

MINUTES OF THE APRIL 7, 2025
CHINCOTEAGUE TOWN COUNCIL MEETING
Council Chambers
7:00 p.m.

Council Members Present:

Denise P. Bowden, Mayor
J. Nicholas Howard, Vice Mayor
Christopher D. Bott, Councilman
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
Mr. Tyler Greenley, Chief of Police
Mr. Bryan Rush, Director of Emergency Services
Mr. Wes Parks, Public Works Director
Mrs. Mary E. Leonard, Center Director

Call to Order

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

Invocation

Councilman Savage offered the invocation.

Pledge of Allegiance

Mayor Bowden led in the Pledge of Allegiance.

Public Comment

Mayor Bowden opened the floor for public comment.

- Mr. Steven Liscum, 4334 Pension St., would like Council to approve that Covenant Bible Church be able to install mini split air conditioning units in their rental unit at the Old Firehouse. He advised the current unit at the Old Firehouse is extremely loud and that it can be a distraction while the congregation is praising. The Church loves the space, and they would like to continue to stay there long term. He stated that the Church would be willing to incur the cost of the air conditioning units if Council were to approve their installation.

Mayor Bowden asked Mr. Liscum to get in touch with Town Manager Tolbert about his request later in the week. She also thanked Mr. Liscum for being a good tenant.

- Island Community House Executive Director, Ms. HannahKate Grobin introduced herself. She shared some of the highlights from their 2024 Impact Report on the Chincoteague Island Community. She reports that she previously met Mayor Bowden on her first day of public office hours. She provided information on the goal of the Island Community House, on the

various events they have hosted there, and she bought copies of the Impact Report for Council's review. She asked at the conclusion of her presentation if Council has any questions for her.

Councilwoman Richardson commented that they do a great job.

Mayor Bowden agreed and indicated that she was going to say the same.

Ms. Grobin commented further about how she loves it here and intends on being here for a while.

Agenda Adoption

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

Staff Reports

General Government

Town Manager Tolbert stated that the Septic Local Partners grant has once again been advertised in the paper. This grant provides financial assistance to homeowners of Chincoteague that need septic system repairs or replacements due to failing systems. He recommended residents with failing systems apply since they can either qualify for 50% of the cost up to \$20,000 or 100% of the cost up to \$40,000.

Town Manager Tolbert began reviewing the Grants that are currently available to the Town of Chincoteague. He noted that the Town will be applying for a VDH Planning grant. This grant would be used to provide planning and engineering for the relocation of the Town's drinking water wells from Wallops Main base. The next grant that he spoke about was the VDH Emerging Contaminants Grant. The funds from this grant would be used to complete engineering design, drill test wells and begin construction of new water transmission structures. He noted that the applications for the VDH Planning Grant and the VDH Emerging Contaminants Grant are both due in early May. A NASA engineer from Wallops Flight Facility will be assisting us with the application process. He stated that the Town will be applying for a grant through VDOT's Transportation Alternative Program (TAP) for a pedestrian trail along Maddox Blvd. which includes replacement of the culvert at Eel Creek. The Town will also be applying for VDOT Grant to extend the sidewalk from Beebe Road South to the Curtis Merritt Harbor. He advised that the two VDOT Grants are through the TAP Program, and they both require a 20% match from the Town.

Town Manager Tolbert gave an update on the Sewer Collection System Project. The project is on track to complete the original scope by Memorial Day. He advised that Meals and Transit Occupancy Tax are both down at this time, but he expects that both taxes will meet their budgeted revenues for the current fiscal year. He reviewed the Financial Report for March.

Town Manager Tolbert reports that Trolley did very well on their triannual compliance review with the Department of Rail and Public Transportation. He reports that Trolley has been working with the Center on providing transportation for a significant upcoming event at the Center.

Town Manager Tolbert reviewed the Building and Zoning Report. For the month of March, a total of 48 building permits were issued, 58 inspections were conducted, ... for a total value of building costs of \$1,226,763 and a total building permit fees of \$4,521.28.

Town Manager Tolbert advised that the Town of Chincoteague hired a Town Planner as of the previous Friday.

There was a round of applause.

