thanked the Council again.

Mayor Bowden commented to Finance Director Diehl that she will do a fantastic job, although she just got here. She stated that Finance Director Diehl has big shoes to fill. Mayor Bowden stated that she has no doubt that she will fill them as she is being taught by the best.

**Adjournment**

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

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Denise P. Bowden, Mayor

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Michael T. Tolbert, Town Manager