

MINUTES OF THE JANUARY 8, 2025
CHINCOTEAGUE TOWN COUNCIL MEETING
Council Chambers
7:00 p.m.

Council Members Present:

Denise P. Bowden, Mayor
Christopher D. Bott, Vice Mayor
J. Nicholas Howard, Councilman
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 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.

Consider Remote Participation

Councilman McComb motioned, seconded by Councilwoman Richardson to allow Councilman Bott to participate remotely. Unanimously approved.

Public Comment

Mayor Bowden opened the floor for public comment.

- Chincoteague Chamber Executive Director, Mrs. Joanne Moore introduced herself in the new position. She advised it is an honor and privilege and looks forward to working with the Town to promote the growth and development of the Town. She is committed to fostering partnerships with local businesses, the community and government leaders with the goal of making Chincoteague a more vibrant place for visitors and residents. As well as a wonderful destination for Island guests to make memories last a lifetime. She thanked the Town, specifically Public Works, Emergency Management Services, the Police Department, and the Chincoteague Volunteer Fire Company for the support and participation during the Christmas parade. She advised of the December statistics for the Chamber. She advised she will present the 2024 Annual Report in February. She thanked Council for their time and hopes to reach out

individually about what the Chamber does for the community and hear insights of how they can work together.

Mayor Bowden congratulated Chamber Executive Director.

Agenda Adoption

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

Election of Vice Mayor

Mayor Bowden read the Code Section pertaining to the duties of the Mayor and Vice Mayor. She advised that in the past Vice Mayor has been the highest vote getter, but not necessarily the case. She opened the floor for nominations.

Councilwoman Richardson nominated, seconded by Councilman Taylor for Councilman Howard to serve as Vice Mayor. Mayor Bowden asked for any further nominations. There were none and the vote was called. The vote was unanimously approved

Announcement of Christmas Decoration Winners

Mayor Bowden announced the winners of the 2024 Christmas Decorated Homes:

1st place: David Taylor and Jean Jester at 4147 Ridge Road

2nd place: Mr. & Mrs. Delmas Mears at 4403 Chicken City Road

3rd place: Mr. & Mrs. Bill Birch at 7079 Bunting Road

Consider FY26 Budget Calendar

Town Manager Tolbert advised that the FY 26 Budget season is upon us and in order to allow Council sufficient time for review and input, he proposed the schedule for budget discussions. As in previous years, most budget work has been scheduled for Council Workshop and Budget and Personnel Committee meetings reserving first the Monday Council meetings for regular business. He intends to discuss the budget at each of the meetings for formal approval and appropriation on May 5th, 2025.

Councilwoman Richardson motioned, seconded by Councilman McComb to approve the FY26 budget calendar as presented. Unanimously approved.

Consider FY26 Trolley Budget

Town Manager Tolbert advised that the operating grant application for the Pony Express Trolley Service is due on February 1st. Council traditionally considers the Trolley budget at the first January Council Meeting. This allows time to make changes before the submission deadline. He added that this proposal contains funds for a new trolley replacement with a cost to the Town of approximately 4%. He added that the drivers will also receive an increase.

Councilwoman Richardson asked about the funds from the sale of the last trolley.

Town Manager Tolbert advised this new trolley will replace Stormy and then Stormy will be sold.

Councilman Taylor stated that the cost of \$10,000 for a new trolley and a \$0.50 raise is a good deal and worth every penny.

Transportation Director King stated that DRPT advised there is a possibility the Town would get more for the replacement trolley.

ACCOUNT	DESCRIPTION	FY26 PROPOSED BUDGET	FY25 APPROVED BUDGET
REVENUES - TROLLEY			
	TROLLEY		
704501.0100	TROLLEY GRANTS	\$64,871	\$62,341
704501.0110	PROGRAM INCOME	\$5,000	\$5,000
704501.0200	RTAP REIMBURSEMENTS	\$0	\$0
704501.0300	MISC. NONPROGRAM INCOME	\$0	\$0
704501.8900	TRANSFER FROM GEN. FUND	\$26,496	\$25,462
	FED GRANT – NEW TROLLEY	\$208,000	\$0
	STATE GRANT - NEW TROLLEY	\$41,600	\$0
	TR FR CAP - NEW TROLLEY	\$10,400	\$0
	SALE OF SURPLUS TROLLEY	\$40,000	
	TROLLEY TOTAL	\$396,367	\$92,803

ACCOUNT	DESCRIPTION	FY26 PROPOSED BUDGET	FY25 APPROVED BUDGET
EXPENDITURES - TROLLEY			
	SALARIES		
703010.0100	SALARIES	\$44,790	\$44,220
	TOTAL	\$44,790	\$44,220
	BENEFITS		
703010.2001	SOCIAL SECURITY	\$3,427	\$3,383
	TOTAL	\$3,427	\$3,383
	OPERATIONS EXPENSES		
703030.3401	INSURANCE & BONDING	\$3,400	\$3,400
703030.4400	COMMUNICATION SERVICES	\$800	\$800
703030.4401	PRINTING & REPRODUCTION	\$3,000	\$3,000
703030.4402	ADVERTISING	\$1,200	\$1,200
703030.4403	EDUCATION & TRAINING	\$2,000	\$2,000
703030.4404	CLEANING SUPPLIES	\$300	\$300

703030.4406	SUPPLIES, MATERIALS	\$500	\$500
703030.4407	MEMBERSHIPS & DUES	\$250	\$250
703030.4408	TRAVEL & MEALS	\$1,000	\$1,000
703030.4701	FUEL & LUBRICANTS	\$5,000	\$7,000
703030.4702	TIRES & TUBES	\$2,000	\$3,000
703030.4703	UNIFORMS	\$500	\$500
703030.4704	PARTS	\$1,200	\$750
703030.5201	DRUG TESTING	\$1,000	\$1,000
703030.6100	RTAP EXPENSES	\$0	\$0
703030.7302	REPAIRS/MAINT	\$10,000	\$4,500
703030.8505	RENT TO GENERAL FUND	\$16,000	\$16,000
	TOTAL	\$48,150	\$45,200
	CAPITAL IMPROVEMENTS		
703090.9001	TROLLEY & VAN PURCHASE	\$260,000	\$0
	TRANSFER TO TROLLEY CAP ACCT.	\$40,000	\$0
703090.9100	CAPITAL EXPENDITURES	\$0	\$0
	TOTAL	\$300,000	\$0
	TROLLEY TOTALS:	\$396,367	\$92,803

Total FY26 Trolley Operating Funds	\$96,367.00
Federal Grant (50% of non-fare revenue)	\$45,683.50
State Grant (42% of Federal Grant Contribution)	\$19,187.07
Local Match 58% of Federal Grant Contribution	\$26,496.43 (Cost to Town)

Councilman McComb motioned, seconded by Councilman Savage to approve the FY26 Trolley Budget. Unanimously approved.

Staff Reports

General Government

Town Manager Tolbert reported that a few weeks ago a team from Old Dominion Electric Cooperative was in Town to perform surveys and locate utilities and underwater obstructions that may affect the construction of a new submarine cable to supply the Town of Chincoteague with electric service from the mainland. The project is in the early phases of approval and permitting and is currently slated to be completed by 2029.

Town Manager Tolbert also reported on the ARPA Project progress. He reminded everyone that the Town received over \$2.9 million in American Rescue Plan Act funds back in 2022. Since the original distribution of ARPA funds, the rules have changed. A lot of different things are allowed now to be done with those funds. However, all funds must be encumbered for these projects by December 31st, 2024, and completely expended by December 31st, 2026. He reported that the Town has encumbered over 100% of the \$2.9 million. He reported that the cost of construction of the sewer collection system is \$2.248 million, and almost \$300,000 in design cost. He added that there are a lot of legal fees. He advised that another thing that the funds can

be spent on is open space. He reported that anything after the funding that has been done at the Brianna's Kindness Park also qualifies.

Town Manager Tolbert also advised that the Town office has identified over 150 existing businesses located along the route of the initial sewer system. The sewer offerings will be limited to 37,000 gallons per day. They will have to make decision on how to allocate the capacity. HRSD is currently working on plans to upgrade and expand the plants at Sunset Bay along with obtaining additional discharge permits and construction upgrade should be completed by December of 2026. The collection system they are designing will max out at 350,000 gallons per day. This was chosen because of the maximum amount of allowable discharge permitted at Sunset Bay. If HRSD can obtain permits, at the end of the 3rd phase, the plant should be able to have the capacity of 350,000 gallons per day. He added that this will only be offered to businesses, not residents.

Town Manager Tolbert reported on the real and personal property tax collections to date. He reviewed the Meals and Transient Occupancy Tax Report as well as the Financial Report for December. He advised that the trolley operated on December 20th & 21st to assist the Museum with their holiday light tour. It was also used for Delegate Bloxom's New Year's Eve party. He added that the trolley service expanded to 7 days a week for 2 months over the summer. He gave the Building and Zoning Report for December.

There was brief discussion regarding the ARPA funds that were already spent.

Mayor Bowden stated that it looks like next year's budget is going to be \$11.7 million. She added that Real Estate and Personal Property Taxes don't even bring \$1 million in.

Town Manager Tolbert corrected that it is this year's budget, FY25.

Mayor Bowden stated that the money for the Transient Occupancy and Meals Taxes goes a long way in the Town. She added that Town Manager Tolbert and the staff do a good job keeping the budget lined up. She added that some people say their real estate taxes are high, and they might be to some and not to others. She added that no one wants to raise taxes of any kind. She commended staff for doing a fantastic job with collections of the real estate and personal property taxes.

Police Department

Chief Greenley was absent. The December Report was in the packet for review.

Public Works Department

Public Works Director Parks reported that the tie-in of the new watermain at Wildcat was completed. He stated that drywall repairs and painting was done in the foyer of the downtown bathrooms, new vents were installed at the Brianna's Kindness Park restroom all due to vandalism, the concrete floors were painted in the women's and men's bathrooms at the Brianna's Kindness Park and Memorial Park. VDOT installed a newer traffic signal cabinet at the intersection of Maddox and Deep Hole Road. He added that the Water Department sent a letter requesting waterline material and size information. He expressed his appreciation for

everyone calling in. Every call that comes in is one less “unknown” that the Town is reporting, and one less letter to mail out again next year. He reported that he has received 350 calls to date. He also reported that in January they plan to remove and store Christmas decorations, clean up at the Harbor, begin Taylor Street renovations, and continue with routine maintenance of equipment and vehicles.

Councilman Taylor stated that the Public Works staff has done a great job on the roads.

Vice Mayor Howard asked how the water pressure is at Wildcat now.

Public Works Director Parks advised he will look into it but feels it’s improved.

Councilwoman Richardson asked if the Wildcat waterline was a larger pipe.

Public Works Director Parks advised it was the same size.

Mayor Bowden asked about the vandalization, how often they are being reviewed, and if the cameras were working.

Town Manager Tolbert stated that the cameras are reviewed daily to ensure they are working and can store videos for several weeks. The Police Department uses the cameras to solve crimes. He added that a few more cameras are added in the upcoming budget.

Mayor Bowden asked if the restrooms were being locked nightly.

Town Manager Tolbert advised that they are being locked nightly and unlocked every morning by the Police Department.

Emergency Services

Director of Emergency Services Rush reported that they had 70 calls in December, which was 8 less than December of 2023. He gave the annual number of calls, 1,103 responses, which were 51 more calls in 2024 than in 2023. He gave response and on scene times stats for 2024. He commended staff on the top EMS calls: Wilson with 199 calls, Stoa with 168 calls, Drewer with 159 calls, Miles with 147 calls and D. Reed with 141 calls for 2024. He gave an update on the Drug Kit Program. He reported that all staff had to undergo training on the different kits and how to check them in and out each day along with the appropriate paperwork. Each drug they receive had to go into a computer program for tracking. He stated that at 2:00p.m. on Monday afternoon they went live. He thanked Dr. Wolffe for all of his support as the OMD. He thanked staff members Mr. Jamie Wheatley who was a big help in this project, along with Mr. Steve Wilson, and Mr. Ray Miles. Director of Emergency Services Rush stated that they continue with weather monitoring. He also advised they were awarded the VDEM grant this year to offset the CodeRed Program and satellite phones along with training. 2025 is the year they will be doing a complete revision of the EOP. They will also begin revisions to the COOP and Hazard Mitigation Plans. He added that they’ve been blessed with the weather situation and reminded everyone to get prepared.

Mayor Bowden stated that Director of Emergency Services Rush has done an outstanding job. She advised that the hospitals no longer provide replacement drugs that are used on the ambulances. She added that Director of Emergency Services Rush and staff has stepped up and providing the drugs that are used. She added that this was a great job by staff.

Committee Reports

RCEC

Councilwoman Taylor advised they met on December 12th and discussed putting fill at the Memorial Park baseball field. They also talked about possibly using it as a multi-purpose field. They discussed using the remainder of the donated funds for handicapped accessibility at the Brianna's Kindness Park. They also talked about Committee members and terms. Councilman Taylor stated they agreed to ask the Accomack County Director of Parks and Recreation to come and give his expertise on the uses at the Memorial Park as well.

There were comments about the past nomination process on the committees.

Councilwoman Richardson agreed with Mayor Bowden on how the vote was taken for the Vice Mayor by asking if there were any other nominations.

Mayor Bowden asked about the Community Participation Form.

Town Manager Tolbert stated that a form has been put on the Town's website and Facebook page for those interested in participating on any of the Committees. He stated they can fill it out, email it or drop it off to the Town Office and the applications will be given to the Council.

There was brief discussion about the applications which will be reviewed at the Council meeting next week.

Adoption of Minutes of December 2nd, 2024, Council Meeting

Councilman Savage motioned, seconded by Councilman McComb to adopt the minutes of the December 2nd, 2024 Council meeting as presented. Unanimously approved.

Mayor and Council Comments

Councilman Howard thanked the public for giving him the opportunity to serve. He added that he will do the best he can.

Councilman McComb stated that he is praying for the folks in California battling with the fires. He added that with all the weather here he wanted everyone to stay safe. He concluded with "Happy New Year".

Councilman Taylor stated that he prays for God's continued blessings for this Town.

Councilman Savage reiterated Councilman McComb's sentiments for prayers of protection from the fire for those in California. He stated that the Public Works staff did a great job with how they handled the snow adding to keep up the good work.

Mayor Bowden thanked those in attendance and participating, adding that the government only works when people participate. She also thanked those watching on the internet. She stated that the Public Works Department does a fantastic job adding to keep up the good work. She commended Director of Emergency Services Rush and his staff on a great job along with the Police Department. She added that she can never say enough about the Town employees. She added that they are blessed. She also stated that last month Councilman Bott listed a few things that Council accomplished under Mayor Leonard's tenure. She wants to see Council capitalize on those items and to keep moving forward. She is looking for good things to keep happening to the Town. She stated that the public put her here and she will give it the best she can give. She reminded everyone to be safe.

Closed Meeting in accordance with §2.2-3711 (A) (3) (7) for the consideration of the acquisition of real property for a public use and the briefing by staff pending litigation. Councilman Savage motioned, seconded Councilman McComb to go into a closed meeting in accordance with §2.2-3712 (A) (3)(7) of the Code of Virginia for the consideration of the acquisition of real property for a public use and the briefing by staff pending litigation. Unanimously approved.

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

Denise P. Bowden, Mayor

Michael T. Tolbert, Town Manager

**MINUTES OF THE JANUARY 16, 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. Tyler Greenley, Chief of Police
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.

Consider Remote Participation

Councilman McComb motioned, seconded by Councilwoman Richardson to allow Councilman Bott to participate remotely. Unanimously approved.

Public Comment

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

Agenda Adoption

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

Review General Government, DPD and Emergency Services Budgets

Town Manager Tolbert reviewed the General Government expenses detailing the increases, grants, and capital improvements such as a new security system for the Municipal Center.

There were questions regarding vehicle maintenance, Social Security totals, and website design to be done in FY25.

Town Manager Tolbert continued with the EMS Department expenses along with the upcoming grants. He then reviewed the Police Department expenses which included a patrol vehicle, StarLink satellite internet as a backup, academy dues, bulletproof vests and equipment, breathalyzers, digital cameras, and a patrol vehicle.

Councilman Bott feels they should budget 2 police cars over FY25 and FY26 as they have 2 that are over 125,000 miles. Council concurred.

Review Eel Creek Culvert Options

Town Manager Tolbert advised that at the Public Works Committee they discussed the single culvert crossing Maddox Blvd. at Eel Creek has settled after years of service and has developed leaks due to the resulting separated joints. The leaks cause sporadic holes in the new pavement and base material is siphoned into the culvert. He listed the repairs. At the January 7th Public Works Committee meeting they were presented with 2 options: Option 1. Slip line the existing

RCP and repair the overlining pavement. The cost is \$200,000 and guaranteed for 50 years. Repaving would be done under the spring paving contract. There would be a 30-day construction period which includes daily single lane closures. Option 2. Design a precast box culvert to replace the RC. This method would increase the size of the existing opening allowing water to pass more freely. It would also extend the width of the road at Eel Creek allowing the construction of sidewalks or bike trails over the creek, greatly enhancing pedestrian and bike traffic along Maddox Blvd. This option requires approximately 90 days of construction time and would require 24-hour single lane closures at certain stages of construction. The estimated cost of this option is \$1.6M. Due to the design and material procurement, this project could not begin until the fall of 2025.

Town Manager Tolbert advised that the recommendation from the Public Works Committee is Option 2 due to its superior access along Maddox, greater water flow in the creek and its longevity. He added that they have determined that a good portion of the costs of either option can be supported by the Town's U-1 grant.

Discussion ensued about the projects that would have to be put off if they use the U-1 grant.

Councilman Taylor commented about longevity of the precast culvert adding that they would be wasting their money if they did the slip line.

Vice Mayor Howard feels it's important to go with this option to widen the bike paths and this being the lifeline to not only the residents but to the beach. He added that it is important to do it and do it right. He commented further adding it's a safety factor.

Councilman McComb suggested contacting the campground making sure they'll be closed when they do this project.

There were further comments.

Councilman Taylor motioned, seconded by Councilman Savage to approve Option 2 as presented. Unanimously approved.

Award Filter Media Replacement Contract

Town Manager Tolbert stated that the FY25 adopted budget includes \$120,000 for the replacement of the filter media in the raw water filter at the water plant. He explained the replacement indicators. Bids for the replacement of the filter media specialty sand were accepted on January 8th, 2025. One bid was received from Summerset Well Drilling for \$125,000. This item was budgeted for FY25 in the amount of \$120,000. He added that after reviewing the bid and staff recommends the award of this contract.

Councilwoman Richardson motioned, seconded by Councilman McComb to approve the bid for replacement of the filter media to Summerset Well Drilling of Westover, MD in the amount of \$125,000. Unanimously approved.

Mayor & Council Announcements

There were none.

Closed Meeting in accordance with §2.2-3711 (A) (3) of the Code of Virginia for the purpose of purchasing real property for public.

Councilwoman Richardson 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 purpose of purchasing real property for public use. Unanimously approved.

Certification of Closed Meeting in Accordance with §2.2-3712 (D) of the Code of Virginia Councilwoman Richardson 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.

Adjournment

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

Denise P. Bowden, Mayor

Michael T. Tolbert, Town Manager

**MINUTES OF THE FEBRUARY 3, 2025
CHINCOTEAGUE TOWN COUNCIL MEETING
Council Chambers
7:00 p.m.**

Council Members Present:

Denise P. Bowden, Mayor
Christopher D. Bott, Vice Mayor
J. Nicholas Howard, Councilman
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 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.

- Ms. Donna Leonard, 6415 Leonard Lane, addressed the need of a new updated Town website. She suggested creating a task force to collaborate with experts in the community. She gave the names of people she feels have the expertise and suggested including staff.

Staff Recognitions

Mayor Bowden read the Proclamations for School Resource Officers and presented them to Officer Geno Geminiani and Officer John Carmody.



Proclamation for School Resource Officers:

WHEREAS, The National Association of School Resource Officers (NASRO) is dedicated to making schools and children safer by providing the highest-quality training to school-based law enforcement officers; and

WHEREAS, school resource officers (SROs) bridge gaps between youth and law enforcement and embrace a triad concept of school policing, serving in informal counseling, education and law enforcement roles to support students and communities they serve; and

WHEREAS, by training law enforcement officers to counsel, educate, and protect school communities, the men and women of NASRO continuously lead by example and promote a positive image of law enforcement to school children and school communities; and

WHEREAS, SRO programs across the globe are founded as collaborative efforts by police agencies, law enforcement officers, educators, students, parents, and communities to create safe learning environments, provide valuable resources to school staff members, foster positive relationships with students and develop strategies to resolve problems that affect youth with the goal of protecting all children, so they can reach their fullest potential; and

WHEREAS, school resource officers are valuable and essential members of the education community and deserve unwavering respect and support from the public in the pursuit of keeping schools and students safe;

NOW, THEREFORE, the Town of Chincoteague hereby proclaims February 15 as School Resource Officer Appreciation Day, and recognizes Officer Geno Geminiani as an outstanding example of such a dedicated officer.

Approved this 3rd day of February 3, 2025

**Denise P Bowden,
Mayor**

**Michael T. Tolbert,
Town Manager**



Proclamation for School Resource Officers:

WHEREAS, The National Association of School Resource Officers (NASRO) is dedicated to making schools and children safer by providing the highest-quality training to school-based law enforcement officers; and

WHEREAS, school resource officers (SROs) bridge gaps between youth and law enforcement and embrace a triad concept of school policing, serving in informal counseling, education and law enforcement roles to support students and communities they serve; and

WHEREAS, by training law enforcement officers to counsel, educate, and protect school communities, the men and women of NASRO continuously lead by example and promote a positive image of law enforcement to school children and school communities; and

WHEREAS, SRO programs across the globe are founded as collaborative efforts by police agencies, law enforcement officers, educators, students, parents, and communities to create safe learning environments, provide valuable resources to school staff members, foster positive relationships with students and develop strategies to resolve problems that affect youth with the goal of protecting all children, so they can reach their fullest potential; and

WHEREAS, school resource officers are valuable and essential members of the education community and deserve unwavering respect and support from the public in the pursuit of keeping schools and students safe;

NOW, THEREFORE, the Town of Chincoteague hereby proclaims February 15 as School Resource Officer Appreciation Day and recognizes Officer John Carmody as an outstanding example of such a dedicated officer.

Approved this 3rd day of February 3, 2025

**Denise P Bowden,
Mayor**

**Michael T. Tolbert,
Town Manager**

Agenda Adoption

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

Staff Reports

General Government

Town Manager Tolbert reported he was contacted last week by staff from Rep. Kiggans' office about hosting a mobile office hours at the Town office. He explained that this provides constituent services for the public who may not be able to get to one of their offices. He added that two or three of Rep. Kiggans' staff will be in attendance. The unconfirmed date for the event is February 19th from 10:00a.m. to 2:00 p.m. at the Town office. They are still working on well relocation. He is applying for a VDH Planning Grant which will help with the planning and preliminary engineering work.