Town Manager Tolbert advised that he could release the name of the new Town Planner. Amanda Baker is currently the City Planner for the City of Salisbury. She will be starting on April 28th, she has a lot of experience, and we are looking forward to working with her.

Police Department

Chief Greenley reviewed the Police Department's Highlights for the month of March. These included: the Police Department provided security for Congresswoman Jen Kiggans' Mobile Office on March 5th, the entire department completed RADAR and LIDAR recertification on March 14th, Lt. Gladding completed a certification on TREDs and FR300 crash data systems on March 25th in collaboration with the Virginia State Police, and all sworn officers took part in a hands-on ASP Baton Refresher Course on March 26th -27th.

Public Works Department

Public Works Director Parks advised the Public Works Department re-graded and cleaned ditches on Wayne Rd, Rosedale Dr, and Arbor Ln. He reports that they also cleaned out other pipes. He reports that the Filter Media was replaced at the filter plant. He stated that the generator at the Water Plant was not capable of running more than one high lift pump at a time so it was relocated to the PW garage, where it will operate. The portable generator that was previously used at the PW garage has been moved to the Water Plant since it has the capacity to run everything sufficiently. The roads have been clipped back in anticipation of the upcoming spring paving projects. He reports that the department uncovered almost four feet of asphalt on Ridge Road. The Public Works Department will continue working on this for the next week. Sidewalks have been replaced where they had been demoed for various reasons over the winter. He provided an update on the flooring at the Amrien Gym. He spoke on the sewer project and how well the contractor is completing the restoration behind themselves. He listed the following items to be completed in April: painting signs, curbs, crosswalks as weather permits, gym floor, complete gazebo railings on fishing pier, and fuel tank painting at Harbor.

Mayor Bowden asked if Public Works Director Parks could add painting the flag poles at the Municipal Building on his list.

Public Works Director Parks advised that it is already on the list.

Vice Mayor Howard asked Public Works Director Parks if the Public Works Department had a chance to look at the riprap.

Town Manager Tolbert advised that we have, and that we have estimates on quantity and price.

Emergency Services

Director of Emergency Services Rush reported that they had 82 calls for service in March, which was ten more than in March of 2024. He reported that the month started slower but that it picked up in the last week and a half. He reports that staff were able to complete their obstetrics and newly born training.

Director of Emergency Services Rush provided several Emergency Management Division updates. He stated that the EOC Ham Antenna was installed, and the radio is back in operation. He reports that he attended the Wallops Monthly Range Schedule Workshop and Range Workgroup. He also attended the ANPDC Hazard Mitigation Plan initial project management meeting with Building and Zoning Administrator Bowden. He attended the Regional Catastrophic Planning Grant Workgroup, which focused on sheltering. He also attended the WFF and TOC quarterly meeting with Town Manager Tolbert. He stated that he hopes to have the 2025 EOP update ready to be reviewed within the next several weeks.

Director of Emergency Services Rush noted that the water outage in Richmond was discussed at the Council Meeting in February. There were concerns noted at that time about what we could do with a water outage in Chincoteague. He announced that he worked alongside VDEM to facilitate a Water Outage Emergency Exercise on April 2nd. The exercise was conducted at the TOC EOC and included participation from the Public Works Water Division, General Government, VDH, Accomack County Public Schools, and the Coast Guard. He detailed the escalating complexity of the water outage scenario and noted that he was proud of the Public Works Water Division and their ability to work on the problems and use the existing plans to respond appropriately. He felt good feedback was received and that everyone was well prepared. He reported that the communication aspect between the agencies was strong.

Director of Emergency Services Rush reviewed the 2025 Atlantic Basin Hurricane Forecast from Colorado State University (CSU). He provided background information on CSU and hurricane predicting. The CSU Spring prediction includes a total of 17 named storms, 9 hurricanes, and 4 major hurricanes. It is his recommendation that you prepare your storm supplies now.

Councilwoman Richardson commented good job.