Town Manager Tolbert also gave an update on the sewer collection system project. He advised that the preconstruction meeting was held January 27th. The contractor has 150 days for completion of the work and has a shutdown period between Memorial Day and Labor Day. The Contractor plans to have the job completed before Memorial Day. Town Manager Tolbert then reviewed the Legislation of Local Interest. He reviewed which would impact Chincoteague. One is a bill which tried to protect pollinators regarding Mosquito Control. He advised this bill was killed at the committee level.

Town Manager Tolbert also advised of proposed legislation intended to alleviate the affordable housing crisis that forces the inclusion of Auxiliary Dwelling Units. He stated that if this passes it would have to be included in the zoning laws. It takes the choice out of the locality's hands. Other bills were to effectively allow public employees the right to collective bargaining. He has contacted Delegate Bloxom and Senator DeSteph and asked them to oppose all of the proposed legislations.

Town Manager Tolbert continued with the monthly Meals and Transient Occupancy Tax Report along with the Financial Report for January. He advised that Transportation Director King has submitted the grant application and working on the audit for FY24 with DRPT. He then reviewed the Center's monthly report stating the first event was the ladder truck fundraiser for the Fire Company. There was a birthday party, BINGO for the Island Community House, and a Red Cross blood drive. He then advised of the upcoming events in February and March. He continued with the Building and Zoning Report for January as well. There were 33 building permits. The total value of building cost for January was \$1,583,885.27 and the collected permit fees were \$2,646.01.

Vice Mayor Howard asked when they will start the sewer project, and where

Town Manager Tolbert advised they started today at the Museum.

Councilman Bott stated that they were supposed to receive an email on the route that was in the bid package. He also mentioned the water system and asked if the Town has independent assessments on the Town's water system periodically.

Town Manager Tolbert advised that Public Works Director Parks has talked with some folks that would do just that for the Town. This is a preventative maintenance program that gives an annual report, inspections, and painting. This will be proposed in the Water Budget presentation.

Councilman Taylor stated that when the contractor was here, he talked about having hookups at certain spots at less cost while he was doing it.

Town Manager Tolbert advised that this was recanted. It may be possible to save some money on certain connections because of the physical procedures involved, it wouldn't be beneficial to hook up just anyone because it would require extra work and would slow the project down. He continued that there will be a pit every 500' and if there's a connection that happens to be in the vicinity of that pit it could be done economically. If not in the vicinity of the pit, there wouldn't be any savings.

Police Department

Chief Greenley reported that in January the two newly graduated officers have successfully completed the Field Training Program and is now officially certified. He introduced the two newest officers, Officer Anthony Todd, and Officer Justin Newsome. He also introduced Officer Christian Stevens, who came from Accomack County Sheriff's Department.

Public Works Department

Public Works Director Parks reported that riprap was installed along the shoulder of the road leading to Wildcat. Christmas decorations were removed and stored. Snow removal was done last month which led to many behind the scenes activities. The heater was replaced in the well 6 building. The baseboard molding was removed at the Amrien Gym in preparation for the new gym floor coming in March. Many repairs were made at the old firehouse, including furnace and sewer work. He advised that they ordered the supplies for the repairs to the Memorial Park pier

which will be done in March. They added they also have to complete the Harbor cleanup, monitor installation of the forced main sewer.

Vice Mayor Howard referred to the riprap installed at Wildcat. He asked if it is good and if it could be put on other spots of the Island like Eastside.

Public Works Director Parks stated that there are definitely spots that it would be useful. He advised that they installed it on Wildcat because the Town caused the issue.

Councilman Taylor advised that they have spent a lot of money in quarry stone.

Emergency Services

Director of Emergency Services Rush reported that they had 58 calls in January which were 12 more than January of 2024. He advised he met with Maryland State Police Aviation Division to discuss what went well and what didn't go well, ideas, other institutes and helicopter meet-up places. He, along with Paramedic Wheatley were asked for help other companies with implementation of the Drug Kit Program. He reported that the CVFC is the only Department on the Shore that has implemented the Drug Kit Program. He added that in the Tidewater Region there are very few who have the kits up and running. They have been asked to share the passes and failures to help get others up and running. He also reported that the Eastern Shore Trauma Symposium was held last week. He stated that Parksley Volunteer Fire Company, Onancock Volunteer Fire Company, Oak Hall Volunteer Rescue, Chincoteague Volunteer Fire Company, and Riverside in Onancock got together and had almost 50% in attendance. Chincoteague EMS had 3 instructors who taught and doctors who gave lectures. This was a 3-day event where the same things were taught each day to give everyone a chance to attend. They are planning another symposium for strokes and sepsis in the coming months. He added they are continuing with weather monitoring, launch monitoring and range meetings with the planning team to provide appropriate response for the visitors and from a safety perspective.

Director of Emergency Services Rush also reported on the Eastern Shore Disaster Coalition. They're trying to do maintenance on the Ham radio which put them in contact with Mr. Bill Wallace with the Eastern Shore HAM Radio Club. The Delmarva Emergency Task Force held their quarterly meeting in Salisbury. He advised they're still working on the EOP revisions. He reminded everyone to "Prepare Now". He concluded that they will continue with revisions and rewrites for 2025 of the plans, especially the EOP.

Committee Reports

Public Works Committee

Councilwoman Richardson reported they met January 7th and discussed the Eel Creek culverts and reviewed concrete culverts. They also talked about cleaning up at the Harbor and snow removal.

Mayor Bowden mentioned that on North Main Street 3 feet from Taylor Street is a dip.

Councilwoman Richardson advised this will be taken care of when they do the Taylor Street Project in the spring.

Budget and Personnel Committee

Councilman McComb advised they met January 14th and reviewed the revenues and tax rates for the upcoming year. They also talked with the Police Chief regarding fleet life, requirements, and future purchase needs. The Committee also reviewed the Community Center capital improvements which included chairs, lighting, and controls. He advised that they discussed verbiage and benefits regarding Sick Leave and Bereavement Leave.

Mayor Bowden asked if the tax rate that was unanimously approved by Budget and Personnel would be voted on this evening.

Town Manager Tolbert advised it will be voted on with the entire FY26 Budget.

Adoption of Minutes of January 6th and January 16th, Council Meetings

Councilwoman Richardson motioned, seconded by Councilman McComb to adopt the minutes of the January 6th and January 16th, 2025 Council meetings as presented. Unanimously approved.

Chamber of Commerce Annual Report

Chincoteague Chamber Executive Director Moore reviewed the 2024 Annual Report. She gave the statistics for Economic Impact, marketing expenses, outreach, engagement, membership, workforce development, off-season events, achievements, grants, 2025 Visitor Guide, and 2025 outlook. She announced that the Chincoteague Pony Swim picture will be published on the summer Virginia Tourism Guide. She thanked Mayor Bowden, the Town Council, membership, partners, and volunteers for their continued support to continue economic growth for the Island.

Mayor Bowden asked if the Chincoteague App was a free app.

Chamber Executive Director Moore advised it is free without ads or inside purchases. She added that it also has the event calendar, itineraries, Trolley schedule and stops.

Councilman Taylor asked if the interest for coming to Chincoteague was up this year.

Chamber Executive Director Moore advised it is up and added that they received phone calls in January of 2024 for the summer of 2025.

Consider Personnel Policy Manual Changes

Councilman McComb read the proposed changes to the Sick Leave Benefits.

B. Sick Leave: Sick leave shall accrue at the rate of 4 hours per pay period, and, when taken, shall be used on an hour-for-hour basis. Sick leave shall be used:

1. In conjunction with FMLA leave (section 6);
2. For an illness or injury incapacitating the employee and preventing the employee from performing assigned duties,

3. For doctor, or dental appointments during working hours, and
4. For **illness, injury or** medically necessary care of family members, such as spouse, child, parents, siblings, or in-laws. ~~living in the same household as the employee.~~
5. ~~For illness, injury or necessary care of parents (mother and/or father) of the employee not living in the household~~

Councilman McComb advised that the Budget and Personnel Committee asks Council's consideration for adoption.

Councilman Savage motioned, seconded by Councilman Taylor to approve the proposed changes to the Personnel Policy Sick Leave, Section B, items 4 and 5. Unanimously approved.

Councilman McComb red the proposed changes to the Bereavement Leave.

A. Bereavement Leave An employee shall be granted up to ~~three~~ **five** days of paid bereavement leave in the event of the death of a spouse, child, grandchild, parent, grandparent, sibling (or comparable step relations) **or legal domestic partner**. An employee may be granted up to ~~one~~ **three** days of paid bereavement leave in the event of the death of a father-in-law, mother-in-law, son-inlaw, daughter-in-law, brother-in-law, or sister-in-law.

Councilman McComb advised that the Budget and Personnel Committee asks Council's consideration for adoption.

Councilman Savage motioned, seconded by Councilman Taylor to approve the proposed changes to the Personnel Policy Bereavement Leave, Section A. Unanimously approved.

Committee Appointments:

Mayor Bowden advised that there are vacant seats on the Planning Commission, Harbor Committee, BBA, and BZA. She stated that Council has a list of vacancies and interested citizens in their packet. She explained the procedures for nominations.

Planning Commission

Mayor Bowden stated that the Planning Commission currently has 4 vacancies. She opened the floor for nominations for the Planning Commission.

Councilman Taylor nominated Mr. Steve Katsetos.

Councilman McComb nominated Mrs. Pat Farley.

Vice Mayor Howard nominated Giovanni Rosanova.

Councilman Bott nominated Mr. John Tavolaro.

Councilwoman Richardson nominated Mrs. Sonia Watson-Conser.

Mayor Bowden closed the nominations and called for a vote.

Mr. Steve Katsetos	6 – 0
Mrs. Pat Farley	6 – 0
Mr. Giovanni Rosanova	5 – 1
Mr. John Tavoraro	5 – 1
Mrs. Sonia Watson-Conser	1 – 0

Mayor Bowden announced that Mr. Katsetos, Mrs. Farley, Mr. Rosanova, and Mr. Tavoraro have been selected to serve a term on the Planning Commission.

Harbor Committee

Mayor Bowden reported that the Harbor Committee has 1 vacancy, which is Mr. Danny Bowden who has expressed interest in serving another term.

Mayor Bowden opened the floor for nominations of the Harbor Committee.

Councilman Bott nominated Mr. Danny Bowden.

Mayor Bowden closed the nominations and called for a vote.

Council unanimously voted for Mr. Danny Bowden.

Mayor Bowden announced that Mr. Bowden has been selected to serve another term on the Harbor Committee.

Board of Building Appeals

Mayor Bowden explained that the Board of Building Appeals currently has 2 vacancies which are for Mr. John Whalen and Mrs. Sonia Watson-Conser who have expressed their interest in serving another term.

Mayor Bowden opened the floor for nominations.

Vice Mayor Howard nominated Mrs. Sonia Watson-Conser.

Councilman Taylor nominated Mr. John Whalen.

Mayor Bowden closed the nominations.

No vote was necessary as there were 2 seats and 2 nominations. Town Manager Tolbert was directed to send a letter to the Circuit Court.

Board of Zoning Appeals

Mayor Bowden advised that the Board of Zoning appeals has 2 vacancies, 1 from the death of Mr. Eddie Moran and the other from Mr. David Quillen who has expressed interest to serve another term.

Mayor Bowden opened the floor for nominations.

Councilwoman Richardson nominated Mr. David Quillen.

Councilman McComb nominated Mrs. Sonia Watson-Conser.

Mayor Bowden closed the nominations.

No vote was necessary as there were 2 seats and 2 nominations. Town Manager Tolbert was directed to send a letter to the Circuit Court.

Mayor and Council Comments

Councilman Bott stated that with the Policy Manual changes that were made, administration needs to keep in mind the staffing levels. He added that they increased leave and don't want service to suffer, especially in the front office area of service.

Councilman McComb expressed his appreciation of everyone's interest in serving on the committees. He also agrees with Councilman Bott about staffing properly.

Councilman Taylor agreed that it's good to see the Scouts here. He stated that it won't be that much longer when the Scouts will be sitting there. He thanked the Scout leaders, adding that the youth of the community is worth it. He stated it is great to see the Police Officers here and thanked them for what they do.

Councilman Savage also expressed his appreciation of the volunteers for committees. He gave a shout-out to the SROs who do a fantastic job, and the kids love them.

Mayor Bowden thanked everyone for being here, adding that it would be nice to see younger folks sitting in the Council seats. She thanked the Boy Scouts for attending. She commented to Ms. Leonard that Town Manager Tolbert has been working with someone about developing a new website. She thanked all those who are willing to serve the Town. She also thanked Chamber Executive Director Moore for the report adding that the Chamber does a lot of work for the Town, and it pays the bills.

Adjourn

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

Denise P. Bowden, Mayor

Michael T. Tolbert, Town Manager

**MINUTES OF THE MARCH 3, 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
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 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.

- Mrs. Tina Zoller, 3454 Main Street, asked Council if there was something the Town could do about the dock on the lot south of the Castle on South Main Street. She advised it broke up a few years ago and every time there is a storm, debris washes up under her dock and waterfront. She added that the debris has nails.

Agenda Adoption

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

Staff Reports

General Government

Town Manager Tolbert gave an update on the relocation of the wells and explained what the activated charcoal filter plant does. He also reported on the status of the Sewer Collection System Project. He stated that the contractor plans to complete the entire job by Memorial Day

weekend. He then gave the Meals Tax, Transient Occupancy Tax, and Financial Report for February. Town Manager Tolbert advised Transportation Director King is working on routine winter tasks. He added that DRPT has planned an on-site review. He then gave the Center's report adding that they held a Fire Company Bingo, and the Annual Fireman's Banquet. March events include a job fair this weekend, a spring indoor yard sale. Center Director Leonard reminded everyone they have indoor walking daily as well. Town Manager Tolbert continued with the Building and Zoning report for February with 27 permits with a total building cost of \$1.3 million and building permit fees were \$3,700. He then advised Finance Director Kelly Lewis will be retiring at the end of March. He introduced Ms. LiAnne Diehl as her replacement who is currently in training.

Council welcomed Finance Director Diehl aboard.

Police Department

Chief Greenley reported that in February Lt. Gladding, Pfc. Mcgee and Pfc. Todd attended CIP training which helps law enforcement deal with mental health crisis. They also had in-service training for Officer Butler, SRO Carmody, and Officer Stevens. Officers Turlington, Todd, and Newsome certified in radar and lidar.

Public Works Department

Public Works Director Parks reported that the Public Works Department spent hours pushing snow, salt, and sand. There were several leaks this month for the Waterworks Department who also installed 6 new services and 1 watermain extension. He advised that the fishing pier is almost done at Memorial Park except for the gazebo and the transition to the new pier. New gutters have been installed on the gym. He reported that at the end of March and first week of April the gym floor will be done. They will also work on the Fishing Pier and the Taylor Street renovations.

Mayor Bowden asked if they planned to replace the spindles on the gazebo at Memorial Park.

Public Works Director Parks advised they will be replaced.

Councilwoman Richardson reminded everyone of the Public Works Committee meeting tomorrow night.

Emergency Services

Director of Emergency Services Rush advised that referring to patient care reporting, they partner with neighboring agencies. He stated they added Greenbackville. He added that they had 71 calls in February which were 6 more than February 2024. EMS did their yearly training on airway, drugs, and apparatus used for that. He stated that staff started the spring deep cleaning of the station. They continue weather monitoring and cost tracking on the last storm. He mentioned the launch schedule. They're also working on the 4-year Hazard Mitigation Plan. They conducted the 1st quarter fire drill at the Library last week. They are also working on the EOP revisions. He reminded everyone to "Prepare Now".

Village Neighbors Update

Executive Director Catherine Shappell gave an update on the Village Neighbors. She explained what the volunteers do for the Island's elderly population. She reviewed the services offered. She advised of her duties and responsibilities adding that the Village Neighbors have grown since 2022. She expressed their gratitude to Council for their past support and asked to be included in their continued support.

Councilman Taylor thanked all their volunteers. He thanked the Village Neighbor volunteers. He also thanked those who volunteer with the youth. He asked Executive Director Shappell to thank all of the volunteers.

Mayor Bowden stated she has seen this program in action. She feels everyone should get on board. She feels it's such a great asset for this community. She thanked them for everything they're doing. She advised that Council will go through the process and suggested getting the paper work in.

Committee Reports

Budget and Personnel Committee

Councilman McComb advised they met on February 18th and discussed employee salaries, retirement, and healthcare.

Adoption of Minutes of February 3rd, Council Meeting

Councilwoman Richardson motioned, seconded by Councilman McComb to adopt the minutes of the February 3rd, 2025, Council meetings as presented. Unanimously approved.

Review and Consider State of Emergency



PROCLAMATION DECLARATION OF A LOCAL EMERGENCY

WHEREAS, the Town Council of the Town of Chincoteague does hereby find that:

1. Due to heavy snow and gusty winds the Town of Chincoteague is anticipating from a February winter storm; and
2. The possibility of associated conditions with peril of life and property necessitates the proclamation of the existence of an emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that at 10:00 am on February 19, 2025, an emergency now exists throughout said Town of Chincoteague; and:

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency the powers, functions, and duties of the Director of Emergency Management and the Emergency Management organization of the Town of Chincoteague shall be those prescribed by state law and the ordinances, resolutions, and approved plans of the Town of Chincoteague to mitigate the effects of said emergency.

Dated: February, 19, 2025 Town Council of the Town of Chincoteague

_____	_____
_____	_____
_____	_____

Attest:

Michael T. Tolbert, Town Manager,
Town of Chincoteague Inc.

Town Manager Tolbert advised that when a State of Emergency is declared it has to be confirmed by Council at the next meeting. He read the declaration.

Councilwoman Richardson motioned, seconded by Councilman McComb to approve the Local State of Emergency February 19th, 2025. Unanimously approved.

Councilman Bott advised that he was in favor of going into the State of Emergency when they did but feels they should sharpen up on the protocol. He read from the Code. He believes that Council is supposed to consent, unless they can't due to the disaster. He suggested, in the future, they need to look at that a little more closely. He wasn't notified prior. He also believes that Council is who can take them out of the State of Emergency. He stated they need 2 proclamations in the future, one to go in and one to go out. He doesn't want the Town to get into trouble with funding by not following protocol.

Director of Emergency Services Rush stated they can add it to the EOP moving forward.

Town Manager Tolbert stated that this proclamation confirms that they went into the State of Emergency. It was scheduled to go out that Friday morning.

Director of Emergency Services Rush advised that Accomack and Northampton Counties were hit harder, and they tried to have a standard recorded message in the event it was worse than called for. He added that on Friday it was rescinded, which makes it almost like it didn't happen. He added that it was rescinded as opposed to terminated. According to the EOP when they go into the State of Emergency, it is adopted at the next meeting. He continued that when you go into the SOE, at the next regular meeting the proclamation would be adopted and once its rescinded, it essentially doesn't exist.

Town Manager Tolbert advised he will check the State Code and email Council the exact wording.

Consider Lot Line Vacation

Mr. Robert Turner, Attorney, explained that Mr. and Mrs. Steven Liscum are requesting a lot line vacation (of parcels: 030A3A0000228C0 and 030A3A0000229C0) which would become 3.268 acres. This would abandon the line of a relatively recent subdivision.

There were no public comments

Councilman Bott motioned, seconded by Councilwoman Richardson and Councilman McComb to approve the lot line vacation for Mr. & Mrs. Steven Liscum as presented. Unanimously approved.

Mr. Turner advised he has been coming here for 8 or 10 years. He commented that it is such a well-run Board. He stated the Town has a large budget, very large responsibility, and a very well run Town.

**AN ORDINANCE VACATING A PROPERTY LINE OF A
PLAT PURSUANT TO §15.2-2272.2
OF THE CODE OF VIRGINIA OF 1950 AS AMENDED**

WHEREAS, Steven L. Liscum and Alison O. Liscum, own two adjoining parcels of real estate which parcels are designated as Parcel 1: being the lot containing a Tax Map No. of 030A3A0000228C0, and Parcel 2: being the lot containing a Tax Map No. 030A3A0000229C0, which lots were conveyed to them by Robert D. Umphlett, Sr. by deed dated March 31, 2021 which deed is recorded in the Clerk's Office for the Circuit Court of Accomack County, Virginia as Instrument No. 210002240; and

WHEREAS, said lots are shown and set forth on that certain plat of survey entitled "Plat of Survey "Nature's View" (Parcel 228A, 229A, & 232), surveyed and divided into parcels A, B & C respectively at the request of Robert D. Umphlett, Sr. and Emerson S. Liscum. Located on Chincoteague, the Islands District, Accomack County, Virginia", dated February 25, 2004 which plat is recorded in the aforesaid Clerk's Office in Plat Book 2004, at page 90, a copy of which is attached hereto Exhibit A; and

WHEREAS, the said Steven L. Liscum and Alison O. Liscum have had a boundary survey prepared for a lot line vacation of the above referenced lots and a copy of said plat entitled "BOUNDARY SURVEY & LOT LINE VACATION LANDS OF: STEVEN L. LISCUM or ALISON O. LISCUM PROPOSED LOT "D" \pm 3.286 ACRES NATURE'S VIEW SUBDIVISION TOWN OF CHINCOTEAGUE ISLANDS ELECTION DISTRICT ACCOMACK COUNTY - VIRGINIA",

ROBERT G TURNER,
ESQUIRE, PLLC
23226 WISE COURT
P.O. BOX 536
ACCOMACK, VIRGINIA 23001
VSB# 30726
PHONE (757) 787-1560
FAX: (757) 787-7035

which plat is dated January 10, 2025, an original of which is attached hereto as Exhibit B; and

WHEREAS, the notice requirements of §15.2-2272.2 have been complied with; and

WHEREAS, the governing body affirmatively finds that no owner of any adjoining lot will be irreparably damaged by the said vacation of said lot line.

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS:

1. That the division or property line referred as "LOT LINE TO BE VACATED FOR THIS PLAT" as set forth on the plat attached hereto as Exhibit B between parcels 228C and 229C as shown and set forth on said plat be and hereby is vacated.

2. That as a result of said vacation of property line, the former Lots 228C and 229C shall result in one new parcel of land with a proposed designation of Lot D.

3. That the Town Manager after the time for an appeal of the adoption of this Ordinance has expired, or if appealed the action of counsel is upheld, shall cause a copy of this ordinance to be recorded in the Clerk's Office of the Circuit Court of Accomack County, Virginia.

4. That the effective date of the Ordinance shall be upon adoption by the Town Counsel for the Town of Chincoteague.

ROBERT G TURNER,
ESQUIRE, PLLC
23328 WISE COURT
P.O. BOX 636
ACCOMACK, VIRGINIA 23301
VSB# 30736
PHONE: (757) 787-1680
FAX: (757) 787-7036

Ayes: _____

Nays: _____

Approved March 3, 2025.

Denise P. Bowden, Mayor

COMMONWEALTH OF VIRGINIA
COUNTY OF ACCOMACK, to-wit:

The foregoing Ordinance was acknowledged before me this _____
day of March, 2025, by Denise P. Bowden, Mayor, in my jurisdiction
aforesaid.

Notary Public

My commission expires: _____

ROBERT G TURNER,
ESQUIRE, PLLC
23328 WISE COURT
P.O. BOX 536
ACCOMACK, VIRGINIA 23301
VSB# 30736
PHONE: (757) 787-1580
FAX: (757) 787-7035

Review Harbor, Water, Public Works and Community Center Budgets

Town Manager Tolbert advised he planned to review these departments at the workshop meeting in February. Due to the snow event, he added it to the regular meeting agenda to keep on the budget schedule. He asked if they wanted him to review it tonight or discuss it at the Budget and Personnel Committee meeting next week in detail. He added that it is straight forward with not a lot of differences from last year's budget.

Council agreed to discuss it at the Budget and Personnel Committee meeting next week.

Review Sewer Project Construction Route and Details

Town Manager Tolbert gave the detailed history of the sewer project and collection system plans. The total cost of the project is \$2.248 million. He showed the diagram of the pump station and explained further. He talked about the collection fees and maintenance fees, adding that HRSD will bill the customer at a standard rate. He then gave the collection system route, Main Street from Sunset Bay, north to Maddox Blvd. and east on Maddox Blvd. to the Museum. He also advised of future expansion in conjunction with the design of the new plant, HRSD is applying for additional discharge permits for the Sunset Bay site. The Army Corps of Engineers and Shellfish Sanitation advised HRSD that the maximum discharge from that site would not exceed 350,000 gallons per day. HRSD's plans through phased construction would be 350,000 gallons per day. They have designed the collection system to handle 350,000 gallons per day once the pipe is complete. He added that 37,000 gallons a day, which is the current permit they've been approved for, is not enough to connect everyone on the entire route. Town Manager Tolbert stated that the Planning Commission is looking into ways to ration that capacity and calculating fees. He hopes that when the plant reaches the 350,000-gallon capacity, they will be able to service everyone on Main Street and Maddox Blvd.

There was discussion about HRSD obtaining some of the USCG property. They also discussed connection fees and annual maintenance fees.

Vice Mayor Howard suggested contacting other localities before they decide on fees.

Discussion continued.

Mayor and Council Comments

Mayor Bowden commented that she couldn't say enough about the Public Works Department during the last snowstorm. She stated they were "spot on". She added that it also goes for the Police Department and EMS. She added they are very blessed with all the employees. She commented that she is done with the snow. She again thanked the Public Works staff and asked Public Works Director Parks to pass that on.

Councilwoman Richardson also thanked the Public Works staff.

Councilman McComb echoed Mayor Bowden's sentiments. He also thanked the Village Neighbors adding that it's impressive what the program has turned into, and they deserve any help from the Town.

Councilman Taylor stated we can't pay or even find employees to do the job we get for free in volunteers. He commented further and added that the Town is blessed.

Councilman Savage also reiterated what has been said and added that the Town is doing a great job, the employees are doing a great job. He had many compliments on Public Works and what they did to the roads.

Town Manager Tolbert thanked Council and everyone, Emergency Services, Public Works, Public Safety folks did wonderful job along with the ladies in the office, they're top notch.

Town Manager read a letter sent to Mayor Bowden from Governor Youngkin for being recognized in Southern Living Magazine prestigious best of the south awards for the small-town category.

Closed Meeting – In accordance with 2.2-3711(A) (3) (7) of the Code of Virginia for the discussion of the purchase of real property for a public use and legal briefing by staff. Councilman Savage motioned, seconded by Councilman McComb to go into a closed meeting in accordance with §2.2-3712 (A) (3) (7) of the Code of Virginia for the discussion of the purchase of real property for a public use and legal briefing by staff. Unanimously approved.

Certification of Closed Meeting in Accordance with §2.2-3712 (D) of the Code of Virginia Councilman Savage 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

Councilman Savage motioned, seconded by Councilman McComb to adjourn. Unanimously approved.

Denise P. Bowden, Mayor

Michael T. Tolbert, Town Manager

**MINUTES OF THE March 8, 2025
CHINCOTEAGUE TOWN COUNCIL MEETING
Herb Bateman Center Assateague Island
9:00 a.m.**

Council Members Present:

Denise P. Bowden, Mayor
Christopher D. Bott, Vice Mayor
J. Nicholas Howard, Councilman
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 Bowden called the meeting to order at 9:00 a.m.

Mayor Bowden welcomed all of council to the 3rd annual council retreat. Town Manager Tolbert displayed a list of suggested topics for Council.

A discussion of the current beach relocation project ensued with all members of council participating.

At 9:30am, council moved the meeting to a the Town's Trolley along with Bob Leffel assistant USFG administrator for the CNWR. Council was transported to the location of the planned beach relocation. Mr. Leffel pointed out the planned infrastructure for the relocation during the trip. Council returned to the Bateman Center at approximately 10:30AM.

Short Term Rentals

A free flowing discussion of the Town's current policies and problems with Short Term Rentals was had.

Sewage Project

Council began a free-flowing discussion of the Town's current sewage project.

Harbor

Council began a free-flowing discussion of the Curtis Merritt Harbor Operations.

Well Relocation

Council began a free-flowing discussion of the proposed well relocation project from Wallops Flight Facility to the Matthews Property.

Town Staff

Council began a free-flowing discussion of the size and direction of town staffing.

Parks and Recreation

Council began a free-flowing discussion of the Town's parks and recreation as well as potential new sites and the acquisition of new properties.

Downtown Zoning

Council began a free-flowing discussion of zoning in the historic downtown and the ramifications of improper ordinances.

Cohorts:

Council began a free-flowing discussion of taxes and revenues as related to the Town's identified cohorts.

100th Anniversary

Council discussed the 100th anniversary of the pony swim and appropriate actions with respect to clean up and decorations for the event.

Adjournment 2 PM

Councilman Bott motioned to adjourn seconded by Councilman Taylor and unanimously approved.

Denise P. Bowden, Mayor

Michael T. Tolbert, Town Manager

**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.

Denise P. Bowden, Mayor

Attest:

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 .

Denise P. Bowden, Mayor

Attest:

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 20th day of March 2025 .

Denise P. Bowden, Mayor

Attest:

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 7th, 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 90th 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 90th birthday, with sincere congratulations and best wishes for many more happy and productive years.

Presented this 20th day of February, 2025.

Approved:

Denise P. Bowden, Mayor

Attest:

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.

Denise P. Bowden, Mayor

Attest:

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 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	
GENERAL FUND		GENERAL FUND	
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
TOTAL GENERAL FUND REVENUE	\$ 8,689,910	TOTAL GENERAL FUND EXPENSES	\$ 8,689,910
HARBOR FUND		HARBOR FUND	
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		
TOTAL HARBOR REVENUE	\$ 831,993	TOTAL HARBOR EXPENSES	\$ 831,993
TROLLEY FUND		TROLLEY FUND	
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		
TOTAL TROLLEY REVENUE	\$ 396,367	TOTAL TROLLEY EXPENSES	\$ 396,367
WATER FUND		WATER FUND	
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
TOTAL WATER FUND REVENUE	\$ 1,046,000	TOTAL WATER FUND EXPENSES	\$ 1,046,000
CENTER FUND		CENTER FUND	
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
TOTAL CENTER FUND REVENUE	\$ 250,500	TOTAL CENTER FUND EXPENSES	\$ 250,500
TOTAL ALL REVENUES	\$ 11,214,770	TOTAL ALL EXPENDITURES	\$ 11,214,770

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.

Town Manager Tolbert advised that this is the 3rd 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 17th 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 17th 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 5th.

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 4th 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 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 23rd 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 5th." Laughter ensued.

Finance Director Lewis advised it will be Monday, March 31st. 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.

Denise P. Bowden, Mayor

Michael T. Tolbert, Town Manager

**MINUTES OF THE SPECIAL MEETING
MARCH 27, 2025
CHINCOTEAGUE TOWN COUNCIL MEETING
Municipal Center Conference Room**

Council Members Present:

Denise P. Bowden, Mayor
J. Nicholas Howard, Vice Mayor
Christopher D. Bott, Councilman
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

Others Present:

Mr. Jack Tarr, Former Mayor

Call to Order

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

Agenda Adoption

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

Discussion Items

Mayor Bowden advised that the discussion would be regarding the Town's position with the beach. She introduced Mr. Tarr and stated that he can provide information from his tenure as

Mayor. She noted that Mr. Bell, was also in attendance, and conducted a great deal of research on the beach relocation project. She asked Mr. Tarr to speak first.

Mr. Tarr advised that the beach relocation started as a transportation project. The first round involved having parking on the mainland, where the Maintenance Center for the National Park Service is now. After conducting their studies, they realized that it wouldn't be a pleasurable experience to get to the beach from that access point. The next round involved a huge parking lot on Assateague, right behind Parking Lot 1, and tram systems would be used to transport people up and down the beach. The third round is where they were awarded a Sarbanes Grant for just over one million to buy the campground. They were awarded the money, negotiated with the campground, and that was going to be the location of the newest transportation to the beach. This is why the structure was built by the Museum. The Town had a Congressional Hearing over the matter. There was a multi-state, bipartisan group of people helping the Town. Congressional leaders, Senators, Tim Kaine, etc. wrote letters in an effort to keep the beach where it is and to continue the beach replenishment. The Town was able to get the third round stopped, so the government had to look at other alternatives. The Town experienced back-to-back storms, which caused the beach to be wiped out two years in a row. He explained the way that funds are distributed when there is a Natural Disaster. The Federal Government needed to find the most sustainable location for the relocation. He stated that there is not a setback with the beach in its current location. The proposed location includes a setback buffer in the event the beach becomes wiped out from a bad storm. He stated that the Federal Governments plans are outlined in both the Park Service's Master Plan and in the Environmental Impact Statement (EIS). He indicated that the Master Plan was published first and later the EIS was done for the project. He advised that the EIS provides all the project details and promises.

Councilman Bott asked about the timing of these publications.

Mr. Tarr indicated that the Master Plan was probably around 2015.

Mayor Bowden confirmed that it was in 2015.

Former Mayor Tarr advised that no one wanted to see the beach moved. He stated that when you've been through a few of these storms, each time it rolls over, you lose some more of the parking area because there is not enough land base there to sustain the parking space. He stated that years ago after the beach was wiped out, they built a shell parking lot with asphalt, and huge dunes and it only lasted for two years.

Town Manager Tolbert inquired if that was where it sheered off just past the dunes.

Mr. Tarr confirmed that it was and stated that all the asphalt and shells got moved all over the beach. They had to mine the asphalt out. They opted to use clay parking lots after that. He stated that there is a chart in either the EIS or the Master Plan that contains information on all the storms and the cost of putting them back.

Mayor Bowden shared her experience discussing various beach restoration options with Fish and Wildlife. She advised that she had already presented her questions about this to Fish and

Wildlife, and asked Mr. Tarr if anything was said about the accessibility for patrons, including the handicapped, to get to the sand when they announced the new beach location.

Mr. Tarr does not recall anything being specifically said about how close the parking lot would be to the beach. He stated that the original plan with this location had the parking lots a lot further back from the beach to allow them to avoid replacing the parking lot if the beach washed out. He advised that the depictions show the parking lot being located a lot closer to the dunes now. There was a reshaping of the dunes which made it easier for them to get over. He advised the Park Service handles the people and the bathroom facilities. He believes that the Town should be meeting on a regular basis with the Park Service and Fish and Wildlife if the relocation project moves forward. The Park Service handles the people on the land that is owned by Fish and Wildlife.

Mayor Bowden asked for clarification from Town Manager Tolbert about the potable water, changing room, and electric situation with the proposed beach relocation.

Town Manager Tolbert advised that potable water and electricity were removed with the value engineering that was done. He provided additional clarification.

Mayor Bowden advised she asked if the current area would remain open until all 961 parking spaces are built. She was told that they would see how much further they had to go.

Mr. Tarr commented further.

Town Manager Tolbert advised that he also inquired if the south side would be maintained, as long as it is viable, once the north end has been completed. He was told that the south end would be closed once the north end has been completed. He then asked if 961 parking spots would be maintained on the south end until you have 961 spaces completed on the north end. He was told that is their plan.

Mr. Tarr advised that this is in writing in both their Master Plan and in their EIS. It would be an easy correction if they were not giving the 961 parking spots that were promised.

Mayor Bowden referenced an email that Town Manager Tolbert sent on November 1, 2023, in which available funding and parking spaces were discussed. She continued reviewing items that were later rescheduled or removed.

Town Manager Tolbert advised the referenced email was prior to the value engineering that was done. He stated that the only other change that occurred since that time is that the Air Force Reserve Unit will now be providing the labor.

Mr. Tarr stated that both Master Plans accounted for the Tom's Cove Visitors Center to stay and be used until the land base wasn't there to support it. An interpretive center would also be built at the new location, which would combine the Park Service and Fish and Wildlife.

Discussion continued.

Mayor Bowden asked if anyone had any questions for Mr. Tarr.

Mr. Tarr stated that he had a copy of the old MOU which he would provide to Town Manager Tolbert.

Councilman Bott asked Mr. Tarr to explain his understanding of the Master Plan and who it is with. He requested clarification on if the Master Plan is the binding document.

Mr. Tarr confirmed that the Master Plan is with both Fish and Wildlife and with the Park Service. He stated that one was right after the other.

Councilman Bott asked Mr. Tarr how the Master Plan is different from the Comprehensive Conservation Plan (CCP).

Mr. Tarr stated that the CCP is the Master Plan.

Councilman Bott had Mr. Tarr confirm that the CCP sought public input. He stated that covered everything.

Mr. Tarr advised that there are two CCP's. There is one CCP that was issued by the Park Service and another issued by Fish and Wildlife. He stated the one for the Park Service includes clubhouses and such. The one for Fish and Wildlife does not cover those items since Fish and Wildlife only goes to the high-water mark.

Councilman Bott confirmed that the plan involving the building would be within the Refuge's CCP since the Park Service would be the one managing it.

Mr. Tarr confirmed that it is included with the MOU. The MOU is good for five years. He stated that the MOU contains the history and the laws behind the creation of it.

Town Manager Tolbert inquired if Council would prefer a paper or visual copy of it.

Mayor Bowden then introduced Mr. Everett Bell and provided some information on his background and asked him to explain what his research uncovered.

Mr. Bell explained that when he first heard about the beach relocation project, he opted to ask questions about it at the Visitors Center. He noted that people began to shut down when they were approached with questions. He decided then to research where the decision to relocate the beach came from. He explained that Fish and Wildlife decided in 2008 that they wanted to limit access of people to Refuges and to Parks and considered potentially busing visitors in. Assateague and Yellowstone were both affected. He was advised that Fish and Wildlife felt it was best to put the Park first and people's access to the Park second. He continued detailing the people that he contacted, the information that he found, and the discrepancies that he uncovered. He believes the relocation of the beach is not good economically for Chincoteague and that the cost of maintaining the existing beach is well worth it.

Mayor Bowden asked if Council had any questions for Mr. Bell.

Councilman Taylor commented about the beach rolling westward.

Mr. Bell provided additional information on his environmental background. He stated the Town should be talking with the Department of the Interior, DOGE, the White House, etc. in order to stop Fish and Wildlife.

Discussion continued.

Mr. Tarr stated that while we are talking about the 25-year life of the project, there is space behind it to continue building. They have already reviewed the economic impact of the relocation and have conducted meetings about it. He stated that the Town was hit by a hurricane at the beach side. It has only been Nor'easters that have hit the beach. He further clarified where Super Storm Sandy impacted Assateague. He compared the situation to that of what is happening in Rodanthe. He feels a huge part of consideration needs to be that with just one hurricane, you won't have parking anywhere. There is a land base there to build the parking lot back with the relocation project.

Vice Mayor Howard feels the relocation is a viable option. His concern is that they would not opt to replenish the parking, where it currently is, if a major storm were to disrupt it. He feels that we would be on borrowed time if we succeed in stopping the relocation project but do not have a plan in place for beach replenishment. He doesn't want to feel responsible if it takes several years to get a plan in place and to secure the funding for the desired replenishment. With the current relocation project, they know the situation.

There was more discussion.

Town Manager Tolbert noted that the bids for the materials for the project are due on April 6th. He provided additional information.

Discussion continued as plans were reviewed.

Council decided to review the project, what has been removed over time, and reference the plans.

Councilman Savage asked Mr. Tarr about the MOU. He wanted to know when the MOU was agreed upon since Mr. Tarr mentioned it being a five-year agreement.

Mr. Tarr is not sure when the MOU was signed or what agreement is in place between the Park Service and Fish and Wildlife at this time.

Town Manager Tolbert reviewed plans from August 2024 that showed a boardwalk from the main lot.

There were further comments.

Adjourn

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

Denise P. Bowden, Mayor

Michael T. Tolbert, Town Manager

**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 throughfares 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

MINUTES OF THE APRIL 17, 2025

CHINCOTEAGUE TOWN COUNCIL MEETING
Council Chambers
6:00 p.m.

Council Members Present:

J. Nicholas Howard, Vice Mayor
William T. McComb, Jr., Councilman
Christopher D. Bott, Councilman
Ellen W. Richardson, Councilwoman
K. Jay Savage, Councilman
Gene W. Taylor, Councilman

Council Members Absent:

Denise P. Bowden, Mayor

Staff Present:

Mr. Michael T. Tolbert, Town Manager
Mr. Bryan Rush, Director of Emergency Services
Mrs. Mary E. Leonard, Center Director

Call to Order

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

Invocation

Councilman Taylor offered the invocation.

Pledge of Allegiance

Vice Mayor Howard led in the Pledge of Allegiance.

Public Comment

Vice Mayor Howard opened the floor for public comment. There was none.

Agenda Adoption

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

FY 26 Budget Presentation

Town Manager Tolbert compared historical budget expenses and revenues. He explained the budget process and timeline. He reviewed the proposed FY26 revenues and expenditures along with percentages.

	REVENUE - GENERAL FUND	
104001.0100	REAL ESTATE TAX LEVY	\$ 680,000.00
104001.0125	TANGIBLE PROP. TAX LEVY	\$ 275,000.00
104001.0130	DEL.TAX,INTEREST,PENALTY	\$ 20,000.00
104001.0500	MEALS TAX	\$ 1,400,000.00
104001.0600	BANK FRANCHISE TAX	\$ 105,000.00
104010.0100	SALES TAX	\$ 200,000.00

104010.0200	BUSINESS LICENSE	\$ 140,000.00
104010.0300	MOTOR VEHICLE LICENSE	\$ 88,000.00
104010.0500	UTILITIES TAX	\$ 215,000.00
104010.0600	TRANSIENT OCCUPANCY TAX	\$ 2,300,000.00
104015.0100	FINES	\$ 20,000.00
104015.0650	CIGARETTE TAX	\$ 75,000.00
104020.0100	INTEREST ON SAVINGS	\$ 200,000.00
104041.0150	CEMETERY CLEANUP DONATIONS	\$ 300.00
104041.0170	PLAYGROUND EQUIP DONATIONS	\$ -
104041.0180	ROBERT REED PARK	\$ 1,500.00
104041.0190	BRAINNA'S KINDNESS PARK DONATIONS.	\$ -
104041.0200	USER FEES BOAT RAMPS	\$ 22,000.00
104041.0300	USER FEES DOG PARK	\$ 5,000.00
104041.0500	BUILDING PERMITS	\$ 65,000.00
104041.0600	ZONING ADVERTISEMENTS	\$ 1,000.00
104049.0100	SALE OF ASSETS/ABANDONED PROP	\$ 15,000.00
104051.0200	HEALTH INSURANCE/RET.SPOUSE	\$ 15,000.00
104051.0300	VA FIRE PROGRAMS	\$ 15,000.00
104061.0100	PAYMENT IN LIEU OF TAX- USFWS	\$ 6,500.00
104061.0106	RENTAL INCOME TROLLEY	\$ 16,000.00
104061.0107	TOWER RENT	\$ 6,348.00
104061.0110	MATTHEWS PROPERTY	\$ 3,125.00
104061.0625	OLD FH/GARAGE RENTS	\$ 40,000.00
104071.0100	COMMUNICATIONS TAX	\$ 75,000.00
104071.0200	PERSONAL PROPERTY REL ACT	\$ 129,246.00
104071.0300	MOBILE HOME SALES TAX	\$ 5,000.00
104071-0400	CAR RENTAL DISTRIBUTION TAX	\$ 3,000.00
104091.0100	OVERAGE/SHORTAGE	\$ -
104101.0200	RECOVERED COST FROM WATER DEPARTMENT	\$ 100,000.00
104201.0100	PUBLIC WORKS MISC. REV	\$ 4,500.00
104201.0150	PW SCRAP METAL SALES	\$ 500.00
104201.0200	RECOVERED COST FROM CENTER FUND	\$ -
104303.0100	MISCELLANEOUS INCOME	\$ 5,000.00
104303-0400	SOLID WASTE COLLECTION FEE	\$ 450,000.00
104401.0100	LAW ENFORCEMENT FUNDS 599 funds	\$ 133,520.00
104401.0125	POLICE MISCELLANEOUS	\$ 1,200.00
104401.0130	UNCLAIMED PROPERTY/CASH	\$ -
104401.0150	POLICE DONATIONS	\$ 32,000.00
104401.0160	POLICE GRANTS (SRO)	\$ 95,000.00
104401.0161	CPD BLOCK GRANT FY18	\$ -
104401.0163	CPD BLOCK GRANT FY19	\$ -

104401.0164	LOLE-2020 GRANT	\$ -
New	SRO REIMBURSEMENT FROM ACC COUNTY	\$ 63,194.00
104401.0200	DISPATCH REVENUE	\$ 6,000.00
104401.0201	USFWS - SARBANES GRANT	\$ -
104401.0350	911 TAX TO ES 911 COMMISSION	\$ -
New	ESVA911 TOWER LEASE.	\$ 11,600.00
104501.0100	VDOT MAINTENANCE FUNDS	\$ 954,026.00
104501.0101	ROAD PERMIT FEES	\$ -
104501.0110	LAND USE SURETY	\$ 2,000.00
104545.0100	ACCOMACK COUNTY CARES ACT	\$ -
104545.0140	VA COMM FOR ARTS GRANT	\$ 4,500.00
104545.0150	VDEM GRANT	\$ 7,500.00
104601.0150	ARPA LOCAL FUNDING FROM STATE	\$ -
104601.0300	VA PORT AUTHORITY GRANT	\$ -
104701.0400	TRF. FROM RAMP REPAIR FND	\$ -
104701.0600	TRF. FROM DRAINAGE SAVINGS	\$ -
104701.1000	TRF.FROM GEN.FUND SAVINGS	\$ -
104701.1100	TRF. FROM M.C. SAVINGS	\$ -
104940.8900	TRF. FROM M.C. SAVINGS DRAINAGE	\$ -
104701.1500	TRF FROM PLAYROUND EQUIP. FUND	\$ -
104701.1600	TRF FROM BEACH/REC/TOUR FUND	\$ -
104701.1700	TRF FROM PUBLIC SAFETY ACCT. FY24 RAISE	\$ 352,351.00
New	TRF FROM PUBLIC SAFETY ACCT. CIG TAX	\$ 75,000.00
104701.1800	TRF FROM ARPA FUND RESERVE	\$ 250,000.00
	GEN GOV REVENUE TOTALS:	\$ 8,689,910.00
EXPENDITURES - GENERAL GOVERNMENT		
105010.0101	MAYOR	\$ 4,800.00
105010.0102	COUNCIL	\$ 23,040.00
105010.1001	TOWN OFFICE STAFF	\$ 560,720.00
105010.1003	OVERTIME & BONUS	\$ 2,600.00
105010.2001	SOCIAL SECURITY	\$ 34,925.00
105010.2101	HOSPITALIZATION	\$ 61,359.00
105010.2201	RETIREMENT	\$ 75,203.00
105010.2202	VSRS/LIFE INSURANCE	\$ 3,856.00
105020.2103	UNEMPLOYMENT/TOWN	\$ 2,000.00
105030.3100	BANK CHARGES	\$ 25,000.00
105030.3101	BUILDING ADMIN EXPENSE	\$ -
105030.3102	CLEANING	\$ 17,500.00
105030.3103	PLANNING COMMISSION	\$ 100.00