Chincoteague Center

Center Director Leonard noted that March was a busy month for the Center. She reports a total of fifteen days of events and an additional five tours were conducted of the center for future events. Marcie McComb held three full glass mosaic classes. There is another glass mosaic class scheduled for next week, and there are still spots available for the interested. She reported a low public participation with the job fair on March 8th. The job fair was advertised on the radio and in the paper, but she confirmed there was a lack of interest. She reports that Cape Charles cancelled their job fair due to a lack of interest. She reports that the Chincoteague Police Department held their previously postponed Christmas Party on March 8th. Stephanie Hale's resin art class was the third event that took place at the Center on March 8th. She noted that the Center hosted the Eastern Shore of Virginia Tourism Commission's annual summit on March

12th. This event is typically held at the ESCC, but she was able to convince them to use the Center instead due to a larger capacity. She reported the event was a success and that it is her hope that this becomes an annual event for the Center. The Center hosted the Chamber's annual membership meeting on the 13th and their networking luncheon on the 20th. She noted that both events for the Chincoteague Chamber were well attended. The Red Cross held a blood drive on the 27th, that was sponsored by the Kiwanis Club of Chincoteague. She spoke highly of the scheduling ability of the Kiwanis Club and how great it is that a total of 30 units of blood were donated. The annual Ducks Unlimited banquet was held on March 29th. There were around 250 attendees, which was their highest attendance ever. The Village Neighbors held their monthly bingo on the 31st. She noted that everyone is welcome to attend and that it costs a total of \$5 per card to play.

Center Director Leonard reviewed a table in which she'd made a comparison between the Chincoteague Center's facility rentals revenue and the facility expenses annually from July to March of each fiscal year from 2022 to present. She reviewed the management history of the Center with this comparison. She ensured that any tax-related funds were removed and that only the revenue items that she booked directly were included with the figures that she reported. She provided the details of the percentage increases and the increased expenses that she was directly responsible for. A comparison of the monthly electric costs from fiscal year 2023 to present was also included. She expressed her thanks to Council for their approval on the new HVAC and the Audio/Visual system. She reports that the electric bill has decreased significantly since the HVAC was replaced. For this fiscal year, the electric bill is currently \$11,000 less than it was at this same point in time the previous year. She stated that everyone who comes to the Center feels the Audio/Visual system is just amazing to use.

Center Director Leonard reported a total of 48 direct requests for the month of March. She reworked the website a little over the weekend to increase traffic. She is working with a few others to update the website with updated photos and to include a calendar of events. She reports that the Delmarva Chicken Growers Association will be coming shortly. She stated that they will have all the farmers get together and host a family day. Typically, this event is held in Delaware, and this is the furthest south they have ever come to. They will have outdoors activities during their event. She reported that VDOT is coming for a one-day event in September. The VDOT award ceremony involves representatives from ten different areas of Virginia. She has worked with Transportation Director King and Town Manager Tolbert to secure DPRT approval for the Town Trolley to be used to transport the VDOT attendees on a tour of NASA. She expressed many thanks to the Public Works employees who continually help her get items together for the Center's various events. Discussion continued.

Committee Reports

Public Works Committee

Councilwoman Richardson stated that the Public Works Committee met on March 4, 2025. She noted that the spring paving projects were the point of discussion. The Committee was advised by Public Works Director Parks that Taylor Street was discussed in past months which goes with the restoration of the storm drain and the waterline along with the reconstruction of Taylor Street. She noted that Public Works Director Parks recommended doing Beebe Road from Main

Street to Ridge Road. Public Works Director Parks requested to pave Ridge Road from Ocean Breeze to Beebe Road. She then commented that Public Works Director Parks already went through his report. She stated that the estimate for the work is \$501,000, and the paving budget for this year is \$499,000.

Mayor Bowden inquired if anyone has any questions for Councilwoman Richardson or Public Works Director Parks.

Councilman Taylor began to inquire about the VDOT paving money that was underspent from 2024.

Town Manager Tolbert noted that we have an update that would address that later in the Agenda.

Planning Commission

Councilman Bott advised that the extensive notes from the Planning Commission's last meeting are included in the Agenda Packet. He informed Council that the Commission has been working on some things downtown. He advised that they opted to cancel this month's meeting and instead will wait until next month to reconvene as they wanted to wait until the Planner got onboard.

Budget and Personnel Committee

In Councilman McComb's absence, Mayor Bowden provided the Budget and Personnel Committee update. She noted the Budget and Personnel Committee met on March 11th. Discussion centered around the FY26 budget expenditures for the Harbor, Water, and Center. She noted that the Budget is ready to go and requested that Town Manager Tolbert confirm this.

Town Manager Tolbert confirmed that the Budget has been advertised. He went on to state that the Budget Hearing and Presentation will occur at next Thursday's Council Workshop Meeting.

Ordinance Committee

Councilman Savage confirmed that the Ordinance Committee met on March 13, 2025. They discussed the two items on their agenda: Meals Tax Ordinance and Short-Term Rental. The definition of "bulk food" was reviewed in reference to the Meals Tax Ordinance and the decision was made to leave the Ordinance as it stands. He detailed the options presented to the Committee by Town Manager Tolbert for Short-Term Rentals. He reviewed the State defined definition of a short-term rental. He noted that the Committee is in favor of changing the time frame associated with Business License renewals. He advised Council that Town Manager Tolbert will review the records and procedures for this matter.

Adoption of Minutes of March 3rd, March 20th, and March 27th, Council Meetings

Councilwoman Richardson motioned, seconded by Councilman Savage to adopt the minutes of the March 3rd, March 20th, and March 27th, 2025 Council meetings as presented. Unanimously approved.

Resolution for TAP Projects

Town Manager Tolbert stated that each of the grants that he mentioned earlier in his report requires a Resolution of Support from the Municipality. The Resolution of Support is necessary for each of the grant applications. The first Resolution of Support that he reviewed is for the South Main Street Sidewalk Project. This project would provide a degree of separation between vehicle and pedestrian traffic on South Main Street.



RESOLUTION OF SUPPORT

Chincoteague Town Council
South Main St. Sidewalk Project

WHEREAS The Chincoteague Town Council considers bicycle and pedestrian infrastructure to be important to the Town by providing safe recreation and transportation alternatives to Island residents and visitors; and

WHEREAS South Main St. is one of the Island's busiest thoroughfares and the Council seeks to reduce congestion and improve the safety of the traveling public by providing alternatives to transportation by motor vehicles and a clear separation of this traffic; and

WHEREAS the Sothern end of Chincoteague continues to develop requiring the updating of existing infrastructure to ensure the safety of the traveling public; and

WHEREAS the proposed sidewalk project along South Main St. will connect a developing area to existing pedestrian sidewalks at on Main Street at Beebe Rd. and will allow continued safe pedestrian access to major Island residential and business districts; and

WHEREAS completion of the proposed South Main St. Sidewalk Project will provide safe and efficient movement on the Island for many future generations;

NOW, THEREFORE BE IT RESOLVED that the Chincoteague Town Council hereby supports the South Main St. Sidewalk Project and approves the submission of applications to various funding sources for its design and construction.

Adopted this 7th day of April, 2025

Denise P. Bowden,
Mayor

Michael T. Tolbert PE
Town Manager

The second Resolution of Support that Town Manager Tolbert reviewed was for the Maddox Blvd. Pedestrian Trail and Culvert Replacement. He explained that this would join the sidewalk with the existing sidewalk that stops at Eel Creek on the North side of the Road and would proceed to the circle at the Chamber of Commerce. He detailed maintenance issues with the existing culvert and spoke about how the replacement would allow us to widen the path.



RESOLUTION OF SUPPORT

Chincoteague Town Council
Maddox Blvd. Pedestrian Trail and Culvert Replacement

WHEREAS The Chincoteague Town Council considers bicycle and pedestrian infrastructure to be important to the Town by providing safe recreation and transportation alternatives to Island residents and visitors; and

WHEREAS Maddox Blvd. is the Island's busiest throughfare and the Town Council seeks to reduce congestion and improve the safety of the traveling public by providing alternatives to transportation by motor vehicles; and

WHEREAS the proposed pedestrian and bike trail along Maddox will connect the Piney Island developments and commercial businesses to the Town's largest commercial area; and

WHEREAS the replacement of the Eel Creek Culvert at the head of this trail will be required to maintain the integrity of this throughfare and the connection between the two communities, and

WHEREAS completion of the proposed Maddox Blvd Pedestrian Trail and Culvert Replacement project will provide safe and efficient movement on the Island for many future generations;

NOW, THEREFORE BE IT RESOLVED that the Chincoteague Town Council hereby supports the Maddox Blvd. Pedestrian Trail and Culvert Replacement and approves the submission of applications to various funding sources for its design and construction.