105030.3104	BOARD OF ZONING APPEALS	\$	100.00
105030.3105	BUILDING PERMIT SURCHARGE	\$	2,000.00
105030.3106	BOARD OF BLDG CODE APPEAL	\$	-
105030.3200	PERMIT CLOUD SERVICE	\$	6,000.00
105030.3401	INSURANCE	\$	175,750.00
105030.3501	AUDITING	\$	40,000.00
105030.3601	DONATIONS	\$	28,000.00
105030.3701	TRF.TO CIVIC CENTER FUND	\$	185,000.00
105030.3705	MEALS TAX - TOURISM 10%	\$	130,000.00
105030.4030	ANPDC MEMBERSHIP	\$	7,350.00
105030.4301	SCHOLARSHIP	\$	3,000.00
105030.4401	OFFICE SUP./PUBLICATIONS	\$	15,000.00
105030.4402	OFF.EQUIP/SOFTWARE MAINT.	\$	80,000.00
105030.4403	POSTAGE	\$	11,000.00
105030.4404	TAX CONVERSION	\$	2,400.00
105030.4701	GASOLINE	\$	1,000.00
105030.4702	VEHICLE MAINTENANCE	\$	500.00
105030.4801	TRAVEL & TRAINING	\$	3,000.00
105030.4901	MAYORS EXPENSE	\$	500.00
105030.4902	COUNCILS EXPENSE	\$	3,000.00
105030.4903	TOWN MANAGERS EXPENSE	\$	1,000.00
105030.5101	ATTORNEY/LEG.CONSULTANTS	\$	60,000.00
105030.5201	DRUG/ALCOHOL TESTING	\$	2,500.00
105030.5501	CHRISTMAS DINNER	\$	1,200.00
105030.6101	DUES	\$	2,500.00
105030.7101	ADVERTISING & WEBSITE	\$	3,000.00
105030.7301	BUILDING MAINTENANCE	\$	6,000.00
105030.7401	ELECTRICITY	\$	12,000.00
105030.7402	HEATING OIL	\$	2,500.00
105030.7701	SPECIAL PROJECTS	\$	15,000.00
105030.7702	PONY PENNING EXPENSE	\$	45,000.00
105030.7703	DEER DE-POP PROGRAM	\$	500.00
105030.8001	LEONARD ASSISTANCE FUND	\$	-
105030.8202	TELEPHONE BILLS	\$	26,000.00
105030.8204	VMRC FISHING PIER PERMITS	\$	2,200.00
	EMPLOYEE SURVEY	\$	-
105030.8401	HEALTH INSURANCE - RETIREES	\$	65,000.00
105030.8402	INSUR-RET SPOUSES & OTHER	\$	15,000.00
105030-8403	TRANSFER TO MEDICARE RESERVE	\$	-
105030.8404	RETIREE PERSCRIPTION DRUG ASSISTANCE	\$	3,500.00
105030.8501	MISCELLANEOUS	\$	4,000.00

105030.8505	911 ADDRESSING	\$	500.00
105030.8600	CEMETERY CLEANUP	\$	2,000.00
105030.8625	OLD FIREHOUSE/GARAGE MAINT	\$	25,000.00
105030.8650	APRP PROJECTS	\$	250,000.00
105030.8700	VA COMM FOR THE ARTS	\$	9,000.00
105030.8710	CARES ACT ASSISTANCE	\$	-
105030.8900	TRANSFER TO TROLLEY FUND	\$	26,496.00
105030.8910	TRANSFER TO GENERAL FUND RESERVE	\$	-
105030.8913	TRF TO RECREATION/TOURISM RESERVE	\$	-
105030.8914	RECREATION/TOURISM EXPENSE 1% OF TOTAX	\$	-
105030.9000	TRANSFER TO HARBOR VPA GRANT	\$	52,000.00
105090.9712	SURVEILLANCE SYSTEM	\$	4,000.00
105030.9005	TRANSFER TO HARBOR B.I.G.	\$	59,450.00
105030.9010	TRANSFER TO PUBLIC SAFETY ACCT 1% TOT	\$	460,000.00
New	TRANSFER TO PUBLIC SAFETY ACCT CIG TAX	\$	75,000.00
105090.9704	PROPERTY ACQUISITION RESERVE	\$	-
105090.9705	PROPERTY ACQUISITION	\$	-
105090.9709	OFFICE EQUIP	\$	4,475.00
105090.9710	COUNCIL ROOM EQUIPMENT/FURNITURE	\$	-
105090.9715	NEW BOILER-MUN BLDG	\$	-
105090.9725	REHAB TOWN OFFICE RESTROOMS	\$	-
105090.9730	NEW WEBSITE DESIGN	\$	-
	CABINET FOR PLANE STABILIZER	\$	-
	MUNICIPAL CENTER SECURITY SYTSEM	\$	-
New	COUNCIL CHROMEBOOKS	\$	2,500.00
	NEW ADMIN VEHICLES -	\$	-
	GENERAL GOVERNMENT TOTALS:	\$	2,742,024.00
EXPENDITURES - EMERGENCY SERVICES			
105110.1002	EMERGENCY MED. STAFF	\$	1,123,081.00
105110.1003	BONUS	\$	4,500.00
105110.2001	SOCIAL SECURITY	\$	69,910.00
105110.2101	HOSPITALIZATION	\$	118,173.00
105110.2201	RETIREMENT	\$	104,147.00
105110.2202	VSRS/LIFE INSURANCE	\$	7,048.00
105130.3107	EMERGENCY MED. CLOTHING	\$	5,000.00
105130.3108	EMS CELL ALLOWANCE	\$	3,500.00
105130.3602	FIRE DEPARTMENT DONATION	\$	24,000.00
105130.4401	OFFICE SUP./PUBLICATIONS	\$	300.00
105130.4402	OFF.EQUIP/SOFTWARE MAINT.	\$	500.00

105130.4801	TRAVEL & TRAINING	\$ 2,000.00
105130.6101	DUES	\$ 300.00
105130.7601	VA FIRE PROG/CVFC	\$ 15,000.00
105130.7602	EOC OPERATIONS/TRAINING	\$ 3,000.00
105130.7603	VDEM GRANT	\$ 15,000.00
105130.8501	MISCELLANEOUS	\$ -
105130.8912	VOLSAP FOR VOLUNTEER FIREFIGHTERS	\$ 4,500.00
105190.9100	EMPLOYEE LOCKERS	\$ -
105190.9150	TRAINING EQUIPMENT	\$ -
	EMERGENCY SERVICES TOTALS:	\$ 1,499,959.00
	EXPENDITURES - PUBLIC WORKS	
106010.1001	SALARIES*	\$ 361,167.00
106010.1003	OVERTIME	\$ 6,000.00
106010.2001	SOCIAL SECURITY	\$ 22,764.00
106010.2101	HOSPITALIZATION	\$ 74,977.00
106010.2201	RETIREMENT	\$ 58,294.00
106010.2202	VSRS/LIFE INSURANCE	\$ 2,891.00
106030.4100	SEASONAL DECO & BANNERS	\$ 2,000.00
106030.4401	OFFICE SUPPLIES & EQUIP.	\$ 500.00
106030.4501	STREET MAINTENANCE	\$ 3,000.00
106030.4502	STREET SIGNS / 911	\$ 1,000.00
106030.4503	STREET LIGHTS	\$ 25,000.00
106030.4701	GASOLINE/DIESEL	\$ 25,000.00
106030.4703	OIL/GREASE	\$ 1,000.00
106030.4704	TOOLS REPLACEMENT/SHOP	\$ 4,000.00
106030.4801	TRAVEL & TRAINING	\$ 500.00
106030.5202	CLOTHING/UNIFORMS	\$ 8,500.00
106030.7301	BLDG. MAINTENANCE	\$ 3,000.00
106030.7302	EQUIPMENT REPAIRS	\$ 15,000.00
106030.7303	SAFETY	\$ 4,000.00
106030.7304	VEHICLE P/M'S	\$ 1,200.00
106030.7305	TIRES	\$ 1,500.00
106030.7306	GARAGE SUPPLIES	\$ 6,000.00
106030.7307	VEHICLE REPAIRS	\$ 6,000.00
106030.7401	ELECTRICITY	\$ 16,000.00
106030.7402	LP GAS	\$ 2,200.00
106030.7501	TIPPING FEES	\$ 750.00
106030.7502	SANITATION CONTRACT	\$ 440,000.00
106030.8501	MISC.	\$ 15,000.00
106030.8502	SCRAP METAL EXPENSE FUN	\$ -

106030-8510	ROBERT REED PARK DONATIONS	\$ -
106030.8590	PARKS & REC EXPENSE	\$ 60,000.00
106030.8600	VANDALISM REPAIRS	\$ 1,500.00
106030.8700	BOAT RAMP EXPENSE	\$ 1,000.00
106030.8701	BOAT RAMP RESERVE	\$ 20,000.00
106090.9101	VEHICLE/EQUIPMENT	\$ -
106090.9103	CONSULTANT	\$ -
106090.9104	MEM PARK PIER AND RAMP REP	\$ -
106090.9105	DJA CENTER EXT REPAIRS	\$ -
106090.9106	RESURFACE TENNIS AND BBALL CTS.	\$ -
106090.9110	FLOATING DOCK - RR PARK	\$ -
106090.9120	REHAB EAST SIDE BOAT RAMP	\$ -
106090.9200	PLAYGROUND EQUIPMENT (Brianna's Park)	\$ 1,500.00
106090.9300	BRIDGE TENDER HOUSE RESTORATION	\$ -
106090.9301	PED TRAIL - SARBANES	\$ -
106090.9305	REPLACE PUBLIC WORKS FUEL PUMPS	\$ -
106090.9307	SPIN BALANCER - GARAGE	\$ -
106090-9310	PARK KIOSKS AND INFO BOARDS	\$ -
106090.9466	SEPTIC SYSTEM - CHAMBER PARCEL	\$ -
106090.9468	CHAMBER SITE PUBLIC RESTROOMS	\$ 125,000.00
106090.9475	DOG PARK	\$ 1,000.00
106090.9500	SMITH ST PARK PROJECT (Brianna's)	\$ -
106090.9700	OCEAN BREEZE ROAD PROJECT	\$ -
106090.9601	PAVE MEMORIAL PARK DRIVE AND LOTS	\$ -
	MEM PARK BOAT PARKING EXPANSION	\$ -
106090.9510	BRIANNA'S PARK LIGHTING	\$ -
	ENGINEERING EEL CREEK BOX CULVERT	\$ -
	ENGINEERING S MAIN ST. CULVERTS	\$ -
	ENGINEERING SEWAGE COLLECTION SYS.	\$ -
	REPLACEMENT ROOFS @ MEMORIAL PARK	\$ -
106090.9320	REPLACEMENT BACKHOE	\$ -
	NEW CHRISTMAS DECORATION PURCHASE	\$ -
	STANDBY GENSET TRANSFER SWITCH PW BLDG.	\$ -
	ROLLER COMPACTOR -	\$ -
	REPLACEMENT 20 TON EQUIPMENT TRAILER	\$ -
-	WASTEWATER COLLECTION SYSTEM CONST.	\$ -
	PW TOTALS:	\$ 1,317,243.00
EXPENDITURES - MOSQUITO CONTROL		
106110.1001	SALARIES	\$ 46,600.00
106110.1003	OVERTIME	\$ 800.00

106110.2001	SOCIAL SECURITY	\$	2,686.00
106130.3401	INSURANCE	\$	10,000.00
106130.4401	OFFICE SUPPLIES	\$	300.00
106130.4701	GASOLINE	\$	6,500.00
106130.4704	TOOLS & SMALL EQUIPMENT	\$	800.00
106130.4705	CHEMICALS	\$	70,000.00
106130.4706	CONTRACT SPRAYING	\$	42,000.00
106130.4801	TRAVEL, TRAINING, CONFERENCE	\$	1,500.00
106130.5202	UNIFORMS	\$	200.00
106130.6101	SUNDRY	\$	100.00
106130.7302	EQUIPMENT REPAIRS/MAINT.	\$	1,000.00
106130.7303	SAFETY EQUIPMENT	\$	500.00
106130.7304	VEHICLE MAINTENANCE	\$	1,000.00
106190.9124	EQUIPMENT/VEHICLES	\$	-
106190.9125	DRAINAGE	\$	-
	MOSQUITO CTRL TOTALS:	\$	183,986.00
EXPENDITURES – ROADS			
106510.1001	SALARIES	\$	101,368.00
106510.1003	OVERTIME	\$	2,500.00
106510.2001	SOCIAL SECURITY	\$	6,440.00
106510.2101	HOSPITALIZATION	\$	16,992.00
106510.2201	RETIREMENT	\$	14,566.00
106510.2202	VSRS/LIFE INSURANCE	\$	734.00
106530.4102	SNOW REMOVAL	\$	22,000.00
106530.4150	PAVEMENT MAINTENANCE.	\$	669,400.00
106530.4201	SIDEWALKS	\$	20,000.00
106530.4202	TRAFFIC CONTROL OPERATIONS	\$	4,500.00
106530.4250	ROADSIDE STRUCTURES	\$	1,500.00
106530.6250	DRAINAGE MAINTENANCE	\$	9,000.00
106530.7202	TRAFFIC CONTROL DEVICES	\$	2,000.00
106530.7450	ELECTRICITY	\$	63,000.00
106530.8600	ENGINEERING (EEL CREEK CULVERT)	\$	-
	ROAD IMPROVEMENTS	\$	-
New	RESTRIPE EXISTING ROADS	\$	20,000.00
106530.9855	VEHICLES/EQUIPMENT*	\$	-
	ROADS TOTALS:	\$	954,000.00
EXPENDITURES - POLICE			
107010.1001	SALARIES/OFFICERS	\$	976,385.00

107010.1003	OVERTIME & BONUS	\$	11,400.00
107010.2001	SOCIAL SECURITY	\$	61,243.00
107010.2101	HOSPITALIZATION	\$	127,263.00
107010.2201	RETIREMENT	\$	115,272.00
107010.2202	VSRS/LIFE INSURANCE	\$	7,012.00
107030.4701	GASOLINE	\$	25,000.00
107030.4801	TRAVEL & TRAINING	\$	15,000.00
107030.5201	UNIFORM ALLOWANCE (OFF.)	\$	8,000.00
107030.5202	UNIFORMS (TOWN)	\$	2,500.00
107030.7300	OFFICE SUPPLIES/EQUIPMENT	\$	6,000.00
107030.7302	EQUIP. MAINT. AGREEMENTS/software	\$	16,500.00
107030.7304	VEHICLE MAINTENANCE	\$	10,000.00
107030.7901	DRUG ENFORCEMENT	\$	5,000.00
107030.7903	ACADEMY DUES	\$	9,100.00
107030.7904	BICYCLE PATROL	\$	500.00
107030.7905	COMMUNITY/YOUTH PROGRAMS	\$	30,000.00
107030.7906	GRANT FUNDED EXPENDITURES	\$	-
107030.7907	AMMUNITION	\$	3,000.00
107030.8160	CPD ARPA GRANT EXPENSES	\$	-
107030.8164	BYRNE/JUSTICE ASSIST GRANT 2022	\$	-
107030.8165	LOLE-2020 GRANT	\$	-
107030.8203	CELL PHONE ALLOWANCE	\$	3,600.00
107030.8301	POLICE ACCREDITATION	\$	2,500.00
107030.8501	SUNDRY	\$	600.00
107090.9650	PATROL VEHICLE	\$	60,000.00
107090.9652	CPD-ARPA LAW ENFORCEMENT GRANT	\$	-
107090.9655	SRO-GRANT MATCH	\$	15,000.00
107090.9660	KEVLAR VESTS	\$	4,450.00
107090.9663	STANCIL RECORDER	\$	-
107090.9565	RADIO REPEATER	\$	-
107090.9690	INTOXIYLIZERS	\$	-
107090.9695	FINGERPRINT SCANNER	\$	-
107090.9696	COMPUTERS/SOFTWARE	\$	3,500.00
107090.9697	KITCHENETTE	\$	-
107090.9698	CAMERA INTERRIGATION ROOM	\$	-
107090.9705	LICENSE PLATE READERS	\$	-
107090.9715	PATROL VEHICLE RIFLES	\$	-
107090.9720	PATROL VEHICLE BALE OUT BAGS	\$	-
107090.9725	NEW OFFICER EQUIPMENT	\$	4,000.00
107090.9750	MAGESTRATE CAM	\$	-
107090.9760	SOFTWARE MAINT. CAMERAS	\$	5,000.00

107090.9762	CELLBRIGHT CELL PHONE TOOL	\$ -
New	IN CAR BREATH-A -LIZERS 3 EA.	\$ 2,700.00
New	NEW DIGITAL CAMERALS 14 EA.	\$ 1,400.00
New	BODY WORN / IN CAR CAMERA REPLACEMENT	\$ 152,525.00
	<i>POLICE TOTALS</i>	<i>\$1,684,450</i>
EXPENDITURES – DISPATCH		
107510.1001	SALARIES/DISPATCHERS	\$ 202,481.00
107510.1003	OVERTIME	\$ 3,600.00
107510.2001	SOCIAL SECURITY	\$ 12,777.00
107510.2101	HOSPITALIZATION	\$ 36,361.00
107510.2201	RETIREMENT	\$ 23,091.00
107510.2202	VSRS/LIFE INSURANCE	\$ 1,088.00
107530.4801	TRAVEL & TRAINING-DISP.	\$ 1,500.00
107530.5201	UNIFORM ALLOWANCE (DISP	\$ 1,300.00
107530.5202	UNIFORM (TOWN-FOR DISP)	\$ 500.00
107530.7300	EQUIP MAINT AGREEMENTS	\$ 6,000.00
107530.7500	DISPATCH SERVICE AGREEMENT	\$ 4,400.00
New	TOWER LEASED SPACE	\$ 15,000.00
107530.8501	SUNDRY	\$ 150.00
	<i>DISPATCH TOTALS:</i>	<i>\$ 308,248.00</i>
	<i>GENERAL FUND EXPENSE TOTAL</i>	<i>\$ 8,689,910.00</i>
REVENUE - HARBOR		
304031.0100	INTEREST ON HARBOR SAVINGS	\$ 5,000.00
304031.1000	HARBOR RENT	\$ 125,000.00
304031.1002	SUBLEASES	\$ 45,000.00
304031.1003	DRY/WINTER STORAGE	\$ 5,000.00
304031.1050	VA PORT AUTHORITY GRANT	\$ 156,000.00
304031.1055	DEPT. OF HEALTH B.I.G.	\$ 43,993.00
New	B.I.G. MATCH FROM FUND 10	\$ -
304031.1058	FUEL REVENUE	\$ 400,000.00
304031.1060	HARBOR MISC	\$ -
304910.8700	TRF.FROM BOAT RAMP FUND	\$ -
304910.8800	TRF. FROM GENERAL FUND	\$ 52,000.00
304910.8900	TRF.FROM LT REPLACEMENT - UNION BANK	\$ -
	<i>HARBOR REVENUE TOTALS:</i>	<i>\$ 831,993.00</i>

EXPENDITURES - HARBOR		
308010.1001	SALARIES	\$ 65,000.00
308010.1003	OVERTIME	\$ 200.00
308010.2001	SOCIAL SECURITY	\$ 4,042.00
308010.2101	HOSPITALIZATION	\$ 8,902.00
308010.2201	RETIREMENT	\$ 10,524.00
308010.2202	VRS LIFE INSURANCE	\$ 470.00
308030.7300	OPERATIONS, MAINT.,ST. LIGHTS, ETC.	\$ 40,500.00
308030.7315	FUEL PURCHASE	\$ 360,000.00
308030.8501	SUNDRY	\$ 500.00
308030.3401	INSURANCE COSTS	\$ 8,000.00
308090.9124	LONG TERM REPLACEMENT RES	\$ 70,398.00
308090.9200	INFRASTRUCTURE REPAIRS/UPGRADES	\$ -
308090.9130	NEW FUEL SYSTEM	\$ -
308090-9210	WEST SIDE RESTROOMS	\$ -
308090-9300	FLOATING DOCK FINGER PIER	\$ 208,000.00
308090.9400	MEM PARK RAMP IMPROVEMENTS	\$ -
	NEW FUEL HOSE REELS	\$ -
New	RECONDITION SPARE FUEL PUMPS	\$ 30,000.00
	FIBER OPTIC CABLE TO FUEL FARM	\$ -
	PAVEMENT ADJUSTMENTS	\$ -
	ADDITIONAL CAMERAS	\$ -
	ADDITIONAL KAYAK LAUNCH @ MP	\$ -
308090.9410	FENCE NE SIDE	\$ 10,000.00
308090.9420	B.I.G. UPGRADES HARBOR, RR PARK	\$ 15,457.00
	HARBOR TOTALS:	\$ 831,993.00
REVENUE - TROLLEY		
704501.0100	TROLLEY GRANTS	\$ 64,871.00
704501.0110	PROGRAM INCOME	\$ 5,000.00
704501.0200	RTAP REIMBURSEMENTS	\$ -
704501.0300	MISC. NONPROGRAM INCOME	\$ -
704501.8900	TRANSFER FROM GEN. FUND	\$ 26,496.00
	FED GRANT TROLLEY - NEW TROLLEY	\$ 208,000.00
	STATE GRANT TROLLEY - NEW TROLLEY	\$ 41,600.00
	TR FR TROLLEY CAP ACCT - NEW TROLLEY	\$ 10,400.00
	SALE OF SURPLUS TROLLEY	\$ 40,000.00
	TROLLEY REVENUE TOTALS:	\$ 396,367.00
EXPENDITURES - TROLLEY		