Adopted this 7th day of April, 2025

Denise P. Bowden,
Mayor

Michael T. Tolbert PE
Town Manager

Town Manager Tolbert stated that if approved, the Resolutions of Support would be added with the application for each of the Transportation Alternative Program grants.

Councilwoman Richardson motioned, seconded by Vice Mayor Howard to support both of the Resolutions for TAP Projects as presented. Unanimously approved.

Award of Spring Paving Project

Town Manager Tolbert advised that the opening bid for the Spring Paving Project was on Friday, April 3rd. He displayed a memorandum that Public Works Director Parks drafted with the Subject: Contract 01-PAV-25. Public Works Director Parks detailed the contractor bids that were received in the referenced memo.

Town Manager Tolbert explained that we can complete more work than we initially estimated due to our receipt of multiple, competitive bids. He then referenced the carryover funds that Councilman Taylor began to inquire about earlier in the Meeting. He explained that the combination of the remaining carryover funds from the VDOT grant from last fiscal year and the remainder of our current paving budget will allow us to complete more paving projects. He explained that we are also receiving better striping prices due to there being multiple contractors for us to select from.

Public Works Director Parks identified additional areas in which the Town could work in a memorandum with the Subject: Contract 01-PAV-25 Surplus. He indicated the first area of concern as being Church Street from Barrett Street to Jane's Lane. He stated that the road begins as Church Street and ends as Eastside Drive. He remarked that previously Council asked about riprap. He stated that if we are going to do this, then we need to do it before the riprap is done so Public Works employees are not working on fresh asphalt.

Town Manager Tolbert interjected to review the bid amount and what it entails. He noted that the bid amount of \$290,115.00 is for the work that was already approved by the Public Works Committee and was previously brought to Council. The previously approved work includes repaving Ridge Road from Ocean Breeze through to Bunting Road, which is the area that Public Works is currently clipping back the sides on. He elaborated further while reviewing the Contract 01-PAV-25 memo.

Town Manager Tolbert stated that in addition to the previously approved work, we also recommend completing the projects that Public Works Director Parks has identified with the carryover money and the funds that we are saving from receiving competitive bids.

Public Works Director Parks went back to reviewing the Surplus memo and discussing the first project. He reiterated that by doing it before the riprap, we can avoid working on fresh asphalt. He noted that the bid that was received on Friday called for 1.5 inches of asphalt, but it'd be his recommendation that we thicken that in order to gain some elevation on Eastside. The second project that he noted is repaving Chicken City from Maddox to Deep Hole. He commented that it has been a while since Chicken City has been paved. The third project that he spoke about is Wayne Road. He feels that paving Wayne Road would really complete the area from Eastside to Ridge Road. He noted that it also has been a while since Wayne Road was paved. He noted that the remainder of the items identified within his memo are for pavement markings only. The areas that he has identified for updated pavement markings include: Deep Hole Road, Main Street Beebe Rd to Thornton Street, Pension Street – Church to Maddox, and Maddox Blvd Chicken City to Deep Hole Road. He stated that a lot of the lines are gone, and he'd like to get a lot of the work done while he has contractors interested in doing the work for very good prices.

Town Manager Tolbert noted the amount remaining in the current fiscal year's paving budget is \$192,070, plus the carryover funds from the previous fiscal year of \$126,335, which gives us a total of \$318,405 to do the extra paving work and the pavement marking work that were identified. He expanded on his explanation. He indicated that the Town would like approval to conduct this additional work as well as approval to award the contract to Branscome Eastern Shore.

Discussion ensued about the figures and the order in which they were presented.

Mayor Bowden asked if there would be money in the budget to allow for work to be done on some of the roads in Ocean Breeze.

Town Manager Tolbert advised that we could do whatever work Council wants and approves us to do.

Mayor Bowden commented that the back roads are bad, and that the Town owns the roads, so we need to take care of them in some way, shape, or form. She then inquired if anyone had any questions for Town Manager Tolbert or Public Works Director Parks on the projects that were identified.

Public Works Director Parks noted that this is with postponing Taylor Street until after Labor Day. He stated that is another reason that the work is available. We do not have time at this point to do the construction on Taylor Street.