703010.0100	SALARIES	\$ 45,550.00
703010.2001	SOCIAL SECURITY	\$ 2,874.00
New	HOSPITALIZATION	\$ -
New	RETIREMENT	\$ -
New	VSRS/LIFE INSURANCE	\$ -
703030.3401	INSURANCE & BONDING	\$ 3,400.00
703030.4400	COMMUNICATION SERVICES	\$ 593.00
703030.4401	PRINTING & REPRODUCTION	\$ 3,000.00
703030.4402	ADVERTISING	\$ 1,200.00
703030.4403	EDUCATION & TRAINING	\$ 2,000.00
703030.4404	CLEANING SUPPLIES	\$ 300.00
703030.4406	SUPPLIES, MATERIALS	\$ 500.00
703030.4407	MEMBERSHIPS & DUES	\$ 250.00
703030.4408	TRAVEL & MEALS	\$ 1,000.00
703030.4701	FUEL & LUBRICANTS	\$ 5,000.00
703030.4702	TIRES & TUBES	\$ 2,000.00
703030.4703	UNIFORMS	\$ 500.00
703030.4704	PARTS	\$ 1,200.00
703030.5201	DRUG TESTING	\$ 1,000.00
703030.6100	RTAP EXPENSES	\$ -
703030.7302	REPAIRS/MAINT	\$ 10,000.00
703030.8505	RENT TO GENERAL FUND	\$ 16,000.00
703090.9001	TROLLEY & VAN PURCHASE	\$ 260,000.00
703090.9002	TRANSFER TO TROLLEY CAP ACCT.	\$ 40,000.00
703090.9100	CAPITAL EXPENDITURES	\$ -
	<i>TROLLEY EXPENSE TOTALS:</i>	\$ 396,367.00
	REVENUE - WATER	
804101.0100	WATER RENT	\$ 960,000.00
804101.2200	WATER ADJUSTMENTS	\$ -
804131.0100	WATERLINE EXTENSIONS	\$ 3,000.00
804131.0200	SERVICE CONNECTIONS	\$ 8,000.00
804131.0300	INTEREST ON WATER SAVINGS	\$ 25,000.00
804131.0400	MISCELLANEOUS	\$ -
804131.0500	AVAILABILITY FEES	\$ 50,000.00
804701.0100	TRANSFER FR WATER RESERVE	\$ -
804701.0700	TRANSFER FR GENERAL FUND	\$ -
804701.0900	TRANSFER FROM ARPA	\$ -
	<i>WATER REVENUE TOTALS:</i>	\$ 1,046,000.00
EXPENDITURES - WATER		

806210.1001	SALARIES	\$	268,933.00
806210.1003	OVERTIME	\$	5,000.00
806210.1004	PUMP DUTY	\$	19,000.00
806210.2001	SOCIAL SECURITY	\$	18,162.00
806210.2101	HOSPITALIZATION	\$	40,277.00
806210.2201	RETIREMENT	\$	36,962.00
806210.2202	VRS LIFE INSURANCE	\$	1,946.00
806230.4401	OFFICE SUPP/EQUIP MAINT	\$	500.00
806230.4403	POSTAGE	\$	6,500.00
806230.4701	GASOLINE & DIESEL	\$	5,000.00
806230.4704	TOOLS	\$	1,000.00
806230.4705	CHEMICALS	\$	28,000.00
806230.4801	TRAVEL & TRAINING	\$	1,500.00
806230.5202	UNIFORMS	\$	1,500.00
806230.6101	DUES/LICENSES	\$	700.00
806230.7301	BUILDING MAINT/REHAB	\$	2,000.00
806230.7303	SAFETY	\$	500.00
806230.7304	VEHICLE MAINTENANCE	\$	500.00
806230.7400	RAW WATER PURCHASE (NASA)	\$	-
806230.7401	ELECTRICITY	\$	45,000.00
806230.7402	LP GAS	\$	500.00
806230.8101	DISTRIBUTION & REPAIRS	\$	60,000.00
806230.8103	SUPPLY REPAIRS	\$	11,000.00
806230.8202	CELL PHONE ALLOWANCE	\$	900.00
806230.8204	MISS UTILITY	\$	1,000.00
806230.8209	SUBSCRIPTION-NEPTUNE 360	\$	13,000.00
806230.8501	SUNDRY	\$	500.00
806230.8601	REIMBURSEMENT TO FUND 10	\$	100,000.00
806230.8700	WATER RATE STUDY	\$	-
806230.8750	REGULATION COMPLIANCE	\$	3,000.00
806230.8770	STATE GROUNDWATER PERMITS	\$	10,000.00
806230.8780	TOWER RENT FOR GATEWAY	\$	-
806230.8900	TRANSFER TO WATER RESERVES	\$	174,092.00
806230.9100	ENGINEERING	\$	-
806290.9101	WATER MAIN EXTENSIONS	\$	5,000.00
806290.9206	GENERATOR WATER PLANT	\$	-
806290.9207	METERED DISTRIBUTION	\$	-
806290.9506	WATER BONDS	\$	-
806290.9507	INTEREST ON WATER BONDS	\$	-
806290.9508	AMI BOND	\$	86,564.00
806290.9509	AMI BOND INTEREST	\$	16,464.00

806290.9600	WATER LINE REPLACE	\$ -
806290.9635	WIRELESS METERS - GATEWAYS	\$ -
806290.9701	HIGH RISE TANK PAINT	\$ -
806290.9703	GWST TANK PAINT	\$ -
806290.9704	HIGH RISE LIFT PUMPS W/ VFD's	\$ 30,000.00
806290.9720	VFD FOR WELL # 6	\$ -
806290.9848	8" CHANNEL CROSSING	\$ -
806290.9850	VEHICLE	\$ -
906290.9710	REPLACE FILTER MEDIA - WILLOW ST.	\$ -
806290.9851	DESALINATION FEASIBILITY STUDY	\$ -
	REPLACEMENT TRANSMISSION LINE WILDCAT	\$ -
	PINEY ISLAND TRANSMISSION LINE	\$ -
New	ANNUAL TANK MAINTENANCE CONTRACT	\$ 41,000.00
806290.9855	EQUIPMENT	\$ 10,000.00
806290.9856	SOFTWARE, COMPUTERS	\$ -
	WATER TOTALS:	\$ 1,046,000.00
	REVENUE - CENTER	
854300.0100	FACILITY RENTAL	\$ 60,000.00
854300.0200	BAR SERVICES	\$ 1,000.00
854300.0300	EQUIPMENT RENTAL	\$ 500.00
854300.0400	KITCHEN USAGE	\$ -
854300.0500	SPONSORED EVENTS	\$ -
854300.0600	MISCELLANEOUS	\$ 4,000.00
854600.0100	TR FROM GEN FUND MEALS	\$ 70,000.00
854600.0200	TR FROM GEN FUND TOT	\$ 115,000.00
854600.0300	TR FROM LONG TERM RESERVE	\$ -
	CENTER REVENUE TOTALS:	\$ 250,500.00
	EXPENDITURES - CENTER	
855210.1001	SALARIES	\$ 70,408.00
855210.2001	SOCIAL SECURITY	\$ 5,386.00
855210.2101	HOSPITALIZATION	\$ 11,363.00
855210.2201	RETIREMENT	\$ 11,399.00
855210.2202	VSRS/LIFE INSURANCE	\$ 509.00
855330.0000	RETURN DEPOSITS	\$ 3,000.00
855330.3105	CENTER RENTAL REFUNDS	\$ 1,500.00
855330.3401	INSURANCE & BONDING	\$ 8,000.00
855330.3450	ADVERTISING & PROMOTION	\$ 8,000.00
855330.3501	PRINTING & REPRODUCTION	\$ 1,000.00

855330.3550	EVENT MARKETING	\$	1,500.00
855330.4403	EDUCATION & TRAINING	\$	500.00
855330.4408	TRAVEL & MEALS	\$	1,200.00
855330.4900	CLEANING SUPPLIES	\$	600.00
	GENERAL MAINTENANCE	\$	-
855330.4920	SUPPLIES, MATERIALS	\$	3,200.00
855330.4950	OFFICE EQUIPMENT	\$	1,000.00
855330.4960	OFFICE SUPPLIES	\$	500.00
855330.5000	CONTRACTUAL SERVICES	\$	12,000.00
855330.6101	MEMBERSHIPS & DUES	\$	500.00
855330.7401	ELECTRIC UTILITY	\$	22,000.00
855330.7402	PROPANE	\$	-
855330.8202	TELEPHONE	\$	-
855330.8210	INTERNET	\$	1,600.00
855330.8500	CONTRACT SERV. MARKETING	\$	4,000.00
855330.8505	RENT TO GENERAL FUND	\$	-
855330.8600	EVENTS EXPENSE	\$	4,000.00
855330.8901	TR TO CENTER LT RESERVE	\$	6,335.00
	REIMBURSEMENT TO FUND 10	\$	-
855390.9200	HVAC OVERHAUL	\$	-
855390.9300	INTERIOR PAINTING	\$	-
855390.9400	AUDIO VISUAL SYSTEM O/H	\$	-
	REPLACE OUTDOOR ELECT SERVICE	\$	-
	REPLACE CHAIRS	\$	-
New	REPLACE STAGE	\$	30,000.00
New	CLASSROOM LIGHTING REPLACEMENT	\$	21,000.00
855390.9500	KITCHEN RENOVATION	\$	20,000.00
	DIGITAL SIGN	\$	-
	<i>CENTER EXPENSE TOTALS</i>	\$	250,500.00
FY26 REVENUE TOTAL		\$	11,214,770.00
FY25 EXPENSE TOTAL		\$	11,214,770.00

Town Manager Tolbert asked if there were any questions.

Discussion ensued.

FY 26 Budget Hearing

Vice Mayor Howard opened the public hearing at 6:33 p.m. There were no comments, and he closed the public hearing at 6:34 p.m.

Mayor and Council Comments

Councilman Savage thanked Town Manager Tolbert for completing and explaining the budgetary process. He commented that Town Manager Tolbert and the Town Staff have once again done a fine job with the budget.

Councilman Taylor expressed his thoughts about how blessed we are to have a large portion of our budget paid for by tourists. He went on to state that we need to be welcoming to them and understand that is where our money comes from. He expressed how wonderful the Town Staff are. He asked that God continue to bless us.

Councilman McComb thanked Town Manager Tolbert and the Town Staff for their work on the budget. He expressed prayers for Mayor Bowden on her recovery.

Vice Mayor Howard commented on the amount of work involved with the budget. He noted that Town Manager Tolbert and the Town Staff have done a really good job with the budget. He wished Mayor Bowden a speedy recovery, indicated that we are all thinking about her, and that we are all here if there is anything that she needs.

Closed Meeting – In accordance with 2.2-3711, A1,19 of the Code of Virginia for the discussion of discipline of specific personnel and plans to protect public safety. Councilwoman Richardson motioned, seconded by Councilman McComb to go into a closed meeting in accordance with §2.2-3711 A1,19 of the Code of Virginia for the discussion of the discipline of specific personnel and plans to protect public safety. Unanimously approved.

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

J. Nicholas Howard, Vice Mayor

Michael T. Tolbert, Town Manager

**MINUTES OF THE MAY 5, 2025
CHINCOTEAGUE TOWN COUNCIL MEETING
Council Chambers
7:00 p.m.**

Council Members Present:

Council Members Absent:

Denise P. Bowden, Mayor
J. Nicholas Howard, Vice Mayor
William T. McComb, Jr., Councilman
Christopher D. Bott, 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. Bryan Rush, Director of Emergency Services
Mr. Wes Parks, Public Works 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.

- Mrs. Joanne Moore, Executive Director of the Chincoteague Chamber of Commerce, gave an update on the major events that the Chamber of Commerce has hosted since the last time she spoke before Council. She reported that the Easter Decoy and Art Festival had approximately 1,400 attendees and 76 exhibitors. She remarked that the Seafood Festival at Toms Cove Park was very successful as well but they are still working on their numbers for that event. She expressed her thanks to several Town Departments for their assistance. She publicly thanked all the volunteers for their assistance with the festival. She advised that while meals tax and occupancy rate trends are both down, website traffic is up over 20%. She reports that the Chamber has been focusing their social media campaigns on affordable travel. Southern Living Magazine has featured Chincoteague as one of the 25 affordable family vacation spots that you haven't thought of before. She continued her report on the Chamber's advertising campaigns. She reported that the Chamber had 11 new members join in April, and another two have already joined in May. She reports that the Chamber has three ribbon cutting ceremonies scheduled for May, and she extended an invitation for Council to join and show their support. She advised the particulars are included within the newsletter that they receive.
- Mrs. Paula Nees, 6417 Canal Ln, approached Council with information about Gun Violence Awareness Week. She requested that Council issue a Proclamation to

recognize June 6th – June 8th as Gun Violence Awareness Week. She then asked that Council wear orange during that time to recognize the survivors and victims of gun violence.

Agenda Adoption

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

Recognition of Emergency Medical Services Appreciation Week

Mayor Bowden read the following EMS Proclamation.



RESOLUTION

EMERGENCY MEDICAL SERVICES APPRECIATION WEEK

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 18th through May 24th, 2025, 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 5th day of May, 2025,

Denise P. Bowden, Mayor

Recognition of National Public Works Appreciation Week
Mayor Bowden read the following Public Works Proclamation.



RESOLUTION

NATIONAL PUBLIC WORKS APPRECIATION 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 2025 marks the 65th 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 18th through May 24th 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 5th day of May, 2025

Denise P. Bowden, Mayor

Staff Reports

General Government

Town Manager Tolbert began the General Government reports with an overview of the recent Community Center events. He reported a Hop around the Bunny Trail event was held for Easter. The last of the starfish mosaic classes with Marcie McComb was held on April 10th. Shiloh Baptist Church held their 150th anniversary event at the Center on April 12th. They had a total of 100 people in attendance and were pleased with the new sound system. He reports that Mary Esther has been working with Accomack County to bring the senior citizen “prom” to Chincoteague. This free event has not been held since COVID. It will be returning on May 14th. The senior prom is open to those 60 and up, and it includes door prizes, music, games, and a fashion show. Wine glasses were painted on April 24th. The Chincoteague Center hosted the Delmarva Chicken Association Grower’s Social on April 26th. The event included a variety of indoor and outdoor games, along with a catered lunch. He reported that the Miss Chincoteague pageant was held on April 27th. During the month of April, Mary Esther received a total of 38 requests for information and conducted four site visits for future events. He reports that upcoming Center events include: CHS Prom on May 9th, a benefit concert featuring “sounds from Woodstock” on May 17th, Stephanie Hale will be leading a resin class on May 20th, and NALL will be hosting Bingo on May 23rd and they may host a corn hole tournament on May 30th.

Town Manager Tolbert reviewed the status of the Grant applications. He noted that the VDH Emerging Contaminants Grant was submitted on May 2nd. The grant is worth over \$11,000,000 and it would be used to design and relocate the town’s wells onto the Matthews property. He advised that the Virginia Port Authority (VPA) awards \$1,000,000 to localities with qualifying port projects. The Town submitted a qualifying application in March and VPA announced the grant recipients on Thursday. This was the third time that the Town submitted a grant request to VPA to fund the construction of floating dock facilities at Robert Reed Park.

Town Manager Tolbert provided an update on the Sewer Collection System Project. He noted that the contractor had billed 72% of the contract by the end of April. They are scheduled to meet their Memorial Day deadline for completion of the main line. The existing connections will be completed under a separate contract in the Fall.

Meals and Transit Occupancy Tax figures were reviewed by Town Manager Tolbert. He noted that while both figures are down, they will meet 100% of their budgeted revenues for 2025 within the next month.

Town Manager Tolbert reviewed the Financial Report. He advised Council that the Town of Chincoteague successfully met the April 30th reporting deadline for ARPA expenditures and encumbrances. He noted that General Fund Revenues will see a significant increase next month as APRA transfers are completed.

Town Manager Tolbert provided Trolley service updates. Trolley service began operation on Friday, May 2nd and continued to operate on Saturday, May 3rd for the Seafood Festival. He reports that over 500 people utilized the Trolley on Saturday, May 3rd. DRPT has recommended approving the grant applications that were submitted by the Town for FY26. He noted that the Trolley will be assisting the CVFC with transporting visitors to their open house on May 17th.

Town Manager Tolbert reviewed the April Building and Zoning updates. He stated that sixty permits were issued in April. Building and Zoning Administrator Bowden conducted a total of sixty inspections in April. The total value for the building cost of construction for the month of April was \$1,710,765.50, of which building and permitting fees of \$3,307.35 were collected. Town Manager Tolbert introduced Town Planner Amanda Baker. He noted that she comes to us from the City of Salisbury and stated that she has been doing a very good job so far.

Mayor Bowden inquired if anyone has any questions for Town Manager Tolbert.

Mayor Bowden asked if the sewer contractor will pave the roads once they have finished their work prior to the Memorial Day deadline. She asked if the roads will be finished prior to summer season.

Public Works Director Parks stated that the areas that currently have larger patches will be widened and paved to a full-lane width. He noted that he will not require the contractor widen and patch the areas that currently have smaller patches to a full lane width. He confirmed that everything would be paved. He went on to state that the contractor will fix anything that needs fixing, even if it occurs after Memorial Day and prior to the contractor starting again after Labor Day. He said that the contractor will fix anything that needs fixing, at any point in time.

Town Manager Tolbert added that Main Street is due to be repaved completely with the Fall paving.

Mayor Bowden opined that she does not want to have the road beating up the vehicles of tourists or locals. She then asked if anyone else had any questions for Town Manager Tolbert.

Police Department

Chief Greenley reviewed the Department highlights for the month of April. Officers hosted 140 seniors at the Senior Luncheon on April 2nd with the help of Don's Seafood. Officers provided a traffic escort for NALL on April 5th for their opening day. He reported that CPL Butler was the Accreditation Manager for CPD's first mock assessment on April 8th – 9th. He confirmed that it was a successful assessment and that CPL Butler did an excellent job. On April 24th, SRO Carmody represented the Department at the ESCC Job Fair. On April 29th – May 1st, Lt. Gladding, Sgt. Stevens, Investigator Barnes, PFC Turlington, and PFC Stevens completed ERASE training in Melfa. He elaborated on the many benefits of this training.

Mayor Bowden asked if anyone has any questions for Chief Greenley.

Councilwoman Richardson noted that she heard on the scanner that some of the police officers assisted inebriated patrons from the Seafood Festival back to their residences. She made positive comments about this.

Public Works Department

Public Works Director Parks reviewed his report for the month of April. He noted that the pavement markings were redone on Ocean Blvd, Pension St, and parts of Maddox and Main. Additional stripping will be done after the asphalt paving is completed in May. He advised that project came in at the proposed budget amount. He reported that Public Works employees installed rip rap on East Side Drive and South Main Street. He remarked that the water department has been busy this month. They had 8 new services, and 6 leaks to repair. He stated that the number of leaks to repair increased to 8 by the time he gave the report to Council. The water department also flushed the fire hydrants and handled their normal daily activities. The Public Works Department cleaned out and repaired several storm drains on Ridge Road, Chicken City, Ocean Blvd, and North Main. He provided an update on the Amrien Gym flooring. He noted that everything has been done for the gym floor, except for the striping of the basketball and pickleball courts. He said that paving begins the following day. He noted that tie-ins are being paved as well to decrease the amount of material that is tracked onto Ridge Road. He then reviewed the following list of Public Works items to be completed in May: paving, Amrien Gym floor, gazebo railings on fishing pier, fuel tank painting, and sewer line installation.

Councilman Taylor inquired about the status of the shade sails at the dog park.

Public Works Director Parks advised that the decking will be completed first, and then he will have the shade sails installed.

Mayor Bowden asked about the timing.

Public Works Director Parks reported that some of the items have already been picked up, but the decking materials are not available for another week. It is his intention to have the framing completed prior to the arrival of the decking material. His anticipation is that this project will be completed in two weeks.

Councilwoman Richardson commented on the photo of the restriping. She hadn't seen someone take a photo during the restriping process before. She provided commentary on what she observed as the photo was taken.

Mayor Bowden asked about the other areas that are being restriped and the ones that are getting arrows placed. She then asked if the arrows had been completed at Chicken City and Maddox.

Public Works Director Parks noted that they haven't been completed at Chicken City and Maddox. He stated that area will be restriped after the paving has been completed.

Emergency Services

Director of Emergency Services Rush reported that they had a total of 80 EMS responses for the month of April. They are slightly below the same period in 2024. He remarked that things are becoming busier on the weekends, and they expect the numbers to continue to increase. He reported that we lost a paramedic effective May 1st, but we have reclassified Joshua Medina from being a part-time paramedic to a full-time one effective May 18th to fill the position. Mr. Medina has been with the Department since January 2021 and is able to go right to work without any additional training. He noted there is an advertisement for part-time employees open until May 16th. They hope to hire a few part-time employees prior to the busy summer season. He stated that the EMS Advisory Board met in Richmond on May 1st and 2nd. He recounted the progress that the EMS Advisory Board has made. He noted that the state is currently reviewing grant requests from various Emergency Services agencies to determine funding awards.

Director of Emergency Services Rush provided several Emergency Management Division updates. He participated in the Eastern Shore Disaster Coalition Quarterly meeting at the Accomack County EOC. He facilitated team meetings to continue planning for the 100th anniversary. He noted for the upcoming open house at the CVFD on May 17th that the Trolley will be assisting with transportation. He expects that parking will be difficult due to a NALL event and an event at the Center also occurring on the same date. He notes that the Trolley will shuttle people between the elementary school and the CVFD. He reported that he continued "Large Event" planning, completed the "Water Emergency Exercise 2025" AAR with VDEM, and continued the 2025 EOP updates. He gave a reminder to prepare for the approaching Hurricane Season. He remarked that you should think of your pets when you are completing your emergency preparation. He stated that you want to make sure that you have your go bags ready, so you are not stumbling around in the dark, in the event you must evacuate. He noted that spring and summer storm season is still upon us.

Mayor Bowden asked if the financial grants that Director of Emergency Services Rush spoke about will ever be an 80/20 split again or if they are only entertaining 50/50 funding requests.

Director of Emergency Services Rush confirmed that they will fund an 80/20 grant again. He stated that you'd have to do a lot more to meet the threshold so that they'd agree to it, but it is a possibility. He provided additional information about the source and the purpose behind the funds as an explanation for why they try to ensure their funds go as far as possible.

Committee Reports

Chairman of the RCEC Committee, Councilman Taylor, relayed information about the discussion that occurred during the Committee's April meeting. He noted that concerns were brought to the Committee about the speed of which adult bicyclists travel along the paved Island Nature Trail. He noted there is an availability of bike trails on the Island and that this has become a safety issue for those walking the trail. He reported that they will present this issue to the Ordinance Committee for consideration. He provided updates on Brianna's Kindness Park.

Public Works Director Parks noted that gates were ordered for Brianna's Kindness Park, but they were incorrect and could not be installed.

Councilman Taylor expressed positive comments about Public Works and the Chincoteague Police Department. He spoke about the ball field at Memorial Park and advised that the Committee would like the field to be converted to a multi-use field. He stated that they'd like to raise the field, so it is not subject to flooding.

Adoption of Minutes of April 7th and April 17th, Council Meetings

Councilman Savage motioned, seconded by Councilman McComb to adopt the minutes of the April 7th and April 17th Council meetings as presented. Unanimously approved.

FY26 Budget Approval and Appropriation

Town Manager Tolbert advised that the FY26 Budget proposal was presented in balanced form at the March 20, 2025, meeting and was authorized to advertise. The budget summary and public hearing were subsequently advertised in the March 28th and April 4th editions of the Eastern Shore Post. A formal presentation and public hearing of the proposed FY26 Budget was conducted on April 17th, 2025, at the Council Workshop 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 Councilman Savage that the proposed FY26 Budget be adopted as presented and the funds be appropriated for disbursement as such. Unanimously approved.

	REVENUE - GENERAL FUND	
104001.0100	REAL ESTATE TAX LEVY	\$ 680,000.00
104001.0125	TANGIBLE PROP. TAX LEVY	\$ 275,000.00
104001.0130	DEL.TAX,INTEREST,PENALTY	\$ 20,000.00
104001.0500	MEALS TAX	\$ 1,400,000.00
104001.0600	BANK FRANCHISE TAX	\$ 105,000.00
104010.0100	SALES TAX	\$ 200,000.00
104010.0200	BUSINESS LICENSE	\$ 140,000.00
104010.0300	MOTOR VEHICLE LICENSE	\$ 88,000.00
104010.0500	UTILITIES TAX	\$ 215,000.00
104010.0600	TRANSIENT OCCUPANCY TAX	\$ 2,300,000.00
104015.0100	FINES	\$ 20,000.00
104015.0650	CIGARETTE TAX	\$ 75,000.00

104020.0100	INTEREST ON SAVINGS	\$ 200,000.00
104041.0150	CEMETERY CLEANUP DONATIONS	\$ 300.00
104041.0170	PLAYGROUND EQUIP DONATIONS	\$ -
104041.0180	ROBERT REED PARK	\$ 1,500.00
104041.0190	BRAINNA'S KINDNESS PARK DONATIONS.	\$ -
104041.0200	USER FEES BOAT RAMPS	\$ 22,000.00
104041.0300	USER FEES DOG PARK	\$ 5,000.00
104041.0500	BUILDING PERMITS	\$ 65,000.00
104041.0600	ZONING ADVERTISEMENTS	\$ 1,000.00
104049.0100	SALE OF ASSETS/ABANDONED PROP	\$ 15,000.00
104051.0200	HEALTH INSURANCE/RET.SPOUSE	\$ 15,000.00
104051.0300	VA FIRE PROGRAMS	\$ 15,000.00
104061.0100	PAYMENT IN LIEU OF TAX- USFWS	\$ 6,500.00
104061.0106	RENTAL INCOME TROLLEY	\$ 16,000.00
104061.0107	TOWER RENT	\$ 6,348.00
104061.0110	MATTHEWS PROPERTY	\$ 3,125.00
104061.0625	OLD FH/GARAGE RENTS	\$ 40,000.00
104071.0100	COMMUNICATIONS TAX	\$ 75,000.00
104071.0200	PERSONAL PROPERTY REL ACT	\$ 129,246.00
104071.0300	MOBILE HOME SALES TAX	\$ 5,000.00
104071-0400	CAR RENTAL DISTRIBUTION TAX	\$ 3,000.00
104091.0100	OVERAGE/SHORTAGE	\$ -
104101.0200	RECOVERED COST FROM WATER DEPARTMENT	\$ 100,000.00
104201.0100	PUBLIC WORKS MISC. REV	\$ 4,500.00
104201.0150	PW SCRAP METAL SALES	\$ 500.00
104201.0200	RECOVERED COST FROM CENTER FUND	\$ -
104303.0100	MISCELLANEOUS INCOME	\$ 5,000.00
104303-0400	SOLID WASTE COLLECTION FEE	\$ 450,000.00
104401.0100	LAW ENFORCEMENT FUNDS 599 funds	\$ 133,520.00
104401.0125	POLICE MISCELLANEOUS	\$ 1,200.00
104401.0130	UNCLAIMED PROPERTY/CASH	\$ -
104401.0150	POLICE DONATIONS	\$ 32,000.00
104401.0160	POLICE GRANTS (SRO)	\$ 95,000.00
104401.0161	CPD BLOCK GRANT FY18	\$ -
104401.0163	CPD BLOCK GRANT FY19	\$ -
104401.0164	LOLE-2020 GRANT	\$ -
New	SRO REIMBURSEMENT FROM ACC COUNTY	\$ 63,194.00
104401.0200	DISPATCH REVENUE	\$ 6,000.00
104401.0201	USFWS - SARBANES GRANT	\$ -
104401.0350	911 TAX TO ES 911 COMMISSION	\$ -
New	ESVA911 TOWER LEASE.	\$ 11,600.00

104501.0100	VDOT MAINTENANCE FUNDS	\$ 954,026.00
104501.0101	ROAD PERMIT FEES	\$ -
104501.0110	LAND USE SURETY	\$ 2,000.00
104545.0100	ACCOMACK COUNTY CARES ACT	\$ -
104545.0140	VA COMM FOR ARTS GRANT	\$ 4,500.00
104545.0150	VDEM GRANT	\$ 7,500.00
104601.0150	ARPA LOCAL FUNDING FROM STATE	\$ -
104601.0300	VA PORT AUTHORITY GRANT	\$ -
104701.0400	TRF. FROM RAMP REPAIR FND	\$ -
104701.0600	TRF. FROM DRAINAGE SAVINGS	\$ -
104701.1000	TRF.FROM GEN.FUND SAVINGS	\$ -
104701.1100	TRF. FROM M.C. SAVINGS	\$ -
104940.8900	TRF. FROM M.C. SAVINGS DRAINAGE	\$ -
104701.1500	TRF FROM PLAYROUND EQUIP. FUND	\$ -
104701.1600	TRF FROM BEACH/REC/TOUR FUND	\$ -
104701.1700	TRF FROM PUBLIC SAFETY ACCT. FY24 RAISE	\$ 352,351.00
New	TRF FROM PUBLIC SAFETY ACCT. CIG TAX	\$ 75,000.00
104701.1800	TRF FROM ARPA FUND RESERVE	\$ 250,000.00
	GEN GOV REVENUE TOTALS:	\$ 8,689,910.00
EXPENDITURES - GENERAL GOVERNMENT		
105010.0101	MAYOR	\$ 4,800.00
105010.0102	COUNCIL	\$ 23,040.00
105010.1001	TOWN OFFICE STAFF	\$ 560,720.00
105010.1003	OVERTIME & BONUS	\$ 2,600.00
105010.2001	SOCIAL SECURITY	\$ 34,925.00
105010.2101	HOSPITALIZATION	\$ 61,359.00
105010.2201	RETIREMENT	\$ 75,203.00
105010.2202	VSRS/LIFE INSURANCE	\$ 3,856.00
105020.2103	UNEMPLOYMENT/TOWN	\$ 2,000.00
105030.3100	BANK CHARGES	\$ 25,000.00
105030.3101	BUILDING ADMIN EXPENSE	\$ -
105030.3102	CLEANING	\$ 17,500.00
105030.3103	PLANNING COMMISSION	\$ 100.00
105030.3104	BOARD OF ZONING APPEALS	\$ 100.00
105030.3105	BUILDING PERMIT SURCHARGE	\$ 2,000.00
105030.3106	BOARD OF BLDG CODE APPEAL	\$ -
105030.3200	PERMIT CLOUD SERVICE	\$ 6,000.00
105030.3401	INSURANCE	\$ 175,750.00
105030.3501	AUDITING	\$ 40,000.00

105030.3601	DONATIONS	\$	28,000.00
105030.3701	TRF.TO CIVIC CENTER FUND	\$	185,000.00
105030.3705	MEALS TAX - TOURISM 10%	\$	130,000.00
105030.4030	ANPDC MEMBERSHIP	\$	7,350.00
105030.4301	SCHOLARSHIP	\$	3,000.00
105030.4401	OFFICE SUP./PUBLICATIONS	\$	15,000.00
105030.4402	OFF.EQUIP/SOFTWARE MAINT.	\$	80,000.00
105030.4403	POSTAGE	\$	11,000.00
105030.4404	TAX CONVERSION	\$	2,400.00
105030.4701	GASOLINE	\$	1,000.00
105030.4702	VEHICLE MAINTENANCE	\$	500.00
105030.4801	TRAVEL & TRAINING	\$	3,000.00
105030.4901	MAYORS EXPENSE	\$	500.00
105030.4902	COUNCILS EXPENSE	\$	3,000.00
105030.4903	TOWN MANAGERS EXPENSE	\$	1,000.00
105030.5101	ATTORNEY/LEG.CONSULTANTS	\$	60,000.00
105030.5201	DRUG/ALCOHOL TESTING	\$	2,500.00
105030.5501	CHRISTMAS DINNER	\$	1,200.00
105030.6101	DUES	\$	2,500.00
105030.7101	ADVERTISING & WEBSITE	\$	3,000.00
105030.7301	BUILDING MAINTENANCE	\$	6,000.00
105030.7401	ELECTRICITY	\$	12,000.00
105030.7402	HEATING OIL	\$	2,500.00
105030.7701	SPECIAL PROJECTS	\$	15,000.00
105030.7702	PONY PENNING EXPENSE	\$	45,000.00
105030.7703	DEER DE-POP PROGRAM	\$	500.00
105030.8001	LEONARD ASSISTANCE FUND	\$	-
105030.8202	TELEPHONE BILLS	\$	26,000.00
105030.8204	VMRC FISHING PIER PERMITS	\$	2,200.00
	EMPLOYEE SURVEY	\$	-
105030.8401	HEALTH INSURANCE - RETIREES	\$	65,000.00
105030.8402	INSUR-RET SPOUSES & OTHER	\$	15,000.00
105030.8403	TRANSFER TO MEDICARE RESERVE	\$	-
105030.8404	RETIREE PERSCRIPTION DRUG ASSISTANCE	\$	3,500.00
105030.8501	MISCELLANEOUS	\$	4,000.00
105030.8505	911 ADDRESSING	\$	500.00
105030.8600	CEMETERY CLEANUP	\$	2,000.00
105030.8625	OLD FIREHOUSE/GARAGE MAINT	\$	25,000.00
105030.8650	APRP PROJECTS	\$	250,000.00
105030.8700	VA COMM FOR THE ARTS	\$	9,000.00
105030.8710	CARES ACT ASSISSTANCE	\$	-

105030.8900	TRANSFER TO TROLLEY FUND	\$ 26,496.00
105030.8910	TRANSFER TO GENERAL FUND RESERVE	\$ -
105030.8913	TRF TO RECREATION/TOURISM RESERVE	\$ -
105030.8914	RECREATION/TOURISM EXPENSE 1% OF TOTAX	\$ -
105030.9000	TRANSFER TO HARBOR VPA GRANT	\$ 52,000.00
105090.9712	SURVEILLANCE SYSTEM	\$ 4,000.00
105030.9005	TRANSFER TO HARBOR B.I.G.	\$ 59,450.00
105030.9010	TRANSFER TO PUBLIC SAFETY ACCT 1% TOT	\$ 460,000.00
New	TRANSFER TO PUBLIC SAFETY ACCT CIG TAX	\$ 75,000.00
105090.9704	PROPERTY ACQUISTION RESERVE	\$ -
105090.9705	PROPERTY ACQUISTION	\$ -
105090.9709	OFFICE EQUIP	\$ 4,475.00
105090.9710	COUNCIL ROOM EQUIPMENT/FURNITURE	\$ -
105090.9715	NEW BOILER-MUN BLDG	\$ -
105090.9725	REHAB TOWN OFFICE RESTROOMS	\$ -
105090.9730	NEW WEBSITE DESIGN	\$ -
	CABINET FOR PLANE STABILIZER	\$ -
	MUNICIPLE CENTER SECURITY SYTSEM	\$ -
New	COUNCIL CHROMEBOOKS	\$ 2,500.00
	NEW ADMIN VEHICLES -	\$ -
	GENERAL GOVERNMENT TOTALS:	\$ 2,742,024.00
EXPENDITURES - EMERGENCY SERVICES		
105110.1002	EMERGENCY MED. STAFF	\$ 1,123,081.00
105110.1003	BONUS	\$ 4,500.00
105110.2001	SOCIAL SECURITY	\$ 69,910.00
105110.2101	HOSPITALIZATION	\$ 118,173.00
105110.2201	RETIREMENT	\$ 104,147.00
105110.2202	VSRs/LIFE INSURANCE	\$ 7,048.00
105130.3107	EMERGENCY MED. CLOTHING	\$ 5,000.00
105130.3108	EMS CELL ALLOWANCE	\$ 3,500.00
105130.3602	FIRE DEPARTMENT DONATION	\$ 24,000.00
105130.4401	OFFICE SUP./PUBLICATIONS	\$ 300.00
105130.4402	OFF.EQUIP/SOFTWARE MAINT.	\$ 500.00
105130.4801	TRAVEL & TRAINING	\$ 2,000.00
105130.6101	DUES	\$ 300.00
105130.7601	VA FIRE PROG/CVFC	\$ 15,000.00
105130.7602	EOC OPERATIONS/TRAINING	\$ 3,000.00
105130.7603	VDEM GRANT	\$ 15,000.00
105130.8501	MISCELLANEOUS	\$ -

105130.8912	VOLSAP FOR VOLUNTEER FIREFIGHTERS	\$ 4,500.00
105190.9100	EMPLOYEE LOCKERS	\$ -
105190.9150	TRAINING EQUIPMENT	\$ -
	<i>EMERGENCY SERVICES TOTALS:</i>	<i>\$ 1,499,959.00</i>
	EXPENDITURES - PUBLIC WORKS	
106010.1001	SALARIES*	\$ 361,167.00
106010.1003	OVERTIME	\$ 6,000.00
106010.2001	SOCIAL SECURITY	\$ 22,764.00
106010.2101	HOSPITALIZATION	\$ 74,977.00
106010.2201	RETIREMENT	\$ 58,294.00
106010.2202	VSRS/LIFE INSURANCE	\$ 2,891.00
106030.4100	SEASONAL DECO & BANNERS	\$ 2,000.00
106030.4401	OFFICE SUPPLIES & EQUIP.	\$ 500.00
106030.4501	STREET MAINTENANCE	\$ 3,000.00
106030.4502	STREET SIGNS / 911	\$ 1,000.00
106030.4503	STREET LIGHTS	\$ 25,000.00
106030.4701	GASOLINE/DIESEL	\$ 25,000.00
106030.4703	OIL/GREASE	\$ 1,000.00
106030.4704	TOOLS REPLACEMENT/SHOP	\$ 4,000.00
106030.4801	TRAVEL & TRAINING	\$ 500.00
106030.5202	CLOTHING/UNIFORMS	\$ 8,500.00
106030.7301	BLDG. MAINTENANCE	\$ 3,000.00
106030.7302	EQUIPMENT REPAIRS	\$ 15,000.00
106030.7303	SAFETY	\$ 4,000.00
106030.7304	VEHICLE P/M'S	\$ 1,200.00
106030.7305	TIRES	\$ 1,500.00
106030.7306	GARAGE SUPPLIES	\$ 6,000.00
106030.7307	VEHICLE REPAIRS	\$ 6,000.00
106030.7401	ELECTRICITY	\$ 16,000.00
106030.7402	LP GAS	\$ 2,200.00
106030.7501	TIPPING FEES	\$ 750.00
106030.7502	SANITATION CONTRACT	\$ 440,000.00
106030.8501	MISC.	\$ 15,000.00
106030.8502	SCRAP METAL EXPENSE FUN	\$ -
106030.8510	ROBERT REED PARK DONATIONS	\$ -
106030.8590	PARKS & REC EXPENSE	\$ 60,000.00
106030.8600	VANDALISM REPAIRS	\$ 1,500.00
106030.8700	BOAT RAMP EXPENSE	\$ 1,000.00
106030.8701	BOAT RAMP RESERVE	\$ 20,000.00
106090.9101	VEHICLE/EQUIPMENT	\$ -

106090.9103	CONSULTANT	\$ -
106090.9104	MEM PARK PIER AND RAMP REP	\$ -
106090.9105	DJA CENTER EXT REPAIRS	\$ -
106090.9106	RESURFACE TENNIS AND BBALL CTS.	\$ -
106090.9110	FLOATING DOCK - RR PARK	\$ -
106090.9120	REHAB EAST SIDE BOAT RAMP	\$ -
106090.9200	PLAYGROUND EQUIPMENT (Brianna's Park)	\$ 1,500.00
106090.9300	BRIDGE TENDER HOUSE RESTORATION	\$ -
106090.9301	PED TRAIL - SARBANES	\$ -
106090.9305	REPLACE PUBLIC WORKS FUEL PUMPS	\$ -
106090.9307	SPIN BALANCER - GARAGE	\$ -
106090.9310	PARK KIOSKS AND INFO BOARDS	\$ -
106090.9466	SEPTIC SYSTEM - CHAMBER PARCEL	\$ -
106090.9468	CHAMBER SITE PUBLIC RESTROOMS	\$ 125,000.00
106090.9475	DOG PARK	\$ 1,000.00
106090.9500	SMITH ST PARK PROJECT (Brianna's)	\$ -
106090.9700	OCEAN BREEZE ROAD PROJECT	\$ -
106090.9601	PAVE MEMORIAL PARK DRIVE AND LOTS	\$ -
	MEM PARK BOAT PARKING EXPANSION	\$ -
106090.9510	BRIANNA'S PARK LIGHTING	\$ -
	ENGINEERING EEL CREEK BOX CULVERT	\$ -
	ENGINEERING S MAIN ST. CULVERTS	\$ -
	ENGINEERING SEWAGE COLLECTION SYS.	\$ -
	REPLACEMENT ROOFS @ MEMORIAL PARK	\$ -
106090.9320	REPLACEMENT BACKHOE	\$ -
	NEW CHRISTMAS DECORATION PURCHASE	\$ -
	STANDBY GENSET TRANSFER SWITCH PW BLDG.	\$ -
	ROLLER COMPACTOR -	\$ -
	REPLACEMENT 20 TON EQUIPMENT TRAILER	\$ -
-	WASTEWATER COLLECTION SYSTEM CONST.	\$ -
	PW TOTALS:	\$ 1,317,243.00
EXPENDITURES - MOSQUITO CONTROL		
106110.1001	SALARIES	\$ 46,600.00
106110.1003	OVERTIME	\$ 800.00
106110.2001	SOCIAL SECURITY	\$ 2,686.00
106130.3401	INSURANCE	\$ 10,000.00
106130.4401	OFFICE SUPPLIES	\$ 300.00
106130.4701	GASOLINE	\$ 6,500.00
106130.4704	TOOLS & SMALL EQUIPMENT	\$ 800.00
106130.4705	CHEMICALS	\$ 70,000.00

106130.4706	CONTRACT SPRAYING	\$	42,000.00
106130.4801	TRAVEL, TRAINING, CONFERENCE	\$	1,500.00
106130.5202	UNIFORMS	\$	200.00
106130.6101	SUNDRY	\$	100.00
106130.7302	EQUIPMENT REPAIRS/MAINT.	\$	1,000.00
106130.7303	SAFETY EQUIPMENT	\$	500.00
106130.7304	VEHICLE MAINTENANCE	\$	1,000.00
106190.9124	EQUIPMENT/VEHICLES	\$	-
106190.9125	DRAINAGE	\$	-
	MOSQUITO CTRL TOTALS:	\$	183,986.00
EXPENDITURES – ROADS			
106510.1001	SALARIES	\$	101,368.00
106510.1003	OVERTIME	\$	2,500.00
106510.2001	SOCIAL SECURITY	\$	6,440.00
106510.2101	HOSPITALIZATION	\$	16,992.00
106510.2201	RETIREMENT	\$	14,566.00
106510.2202	VSRS/LIFE INSURANCE	\$	734.00
106530.4102	SNOW REMOVAL	\$	22,000.00
106530.4150	PAVEMENT MAINTENANCE.	\$	669,400.00
106530.4201	SIDEWALKS	\$	20,000.00
106530.4202	TRAFFIC CONTROL OPERATIONS	\$	4,500.00
106530.4250	ROADSIDE STRUCTURES	\$	1,500.00
106530.6250	DRAINAGE MAINTENANCE	\$	9,000.00
106530.7202	TRAFFIC CONTROL DEVICES	\$	2,000.00
106530.7450	ELECTRICITY	\$	63,000.00
106530.8600	ENGINEERING (EEL CREEK CULVERT)	\$	-
	ROAD IMPROVEMENTS	\$	-
New	RESTRIPE EXISTING ROADS	\$	20,000.00
106530.9855	VEHICLES/EQUIPMENT*	\$	-
	ROADS TOTALS:	\$	954,000.00
EXPENDITURES - POLICE			
107010.1001	SALARIES/OFFICERS	\$	976,385.00
107010.1003	OVERTIME & BONUS	\$	11,400.00
107010.2001	SOCIAL SECURITY	\$	61,243.00
107010.2101	HOSPITALIZATION	\$	127,263.00
107010.2201	RETIREMENT	\$	115,272.00
107010.2202	VSRS/LIFE INSURANCE	\$	7,012.00
107030.4701	GASOLINE	\$	25,000.00

107030.4801	TRAVEL & TRAINING	\$	15,000.00
107030.5201	UNIFORM ALLOWANCE (OFF.)	\$	8,000.00
107030.5202	UNIFORMS (TOWN)	\$	2,500.00
107030.7300	OFFICE SUPPLIES/EQUIPMENT	\$	6,000.00
107030.7302	EQUIP. MAINT. AGREEMENTS/software	\$	16,500.00
107030.7304	VEHICLE MAINTENANCE	\$	10,000.00
107030.7901	DRUG ENFORCEMENT	\$	5,000.00
107030.7903	ACADEMY DUES	\$	9,100.00
107030.7904	BICYCLE PATROL	\$	500.00
107030.7905	COMMUNITY/YOUTH PROGRAMS	\$	30,000.00
107030.7906	GRANT FUNDED EXPENDITURES	\$	-
107030.7907	AMMUNITION	\$	3,000.00
107030.8160	CPD ARPA GRANT EXPENSES	\$	-
107030.8164	BYRNE/JUSTICE ASSIST GRANT 2022	\$	-
107030.8165	LOLE-2020 GRANT	\$	-
107030.8203	CELL PHONE ALLOWANCE	\$	3,600.00
107030.8301	POLICE ACCREDITATION	\$	2,500.00
107030.8501	SUNDRY	\$	600.00
107090.9650	PATROL VEHICLE	\$	60,000.00
107090.9652	CPD-ARPA LAW ENFORCEMENT GRANT	\$	-
107090.9655	SRO-GRANT MATCH	\$	15,000.00
107090.9660	KEVLAR VESTS	\$	4,450.00
107090.9663	STANCIL RECORDER	\$	-
107090.9565	RADIO REPEATER	\$	-
107090.9690	INTOXIYLIZERS	\$	-
107090.9695	FINGERPRINT SCANNER	\$	-
107090.9696	COMPUTERS/SOFTWARE	\$	3,500.00
107090.9697	KITCHENETTE	\$	-
107090.9698	CAMERA INTERRIGATION ROOM	\$	-
107090.9705	LICENSE PLATE READERS	\$	-
107090.9715	PATROL VEHICLE RIFLES	\$	-
107090.9720	PATROL VEHICLE BALE OUT BAGS	\$	-
107090.9725	NEW OFFICER EQUIPMENT	\$	4,000.00
107090.9750	MAGESTRATE CAM	\$	-
107090.9760	SOFTWARE MAINT. CAMERAS	\$	5,000.00
107090.9762	CELLBRIGHT CELL PHONE TOOL	\$	-
New	IN CAR BREATH-A -LIZERS 3 EA.	\$	2,700.00
New	NEW DIGITAL CAMERALS 14 EA.	\$	1,400.00
New	BODY WORN / IN CAR CAMERA REPLACEMENT	\$	152,525.00
	POLICE TOTALS		\$1,684,450