Town Manager Tolbert noted that all this work is almost 100% being done by the contractor, and Town employees will not be used for it. It allows the Town employees to focus on sprucing up, painting, cleaning, etc. for the approaching summer season. We can do Taylor Street in the fall. He noted that we use a lot of our staff in the fall, once the rush is over, so we will have plenty of time to get Taylor Street done.

Councilman Taylor inquired about the condition of the plate under Taylor Street, due to the postponement of the Taylor Street project.

Town Manager Tolbert asked if he was talking about the condition of the water pipe.

Councilman Taylor confirmed that he was.

Public Works Director Parks advised the main is not giving us any issues. He reports that he is working closely with Waterworks Supervisor, Chris Quillen, but that the issue continues to be due to the services.

Discussion continued.

Public Works Director Parks confirmed that the concrete pipe under Taylor Street will be replaced in the Fall.

Councilman Taylor commented further and then thanked Public Works Director Parks.

Councilwoman Richardson motioned, seconded by Councilman Bott to award the Spring Paving Contract to Branscome and to approve the other projects detailed by Public Works Director Parks as presented. Unanimously approved.

Harbor Slip Increase Memo

Councilman Bott provided details about the Harbor Committee's meetings and the research that they conducted in reference to Slip rates in the neighboring area.

Town Manager Tolbert provided additional background information. He initially presented five potential slip rate increase plans to the Harbor Committee. He noted that the Committee felt that plan 4 had the most promise. He explained that all lease holders are currently charged based upon the size of the slip. He then detailed the categorization of the Harbor lease holders that is shown in plan 4. He noted the numerous amenities and improvements that have occurred at the Curtis Merritt Harbor. He also advised that the rate has not increased since 2017. He confirmed that the proposed rates are still significantly below those of our peer group.

Councilman Bott motioned, seconded by Councilman Taylor to increase the Curtis Merritt Harbor Slip rates, effective July 1, 2025 as presented. Unanimously approved.

Mayor and Council Comments

Councilman Taylor expressed his thanks to all the agencies and nonprofits that operate in our community. He notes that our Town would not be the same without all the volunteers. He commented further. He expressed his prayers for everyone, because everyone is going through a lot. He stated that we pray for each other, and we lift each other up. His prayers continued. He thanked the Good Lord for giving us this great place to live and prays that He continues to look after us.

Vice Mayor Howard spoke about the successful opening day ceremonies of the Little League. He expressed his thoughts on the strength of the program and their great participation, both on and off the Island. He noted that it's good to see everyone taking care of the youth and keeping them involved.

Councilman Bott thanked Public Works Director Parks and Town Manager Tolbert for the updates to the spring paving project. He expressed positive thoughts about the value added and commented further.

Councilwoman Richardson asked Public Works Director Parks about the paving of Main Street.

Public Works Director Parks advised that Main Street will be patched before Memorial Day. He further clarified that the patch will be either a full lane width – or close to a full lane width. He notes that the Sewer Contractor will come back in the Fall to run the laterals to the existing customers. The Town will conduct a final paving of Main Street in the Fall after the Sewer Contractor has completed their part.

Councilwoman Richardson expressed her thanks to Public Works Director Parks for the information.

Mayor Bowden stated that she agrees with Councilman Bott. She believes that Public Works Director Parks did a great job moving everything around. She would like us to find the funds to do something about some of the roads in Ocean Breeze. She commented further. She then stated that she feels this is a big year with the 100th Anniversary of the Pony Swim and that we need to work together to make the Town very inviting. She expressed her thoughts about the Town employees and how they go above and beyond. She noted that she appreciates every employee.

Closed Meeting – In accordance with 2.2-3711, A-19 of the Code of Virginia for the discussion of plans to protect public safety. Councilman Savage motioned, seconded by Councilwoman Richardson to go into a closed meeting in accordance with §2.2-3711 A-19 of the Code of Virginia for the discussion of plans to protect public safety. Unanimously approved.

Certification of Closed Meeting in Accordance with §2.2-3712 (D) of the Code of Virginia Councilman Savage motioned, seconded by Councilwoman Richardson 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 Richardson to adjourn. Unanimously approved.

Denise P. Bowden, Mayor

Michael T. Tolbert, Town Manager