EXPENDITURES – DISPATCH		
107510.1001	SALARIES/DISPATCHERS	\$ 202,481.00
107510.1003	OVERTIME	\$ 3,600.00
107510.2001	SOCIAL SECURITY	\$ 12,777.00
107510.2101	HOSPITALIZATION	\$ 36,361.00
107510.2201	RETIREMENT	\$ 23,091.00
107510.2202	VSRS/LIFE INSURANCE	\$ 1,088.00
107530.4801	TRAVEL & TRAINING-DISP.	\$ 1,500.00
107530.5201	UNIFORM ALLOWANCE (DISP	\$ 1,300.00
107530.5202	UNIFORM (TOWN-FOR DISP)	\$ 500.00
107530.7300	EQUIP MAINT AGREEMENTS	\$ 6,000.00
107530.7500	DISPATCH SERVICE AGREEMENT	\$ 4,400.00
New	TOWER LEASED SPACE	\$ 15,000.00
107530.8501	SUNDRY	\$ 150.00
	<i>DISPATCH TOTALS:</i>	\$ 308,248.00
	<i>GENERAL FUND EXPENSE TOTAL</i>	\$ 8,689,910.00
REVENUE - HARBOR		
304031.0100	INTEREST ON HARBOR SAVINGS	\$ 5,000.00
304031.1000	HARBOR RENT	\$ 125,000.00
304031.1002	SUBLEASES	\$ 45,000.00
304031.1003	DRY/WINTER STORAGE	\$ 5,000.00
304031.1050	VA PORT AUTHORITY GRANT	\$ 156,000.00
304031.1055	DEPT. OF HEALTH B.I.G.	\$ 43,993.00
New	B.I.G. MATCH FROM FUND 10	\$ -
304031.1058	FUEL REVENUE	\$ 400,000.00
304031.1060	HARBOR MISC	\$ -
304910.8700	TRF.FROM BOAT RAMP FUND	\$ -
304910.8800	TRF. FROM GENERAL FUND	\$ 52,000.00
304910.8900	TRF.FROM LT REPLACEMENT - UNION BANK	\$ -
	<i>HARBOR REVENUE TOTALS:</i>	\$ 831,993.00
EXPENDITURES - HARBOR		
308010.1001	SALARIES	\$ 65,000.00
308010.1003	OVERTIME	\$ 200.00
308010.2001	SOCIAL SECURITY	\$ 4,042.00
308010.2101	HOSPITALIZATION	\$ 8,902.00
308010.2201	RETIREMENT	\$ 10,524.00

308010.2202	VRS LIFE INSURANCE	\$	470.00
308030.7300	OPERATIONS, MAINT.,ST. LIGHTS, ETC.	\$	40,500.00
308030.7315	FUEL PURCHASE	\$	360,000.00
308030.8501	SUNDRY	\$	500.00
308030.3401	INSURANCE COSTS	\$	8,000.00
308090.9124	LONG TERM REPLACEMENT RES	\$	70,398.00
308090.9200	INFRASTRUCTURE REPAIRS/UPGRADES	\$	-
308090.9130	NEW FUEL SYSTEM	\$	-
308090-9210	WEST SIDE RESTROOMS	\$	-
308090-9300	FLOATING DOCK FINGER PIER	\$	208,000.00
308090.9400	MEM PARK RAMP IMPROVEMENTS	\$	-
	NEW FUEL HOSE REELS	\$	-
New	RECONDITION SPARE FUEL PUMPS	\$	30,000.00
	FIBER OPTIC CABLE TO FUEL FARM	\$	-
	PAVEMENT ADJUSTMENTS	\$	-
	ADDITIONAL CAMERAS	\$	-
	ADDITIONAL KAYAK LAUNCH @ MP	\$	-
308090.9410	FENCE NE SIDE	\$	10,000.00
308090.9420	B.I.G. UPGRADES HARBOR, RR PARK	\$	15,457.00
	HARBOR TOTALS:	\$	831,993.00
	REVENUE - TROLLEY		
704501.0100	TROLLEY GRANTS	\$	64,871.00
704501.0110	PROGRAM INCOME	\$	5,000.00
704501.0200	RTAP REIMBURSEMENTS	\$	-
704501.0300	MISC. NONPROGRAM INCOME	\$	-
704501.8900	TRANSFER FROM GEN. FUND	\$	26,496.00
	FED GRANT TROLLEY - NEW TROLLEY	\$	208,000.00
	STATE GRANT TROLLEY - NEW TROLLEY	\$	41,600.00
	TR FR TROLLEY CAP ACCT - NEW TROLLEY	\$	10,400.00
	SALE OF SURPLUS TROLLEY	\$	40,000.00
	TROLLEY REVENUE TOTALS:	\$	396,367.00
	EXPENDITURES - TROLLEY		
703010.0100	SALARIES	\$	45,550.00
703010.2001	SOCIAL SECURITY	\$	2,874.00
New	HOSPITALIZATION	\$	-
New	RETIREMENT	\$	-
New	VSRs/LIFE INSURANCE	\$	-
703030.3401	INSURANCE & BONDING	\$	3,400.00
703030.4400	COMMUNICATION SERVICES	\$	593.00

703030.4401	PRINTING & REPRODUCTION	\$	3,000.00
703030.4402	ADVERTISING	\$	1,200.00
703030.4403	EDUCATION & TRAINING	\$	2,000.00
703030.4404	CLEANING SUPPLIES	\$	300.00
703030.4406	SUPPLIES, MATERIALS	\$	500.00
703030.4407	MEMBERSHIPS & DUES	\$	250.00
703030.4408	TRAVEL & MEALS	\$	1,000.00
703030.4701	FUEL & LUBRICANTS	\$	5,000.00
703030.4702	TIRES & TUBES	\$	2,000.00
703030.4703	UNIFORMS	\$	500.00
703030.4704	PARTS	\$	1,200.00
703030.5201	DRUG TESTING	\$	1,000.00
703030.6100	RTAP EXPENSES	\$	-
703030.7302	REPAIRS/MAINT	\$	10,000.00
703030.8505	RENT TO GENERAL FUND	\$	16,000.00
703090.9001	TROLLEY & VAN PURCHASE	\$	260,000.00
703090.9002	TRANSFER TO TROLLEY CAP ACCT.	\$	40,000.00
703090.9100	CAPITAL EXPENDITURES	\$	-
	<i>TROLLEY EXPENSE TOTALS:</i>	\$	396,367.00
	REVENUE - WATER		
804101.0100	WATER RENT	\$	960,000.00
804101.2200	WATER ADJUSTMENTS	\$	-
804131.0100	WATERLINE EXTENSIONS	\$	3,000.00
804131.0200	SERVICE CONNECTIONS	\$	8,000.00
804131.0300	INTEREST ON WATER SAVINGS	\$	25,000.00
804131.0400	MISCELLANEOUS	\$	-
804131.0500	AVAILABILITY FEES	\$	50,000.00
804701.0100	TRANSFER FR WATER RESERVE	\$	-
804701.0700	TRANSFER FR GENERAL FUND	\$	-
804701.0900	TRANSFER FROM ARPA	\$	-
	<i>WATER REVENUE TOTALS:</i>	\$	1,046,000.00
	EXPENDITURES - WATER		
806210.1001	SALARIES	\$	268,933.00
806210.1003	OVERTIME	\$	5,000.00
806210.1004	PUMP DUTY	\$	19,000.00
806210.2001	SOCIAL SECURITY	\$	18,162.00
806210.2101	HOSPITALIZATION	\$	40,277.00
806210.2201	RETIREMENT	\$	36,962.00
806210.2202	VRS LIFE INSURANCE	\$	1,946.00

806230.4401	OFFICE SUPP/EQUIP MAINT	\$	500.00
806230.4403	POSTAGE	\$	6,500.00
806230.4701	GASOLINE & DIESEL	\$	5,000.00
806230.4704	TOOLS	\$	1,000.00
806230.4705	CHEMICALS	\$	28,000.00
806230.4801	TRAVEL & TRAINING	\$	1,500.00
806230.5202	UNIFORMS	\$	1,500.00
806230.6101	DUES/LICENSES	\$	700.00
806230.7301	BUILDING MAINT/REHAB	\$	2,000.00
806230.7303	SAFETY	\$	500.00
806230.7304	VEHICLE MAINTENANCE	\$	500.00
806230.7400	RAW WATER PURCHASE (NASA)	\$	-
806230.7401	ELECTRICITY	\$	45,000.00
806230.7402	LP GAS	\$	500.00
806230.8101	DISTRIBUTION & REPAIRS	\$	60,000.00
806230.8103	SUPPLY REPAIRS	\$	11,000.00
806230.8202	CELL PHONE ALLOWANCE	\$	900.00
806230.8204	MISS UTILITY	\$	1,000.00
806230.8209	SUBSCRIPTION-NEPTUNE 360	\$	13,000.00
806230.8501	SUNDRY	\$	500.00
806230.8601	REIMBURSEMENT TO FUND 10	\$	100,000.00
806230.8700	WATER RATE STUDY	\$	-
806230.8750	REGULATION COMPLIANCE	\$	3,000.00
806230.8770	STATE GROUNDWATER PERMITS	\$	10,000.00
806230.8780	TOWER RENT FOR GATEWAY	\$	-
806230.8900	TRANSFER TO WATER RESERVES	\$	174,092.00
806230.9100	ENGINEERING	\$	-
806290.9101	WATER MAIN EXTENSIONS	\$	5,000.00
806290.9206	GENERATOR WATER PLANT	\$	-
806290.9207	METERED DISTRIBUTION	\$	-
806290.9506	WATER BONDS	\$	-
806290.9507	INTEREST ON WATER BONDS	\$	-
806290.9508	AMI BOND	\$	86,564.00
806290.9509	AMI BOND INTEREST	\$	16,464.00
806290.9600	WATER LINE REPLACE	\$	-
806290.9635	WIRELESS METERS - GATEWAYS	\$	-
806290.9701	HIGH RISE TANK PAINT	\$	-
806290.9703	GWST TANK PAINT	\$	-
806290.9704	HIGH RISE LIFT PUMPS W/ VFD's	\$	30,000.00
806290.9720	VFD FOR WELL # 6	\$	-
806290.9848	8" CHANNEL CROSSING	\$	-

806290.9850	VEHICLE	\$	-
906290.9710	REPLACE FILTER MEDIA - WILLOW ST.	\$	-
806290.9851	DESALINATION FEASIBILITY STUDY	\$	-
	REPLACEMENT TRANSMISSION LINE WILDCAT	\$	-
	PINEY ISLAND TRANSMISSION LINE	\$	-
New	ANNUAL TANK MAINTENANCE CONTRACT	\$	41,000.00
806290.9855	EQUIPMENT	\$	10,000.00
806290.9856	SOFTWARE, COMPUTERS	\$	-
	WATER TOTALS:	\$	1,046,000.00
	REVENUE - CENTER		
854300.0100	FACILITY RENTAL	\$	60,000.00
854300.0200	BAR SERVICES	\$	1,000.00
854300.0300	EQUIPMENT RENTAL	\$	500.00
854300.0400	KITCHEN USAGE	\$	-
854300.0500	SPONSORED EVENTS	\$	-
854300.0600	MISCELLANEOUS	\$	4,000.00
854600.0100	TR FROM GEN FUND MEALS	\$	70,000.00
854600.0200	TR FROM GEN FUND TOT	\$	115,000.00
854600.0300	TR FROM LONG TERM RESERVE	\$	-
	CENTER REVENUE TOTALS:	\$	250,500.00
	EXPENDITURES - CENTER		
855210.1001	SALARIES	\$	70,408.00
855210.2001	SOCIAL SECURITY	\$	5,386.00
855210.2101	HOSPITALIZATION	\$	11,363.00
855210.2201	RETIREMENT	\$	11,399.00
855210.2202	VSRS/LIFE INSURANCE	\$	509.00
855330.0000	RETURN DEPOSITS	\$	3,000.00
855330.3105	CENTER RENTAL REFUNDS	\$	1,500.00
855330.3401	INSURANCE & BONDING	\$	8,000.00
855330.3450	ADVERTISING & PROMOTION	\$	8,000.00
855330.3501	PRINTING & REPRODUCTION	\$	1,000.00
855330.3550	EVENT MARKETING	\$	1,500.00
855330.4403	EDUCATION & TRAINING	\$	500.00
855330.4408	TRAVEL & MEALS	\$	1,200.00
855330.4900	CLEANING SUPPLIES	\$	600.00
	GENERAL MAINTENANCE	\$	-
855330.4920	SUPPLIES, MATERIALS	\$	3,200.00
855330.4950	OFFICE EQUIPMENT	\$	1,000.00

855330.4960	OFFICE SUPPLIES	\$ 500.00
855330.5000	CONTRACTUAL SERVICES	\$ 12,000.00
855330.6101	MEMBERSHIPS & DUES	\$ 500.00
855330.7401	ELECTRIC UTILITY	\$ 22,000.00
855330.7402	PROPANE	\$ -
855330.8202	TELEPHONE	\$ -
855330.8210	INTERNET	\$ 1,600.00
855330.8500	CONTRACT SERV. MARKETING	\$ 4,000.00
855330.8505	RENT TO GENERAL FUND	\$ -
855330.8600	EVENTS EXPENSE	\$ 4,000.00
855330.8901	TR TO CENTER LT RESERVE	\$ 6,335.00
	REIMBURSEMENT TO FUND 10	\$ -
855390.9200	HVAC OVERHAUL	\$ -
855390.9300	INTERIOR PAINTING	\$ -
855390.9400	AUDIO VISUAL SYSTEM O/H	\$ -
	REPLACE OUTDOOR ELECT SERVICE	\$ -
	REPLACE CHAIRS	\$ -
New	REPLACE STAGE	\$ 30,000.00
New	CLASSROOM LIGHTING REPLACEMENT	\$ 21,000.00
855390.9500	KITCHEN RENOVATION	\$ 20,000.00
	DIGITAL SIGN	\$ -
	<i>CENTER EXPENSE TOTALS</i>	\$ 250,500.00
FY26 REVENUE TOTAL		\$ 11,214,770.00
FY25 EXPENSE TOTAL		\$ 11,214,770.00

Mayor and Council Comments

Councilman McComb welcomed Mayor Bowden back.

Councilman Taylor welcomed Mayor Bowden back. He noted that since they just approved an 11-million-dollar budget, everyone should be nice to the tourists in hopes that it is a good tourist season. He commented further on the importance of safety when you bring a family to Chincoteague. He thanked the Police Department and Public Works for their respective parts in keeping Chincoteague safe and well maintained.

Councilman Savage noted it is good to see Mayor Bowden back. He thanked Public Works and noted how amazing it is when you consider how small our Public Works workforce is with the amount of work that they accomplish. He expressed positive comments for the Police Departments handling of various items.

Mayor Bowden stated that it feels great to be back. She noted that she is still in need of prayers. She expressed that she isn't used to being kept down. While she has a little bit of a journey to go, she reports that she is pushing through every day. She noted that she couldn't be flown from Salisbury to Baltimore due to the weather conditions. She recommended that one opt to fly if they are ever given the choice between flying or an ambulance ride. She reported that the ambulance trip was quite rough. She noted that she has been very blessed by the people of Chincoteague, and those who are away from here, who reached out to her. She looks forward to a good summer season.

Closed Meeting – In accordance with 2.2-3711, A19 of the Code of Virginia for the discussion of plans to protect public safety. Councilman Taylor motioned, seconded by Councilman McComb to go into a closed meeting in accordance with §2.2-3711 A19 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 Taylor 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

Councilman Taylor motioned, seconded by Councilman McComb to adjourn. Unanimously approved.

Denise P. Bowden, Mayor

Michael T. Tolbert, Town Manager

**MINUTES OF THE MAY 15, 2025
CHINCOTEAGUE TOWN COUNCIL MEETING
Council Chambers
6:00 p.m.**

Council Members Present:

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

Council Members Absent:

J. Nicholas Howard, Vice Mayor
Christopher D. Bott, Councilman

Staff Present:

Mr. Michael T. Tolbert, Town Manager
Mr. Tyler Greenley, Chief of Police

Mr. Bryan Rush, Director of Emergency Services

Call to Order

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

Invocation

Student Public Works Director Trenton Bloxom offered the invocation.

Pledge of Allegiance

Mayor Bowden led in the Pledge of Allegiance.

Public Comment

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

Agenda Adoption

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

Report from Student Council

Student Mayor Makhya Cropper reported that she traveled with her fellow Council members to several businesses where they proceeded to ask questions about the revitalization of the downtown area. She explained that the questions pertained to the establishment of new businesses and infrastructure, aesthetic improvements, pet friendliness, and the utilization of the Old Firehouse. She then proceeded to review the report that the group drafted.

Student Mayor Makhya Cropper reported that they received the following responses to their question involving the types of businesses that should be opened and operated downtown: clothing, home décor, and furniture stores, cafes, art studios, excursion rentals, and restaurants as those establishments would cater to all ages. Many of the businesses that they spoke with felt that shops should have longer business hours downtown, year-round. The second question they asked was related to the type of infrastructure requirements that should be put into place to attract the type of businesses that they identified with their first question. The consensus was that the Town should improve sidewalks and roads, add more public parking, improve the septic system, and create more summertime activities for children. The example she gave within the report was that of kids running through sprinklers. She reported that those surveyed felt the vehicular traffic patterns are sufficient. The third question related to desired aesthetic improvements. The report indicated that while the downtown area is beautiful and well maintained, there is an opportunity for improvement. They found that there is a desire for more gardening, for buildings to be made over with either a facelift or repainting and noted that twinkle or string lights would look nice as well. She reported that citizens overall enjoy the vintage charm but indicated that they'd like to make downtown more "eye-catching." The fourth question that the group posed to businesses was if all businesses should be pet friendly. Since many people suffer from allergies and are subject to health codes, the Student Council reported that business owners agreed it is not sensible to declare all businesses be pet friendly. She communicated that the final question that the Student Council asked of local businesses related to what the Old Firehouse should be used for. They recommended that the building be converted

into a restaurant or food court, an aquarium, youth activity center, space for small businesses, or an expanded gym. She then relayed the Student Council's thanks to Council for their time and this experience.

Mayor Bowden opened the floor up for questions or comments to the Student Council.

Councilman Taylor spoke about a girl who was before Council previously. He said she lost her life about two months after she was before Council. He advised them to stay strong, and to seek God's will. He continued his advice and recommended that the Student Council have higher standards for themselves. He advised them to stay strong and warned them to not let Satan get a hold of them. He stated that they will make mistakes, that we all make mistakes, and continued his advice.

Councilwoman Richardson shared a story about one of the Student Council member's learning to ride a bicycle in the parking lot. She noted that they are all good young adults whom she is proud to know. She expanded that she had a lot of their parents on the bus as well. She noted that it is like what Councilman Taylor said and to keep their sights on what is right. She stated that the Good Lord is right there to help you. She said you have to lean on Him; He doesn't leave us, we leave Him. She commented that she isn't a preacher.

Mayor Bowden spoke to the Student Council and commented that they are our future. One day one of them could be sitting in the Council seats. She said it isn't an easy job. She remarked that she thought of her high school graduation as needing to paint a new picture for herself. She remarked that she knows most of the parents of the Student Council members so she can attest that they come from good stock. She states she knows they will do really, really well in life and wishes them nothing but the best. She can't wait to see where their future takes them. She asked if Council can receive a copy of the report that Student Mayor Cropper read.

Town Manager Tolbert confirmed that they can get a copy of the report. He noted that it was written on his computer, so he has a digital copy of it.

Mayor Bowden asked if anyone else had anything for the Student Council and then noted that she'd like them to come around and take a photo.

Review and Assign Unallocated Fund Balance

Town Manager Tolbert reviewed the memorandum that Budget and Personnel Chairman McComb drafted with the Subject: FY25 Budget Surplus. He reviewed each of the items that the Budget and Personnel Committee recommend that Council review and approve.

Councilman Taylor motioned, seconded by Councilman McComb to approve the surplus funds allocation as presented. Unanimously approved.

Mayor and Council Comments

Councilman McComb offered his congratulations to all of those who are graduating and received awards the previous night. He saw it on Facebook and thought it was very nice. He ended with congratulations and good luck!

Councilman Taylor said to stay strong and to not forget that they are leaders.

Councilman Savage thanked the Student Council for coming and participating. He noted that they will do a great job, they just need to stay focused.

Mayor Bowden expressed that it is a big world out there and that a lot happens across that Causeway. She reiterated the need to stay focused and keep their eyes on the prize. She reminded them to think about what their parents will think about this – before they do something stupid. She noted that she had to learn that lesson the hard way, a few times. She stated that they should ask themselves what their family will think about this or how it will affect them in a few years. She reminded them that we are all human so we can get caught up in things, just stay focused, she knows they are good and that they will do great things. She thanked them and then wished each of them the best of luck.

Closed Meeting – In accordance with 2.2-3711, A19 of the Code of Virginia for the discussion of plans to protect public safety. Councilman Taylor motioned, seconded by Councilman McComb to go into a closed meeting in accordance with §2.2-3711 A19 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 Taylor 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

Councilman Taylor motioned, seconded by Councilman McComb to adjourn. Unanimously approved.

Denise P. Bowden, Mayor

Michael T. Tolbert, Town Manager

**MINUTES OF THE JUNE 2, 2025
CHINCOTEAGUE TOWN COUNCIL MEETING
Council Chambers
7:00 p.m.**

Council Members Present:

Council Members Absent:

Denise P. Bowden, Mayor
J. Nicholas Howard, Vice Mayor
William T. McComb, Jr., Councilman
Christopher D. Bott, 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. Bryan Rush, Director of Emergency Services
Mr. Wes Parks, Public Works 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.

- Mrs. Joanne Moore, Executive Director of Chincoteague Chamber of Commerce, spoke about the upcoming Beacon Awards Ceremony. She noted that the annual event will take place on Thursday, June 5th at the Chincoteague Center. She provided more information about the various recognitions that will occur and closed her comment with an invitation to Council to attend.

Agenda Adoption

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

District 1 Supervisor Report

Supervisor Tarr reported on the items that have transpired since he last was before Council on November 4th. He thanked the Council for having him. The first item on his agenda was to provide an update on the Sloop Gut Dredging project. He explained the intention is to deepen the channel to seven feet to allow rocket parts to be barged into Wallops. He noted that multiple governmental entities have oversight over the project. He stated that the channel is 5,300 feet in length, which would result in 59,000 cubic yards of dredged material being removed. The dredged material would then be transported to Charles City. He reported that the County approved the wetlands part of the project in May. He noted that the Queen Sound Landing would not be a viable option for them due to the amount of dredging that would be required. He

also reported that the causeway wouldn't be able to be closed for the length of time that would be required. He notified Council that Town Manager Tolbert has been helpful with these discussions. The second item on Supervisor Tarr's agenda was childcare. He notified Council that there is an upcoming roundtable discussion on childcare occurring on June 5th. He provided additional information about the upcoming discussion in which local employers will discuss their childcare needs with County officials. He explained that childcare providers and other local stakeholders will be present at the roundtable in hopes of finding solutions to the lack of available childcare in the northern area of Accomack County. He noted that the Accomack County budget included grant funds for childcare expansion. He advised that the Town of Chincoteague was invited to the roundtable and that a representative from the Town would be attending. He identified the Supervisors that will be attending the roundtable. He announced that his final item to discuss involved the Accomack County budget. He noted that the budget was approved in April. The budget included a real estate increase of \$0.05 on the mainland for EMS services. Their budget pays for an SRO at Chincoteague Combined school. He explained that they reimburse Chincoteague for the funds spent for the SRO at the high school. He stated that he has not made any progress on the Inlet Study and inquired if the Town had any updates.

Town Manager Tolbert noted that the current Commander has not yet come to Chincoteague. He recounted the details from a previous Commander's visit. He detailed a conversation that he had on Friday with the Chief of Planning for the Corps.

Supervisor Tarr confirmed that Lewis Creek is on the Corps' agenda to be dredged. He noted that they will also have the inlet dredged twice a year if the Coast Guard remains here. He elaborated further.

Mayor Bowden inquired if anyone had any questions for Supervisor Tarr. She then asked for clarification about the childcare grants that Supervisor Tarr mentioned. She questioned if the grants were advertised anywhere.

Supervisor Tarr confirmed the grants were advertised but they did not receive a lot of feedback.

Staff Reports

General Government

Town Manager Tolbert began the General Government reports with an overview of the recent Community Center events. He advised that there were four site visits and 22 requests for information during the month of May. He recapped information from the following events: Chincoteague High School Prom, Senior Extravaganza, CCA's benefit concert, Village Neighbors BINGO, Stephanie Hale's resin class, and NALL's BINGO fundraiser. He concluded his Chincoteague Center report with an overview of future events.

Town Manager Tolbert provided an update on the Sewer Collection System Project. He then reviewed the Meals and Transit Occupancy Tax figures. He reviewed the Financial Report and explained some changes that occurred. He reported that Trolley service is off to a good start. He provided additional Trolley service updates.

Town Manager Tolbert then reviewed the April Building and Zoning Report. He reported that a total of fifty building permits were issued for a fee amount of \$2,634.90. The total value of construction was \$914,954.24. Building and Zoning Administrator Bowden conducted 54 building inspections, completed 13 case activity inspections for tall grass, 4 case activity inspections for bamboo complaints, conducted 28 zoning site visits, did fifty building permit plan reviews, handled 41 walk-ins for building and zoning questions, and performed 16 business license inspections.

Police Department

Chief Greenley reviewed the Department highlights for the month of May. He noted that Officers provided traffic control and security for the Seafood Festival. He detailed the recent visit that several department members made to the Law Enforcement Memorial and Museum. He reported that Lt. Gladding completed his Mass Casualty Incident Training. He presented two scholarships during the Chincoteague High School Awards Ceremony. He noted that he had a student shadow him due to Student Government Day. He advised that SRO Geminiani hosted his Second Annual Pre-K Department Tour of the Department. The Department provided parade escort and traffic safety operations for the 100th Annual Chincoteague Volunteer Fireman's Parade.

Public Works Department

Public Works Director Parks reviewed his report for the month of May. He stated that the only item remaining for the asphalt paving is small quantity patching and that is due to rain delays. He advised that the Donald J. Amrien gym floor was completed. He gave an update on the sewer project. He reported that the fuel tank at Curtis Merritt Harbor was soda blasted and painted. He noted that cable railings were installed at the Memorial Park fishing pier. He provided an update on the Hometown Hero banners. He stated that regular grass cutting has begun, that cemeteries were all cut prior to Memorial Day, and that the Public Works crew trimmed trees in Bunting Cemetery. He reported that the Water Department installed water lines to the newest floating dock slips at Curtis Merritt Harbor. The Water Department also had three new services to install, two leaks, and 128 miss-utility locates to mark. He reports that Public Works Appreciation Week was greatly appreciated. The Town provided lunch for the Public Works crew on May 20th. He concluded his report by giving an update on projects to be completed in June.

Councilwoman Richardson asked if Seaweed Drive and Main Street is one of the signs that Public Works will be addressing in June. She stated that she doesn't know what happened but there is no sign there. She then detailed how she is aware that she is approaching Seaweed Drive.

Vice Mayor Howard asked what remains for the striping. He elaborated that he realizes the roads have been paved but wants to know as far as crosswalks and all are concerned what all is left.

Public Works Director Parks remarked that he advised the contractor to do everything in the intersections of Chicken City and Deep Hole. He stated that they striped everything on Maddox in between those locations. He noted that the thermoplastic road striping will be complete for those two intersections. He then said that the other intersections, like the crosswalks on Main

Street, will likely be painted by Town employees since we are planning on re-paving Main Street.

Vice Mayor Howard remarked that the weeds have gotten bad along the curbs on Main Street due to the work that has been completed in that area.

Emergency Services

Director of Emergency Services Rush reported that they had a total of 80 EMS responses for the month of May. He commented that this was a significant decrease from the 100 EMS calls that they responded to the previous year. He mentioned that he opted to review the number of calls on a yearly basis and found with that comparison that we were 16 calls under the previous year's total. He noted that he participated in Student Government Day.

Director of Emergency Services Rush provided several Emergency Management Division updates. He attended the Closed Pod workshop with Accomack County Health Department. He then explained what the Closed Pod consisted of. He noted that the second meeting for the Hazard Mitigation Plan update happened with ANPDC. He conducted a virtual EOC for the 100th parade. The Final draft of the 2025 EOP update is out for review.

Mayor Bowden asked if Director of Emergency Services Rush has the information for the later discussion of the lifeguard issue.

Committee Reports

Councilwoman Richardson as the Chairperson of the Public Works Committee provided a verbal report on the May 6th meeting. She noted that the Public Works Committee had a lengthy discussion about a water leak adjustment request. Ultimately, the Committee opted to table the issue until more information is received. She reviewed the Committee's discussion on Unimproved Roads to include Ocean Breeze. Another item of discussion was the right-of-way on Circle Drive. She reported that the Committee asked Town Manager Tolbert to begin the process of having Circle Drive surveyed. She stated that the previous grant applications for the docks at Robert Reed Park were discussed by the Committee.

Councilman Savage as the Chairperson of the Ordinance Committee recapped their May 8th meeting. He mentioned that safety concerns were brought up about the Park Regulations. He reports that the Ordinance Committee decided that signage advising bicyclists to use care and be cautious would be best. He continued to state that the signage could advise bicycles to yield to walkers. He mentioned that they also reviewed the Business License Ordinance and provided history on how the matter came before the Ordinance Committee. He reports that Town Planner Baker will take some time and compile information detailing how other municipalities handle signage and zoning for short-term rentals.

Councilman McComb as the Chairperson of the Budget and Personnel Committee provided a review of their May 8th meeting. He advised that the FY25 anticipated surplus was discussed. He stated that the Committee felt it was best to apply about half of the anticipated surplus towards Capital Improvement Projects that would cover items that were previously cut from either the FY25 or FY26 Budget. He reported that the Committee felt the remainder of the

surplus was best left for further discussion when we are closer to the end of the current fiscal year.

Councilman Bott as the Chairperson of the Planning Commission provided a review of their May 13th meeting. He noted that their discussion about the sewer allocation prioritization will be discussed later in the agenda of this Council meeting. He stated that other ongoing issues that the Planning Commission discussed include updating the sign ordinance and the downtown, historic designation.

Adoption of Minutes of May 5th and May 15th, Council Meetings

Councilman McComb motioned, seconded by Councilwoman Richardson to adopt the minutes of the May 5th and May 15th Council meetings as presented. Unanimously approved.

Proclamation

Mayor Bowden read the Proclamation for Gun Violence Awareness.



PROCLAMATION

IN RECOGNITION OF DECLARING FRIDAY JUNE 6, 2025 TO BE LOCAL GUN VIOLENCE AWARENESS DAY

This proclamation recognizes that Friday June 6, 2025 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 6, 2025, 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 6th, 2025 to help raise awareness about gun violence; and

WHEREAS, by wearing orange on June 6th, 2025, 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 6, 2025, 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: _____

Denise P. Bowden, Mayor

Attested: _____

Michael T. Tolbert, Town Manager

Councilman McComb motioned, seconded by Councilman Bott to adopt the Gun Safety Awareness Proclamation. Unanimously approved.

Adoption of Revised Emergency Operations Plan

Mayor Bowden read the Ordinance about Adopting and Enacting the Emergency Operations Plan.



AN ORDINANCE ADOPTING AND ENACTING A REVISED EMERGENCY OPERATIONS PLAN FOR THE TOWN OF CHINCOTEAGUE, VIRGINIA

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CHINCOTEAGUE,
VIRGINIA:

Section 1. As required by the Code of Virginia, section 44-146.19(e), the Town of Chincoteague has revised and updated their Emergency Operations Plan.

Section 2. The Plan entitled “Town of Chincoteague, Incorporated Emergency Operations Plan” consisting of a basic plan dealing with an all-hazards approach to emergencies and specific procedures for handling such emergencies.

Section 3. The Plan encompasses an emergency chain of command in accordance with the National Incident Management System.

Section 4. In addition, the Plan outlines incident specific tasks for operations of the Town of Chincoteague, before, during, and after such emergencies or disasters.

Section 5. This ordinance also repeals any prior emergency plans which may be in effect prior to adoption of this ordinance.

Section 6. This ordinance shall become effective upon its adoption on June 2, 2025.

AT THE CHINCOTEAGUE TOWN COUNCIL MEETING HELD ON JUNE 2, 2025, ON A
MOTION BY AND SECONDED BY, THIS ORDINANCE WAS PASSED AND ADOPTED.

AYES

NAYS

Hon. Denise P. Bowden

Hon. Nicholas Howard

Hon. Ellen W. Richardson

Hon. William T. McComb, Jr.

Hon. Gene W. Taylor

Hon. K. Jay Savage

Hon. Christopher Bott

Councilman Savage motioned, seconded by Councilman McComb to adopt the revised Emergency Operations Plan. Unanimously approved.

Consider Planning Commission Recommendation

Councilman Bott as the Chairperson of the Planning Commission explained the sewer capacity allocation prioritization that they identified. He detailed the prioritization list as follows: 1) established restaurants with failing septic systems, 2) established downtown businesses with failing systems, 3) any established business with a failing septic system, 4) any nonprofit, 5) Town facility use, and 6) Businesses planning expansion. He noted that a rubric system will be developed by the Planning Commission once Council approves the prioritization allocation. He explained the rubric will assist with weighing the connection requests.

Mayor Bowden asked if the established restaurant with a failing system is limited to a specific area.

Councilman Bott confirmed the established restaurants with failing systems categorization is island wide.

Councilman Bott motioned, seconded by Councilman Howard to adopt the sewer allocation prioritization as presented. Unanimously approved.

Consider Robert Reed Dock Project

Town Manager Tolbert explained the difficulty that boats, particularly smaller vessels, encounter when attempting to dock at Robert Reed Park. The direction of the traditional slips, being perpendicular to the direction of the tide, has been identified as a cause of the issue. He noted that floating docks would increase business downtown and expanded on the explanation. He reviewed the history of the floating dock project that has been proposed for Robert Reed Park.

He indicated that the Public Works Committee asked Council to fund this project since the associated grant application has been denied multiple times.

Councilman Bott motioned, seconded by Councilman McComb to approve the Robert Reed Dock Project as presented. Unanimously approved.

Line Vacations

Town Manager Tolbert advised there are several lot line vacation requests for the Council to review. He noted that Mr. John Custis is going to speak on each of the requests.

Mr. John Custis, Attorney at Law, thanked Council for allowing him to speak on behalf of his clients. The first client that he represents is Ms. Alma Maye Waltz Fitzwater. He explained that Ms. Fitzwater owns two lots. He advised that there is no space on her lot to build a garage adjacent to her home. She would like the line to be vacated so she can build a garage. He noted that all certified mailings were done as well as all required newspaper advertisements.

Councilman Taylor motioned, seconded by Councilwoman Richardson to approve the vacation of property line between parcels 30A5-A-583 and 30A5-A-584 as presented. Unanimously approved.

Mr. John Custis, Attorney, advised that he represents RWFI Properties. He explained that RWFI Properties is owned by three individuals who own the Ropewalk on Chincoteague. The piece of property in question is adjacent to Town-owned property and nearby to Ropewalk. RWFI Properties would like to rehabilitate the property to open an Alley Oops restaurant facility. He explained that it is a family friendly restaurant and expanded that he takes his children to it frequently. The intention with the lot line vacation is to create an expanded parking lot for both Ropewalk and the proposed Alley Oops.

Councilman Taylor motioned, seconded by Councilwoman Richardson to approve the vacation of property line designated as “Revised P.566” as presented. Unanimously approved.

Attorney John Custis advised that he represents Mrs. Shannon Lindsey. He stated that Mrs. Lindsey, who is in attendance, would also like to construct a garage on her property. He stated that setback issues required the lot line vacation request be submitted in order to construct the garage.

Councilman McComb motioned, seconded by Councilwoman Richardson to approve the vacation of property line between parcels 30A5-A-653, 30A5-A-654, and 30A5-A-655 as presented. Unanimously approved.

Lifeguard Service on Assateague

Mayor Bowden reported the lack of lifeguard service on Assateague. She noted that it does not appear that we will be getting lifeguard service anytime soon on Assateague. She advised that she previously reached out to Director of Emergency Services Rush to request information about the amount of emergency response calls on Assateague.

Director of Emergency Services Rush advised that he reached out to Hugh Hawthorne, Superintendent of Assateague Island National Seashore, to receive some of their numbers as well. He explained that it's important to consider not only the times that Chincoteague responded, but also the number of times that Chincoteague didn't have to respond because there were lifeguards on duty.

Director of Emergency Services Rush relayed that Chincoteague EMS responded to Assateague Island a total of thirty-four times during 2024. He further explained that the EMS response could be for any location on Assateague: the road entering the park, the woodland trail, the surf... He noted that seven of the thirty-four calls were responses to calls that were initiated by lifeguards. Eleven of the responses were to calls that occurred when lifeguards were not on duty. Those eleven responses required an EMS response to the surf, and they ranged from injury, to near-drowning, to drowning. Continuing his report, he advised that eighteen of the thirty-four EMS responses to Assateague required crews to respond to the surf. He reported a total of twenty-one EMS calls, initiated by lifeguards, did not require an EMS response. He elaborated further on those types of calls and then explained those twenty-one instances would have required an EMS response had the lifeguards not been there to provide the initial medical response. He reported that lifeguards were able to make twenty-four rescues last year. He advised that some of those documented rescues involved multiple people and they would have been counted as one rescue even though they involved two or three people. He stated that some of the EMS calls were initiated through the rescues. He reported fifty-two lifeguard-initiated calls, and the lifeguards added another twenty-seven calls to that figure; therefore, there are about eighty calls a year to Assateague. He commented that the lifeguard services don't typically start full-time until mid-June, as they'd traditionally only be on weekends at this point. He provided more of an explanation on the timing of their seasonal staffing variation.

Director of Emergency Services Rush advised that we could expect more calls to EMS with the lifeguards not being staffed on Assateague. He advised that the Coast Guard and Virginia Marine Resources Commission (VRMC) are always called for near drowning and drowning incidents. They investigated the Coast Guard's response time, but depending on where their vessels are currently located, it could take them between twenty-five and forty-five minutes to respond. He reports that none of his crew are trained to be rescue swimmers. He reports that his crew has a rope gun that can be deployed, they have an inflatable, and they train with these frequently. He noted that there is only one inflatable, so it wouldn't help in a situation where there are multiple distressed swimmers.

Mayor Bowden asked what the response time is in the middle of July from the station to the beach.

Director of Emergency Services Rush responded if the ambulance is in the station, then it can be on the surf in about eight to nine minutes.

Mayor Bowden expressed that she feels this is an important topic. She stated that Assateague Island Maryland is going through the same thing. She noted that Ocean City, Maryland has their own lifeguards and beach protection. She expressed her concern about the response time if

multiple ambulance units are out and someone must respond from the mainland. She stated that she feels we need to put as much pressure as we can to see if the Park Service can do something about this or if not, if we can do something ourselves about this. She expanded on her concerns.

Vice Mayor Howard asked if we have reached out to anyone.

Town Manager Tolbert asked for clarification.

Vice Mayor Howard stated that we need to write a letter and arrange a meeting with the Park Service.

Mayor Bowden asked if Town Manager Tolbert can set up the Park Service meeting.

Councilman McComb advised that the House Committee on Natural Resources oversees Fish and Wildlife and the Park Service. He elaborated to note that Virginia has two Representatives on that Committee. It was his recommendation that we reach out to them as well to apply the necessary pressure. Town Manager Tolbert was then tasked with reaching out to the House Committee on Natural Resources as well.

Councilman Bott advised how the lack of lifeguard staffing puts us in a bad position. The 911 call would come into us, and then we've got to use the rope gun to try and get to them. He then commented on the fact that the number of reported rescues does not include the ones where surfers have assisted. He stated you'd have to hope that the surfers continue to assist. He commented that the surfers rescue a lot of people, and it doesn't get written or talked about.

Councilman McComb gave the names of the Virginia Representatives on the House Committee on Natural Resources.

Mayor Bowden asked if anyone else has anything to say about the lifeguard matter. She stated it is a matter of life and death to her and we want to reiterate their importance. She mentioned how visitors don't understand all the dangers.

Vice Mayor Howard asked if they'd made any progress in Maryland by asking the State Parks for assistance with staffing lifeguards.

Town Manager Tolbert replied not to his knowledge.

Councilman Taylor spoke briefly about drones and the Fire Department's capabilities.

It was stated that perhaps down the line we can look at getting drone pilot licenses for some of the EMS employees.

Mayor and Council Comments

Councilman Bott stated that he feels our process for lot line vacations needs to be looked at. He expanded on why he feels this should be revisited. He reported on his findings from researching

the matter and noted that there are multiple ways to go about it. Ultimately, he believes it should be easier on citizens and should not require coming before Council.

Town Manager Tolbert will investigate the matter that Councilman Bott brought up.

Vice Mayor Howard noted that the high school is completing their spring season. He reported that the kids did great, he appreciates all the people in the community who have helped and showed their support. He stated it is a really great group of kids. He noted that people should be supporting them, it is a close community, and they really deserve our support.

Councilman McComb spoke on the safety issue with the lack of lifeguards and how concerning that is. He mentioned how quickly lives can be lost with a heavy surf or a rip current. He mentioned the money in the beach fund as being something that we've never been able to get anyone to accept when it's time to build the beach back up after a storm. He stated that we won't be able to put Town employees on Federal property but perhaps we could reimburse them the cost of the lifeguards if they were to put them in place while the Federal budget is being figured out. He stated the important thing is getting safety on the beach as we don't want any visitors losing their lives on a visit to Chincoteague and Assateague.

Councilman Taylor spoke about some observations he made after a baseball game that he recently attended. A teenager that was nearby to him became stressed when the post-game fireworks started going off. He did not know what was wrong, but he got the teenager out of the stadium and into the parking lot. He found out later that the teenager watched his father shoot his mother, so the noise of the fireworks was startling to him. He mentioned that the teenager's grandmother was at the game as well and she kept apologizing because she didn't think about the fireworks triggering him. He went on to state that you don't know what someone else has gone through, but you need to be kind to one another and be aware.

Councilman Savage spoke about them needing to do all they can about the lifeguard situation because while it'll be a disruption to the EMS crew, it'll more importantly, affect the families that are visiting. They come for a good vacation and don't imagine a tragedy occurring.

Mayor Bowden commented that no one expects something to happen, but things can change in the blink of an eye. She spoke about how she is proof of that. She noted on June 7th that there will be a documentary on the pony swim that will be shown at Robert Reed Park. It was put together by Seaside Vacations and it features interviews where people comment on what various things mean to them. She thanked the Town for their assistance with the 100th Celebration Parade and the Chincoteague Volunteer Fire Department's open house. She noted that people were everywhere, and that they were all having a great time. Her thanks for that event were

expressed to the Police Department, EMS, and Public Works as they all contributed to the success of the event.

Closed Meeting – In accordance with 2.2-3711, A1,19 of the Code of Virginia for the discussion of plans to protect public safety. Councilman Savage motioned, seconded by Councilman McComb to go into a closed meeting in accordance with §2.2-3711 A19 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 Councilman McComb 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 Councilman McComb to adjourn. Unanimously approved.

Denise P. Bowden, Mayor

Michael T. Tolbert, Town Manager

**MINUTES OF THE JUNE 17, 2025
CHINCOTEAGUE TOWN COUNCIL WORKSHOP MEETING
Council Chambers
6:00 p.m.**

Council Members Present:

Denise P. Bowden, Mayor
J. Nicholas Howard, Vice Mayor
William T. McComb, Jr., Councilman
Christopher D. Bott, Councilman
Ellen W. Richardson, Councilwoman
K. Jay Savage, Councilman

Council Members Absent:

Gene W. Taylor, Councilman

Staff Present:

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

Call to Order

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

- Ms. Samantha Bowden, 7855 Eastside Rd, reported that she comes from a long line of Chincoteague residents and she currently lives on the Island with her grandmother. She advised that she is in the process of building a home on Chincoteague Island. She would like Council to consider waiving the water service connection fees for First Time Home Buyers who are establishing a permanent residency on the Island.

Agenda Adoption

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

Public Hearing for FY25 Budget Amendment

Mayor Bowden opened the meeting for Public Comment on the FY25 Budget Amendment at 6:04 pm. There was none. Mayor Bowden closed the meeting for Public Comment on the FY25 Budget Amendment at 6:05 pm.

Councilman Savage motioned, seconded by Councilwoman Richardson to adopt the FY25 Budget Amendment as presented. Unanimously approved.

Adoption of Virginia State Traffic Code

Town Manager Tolbert advised that this is a housekeeping item to ensure that compliance is met. He stated that each year Council must adopt the latest version of the State's Traffic Code to ensure updated laws are being followed at the time traffic stops are conducted and cases potentially go to court.

Councilwoman Richardson motioned, seconded by Councilman Bott to adopt the Virginia State Traffic Code as presented. Unanimously approved.

Consider Employee Merit Raises

Town Manager Tolbert explained the employee evaluation process and reviewed the results with the Council. He noted reasons why some employees were not evaluated. He went over the average raise amounts, how they compared to the budgeted figures, and spoke highly of employee performance.

Vice Mayor Howard motioned, seconded by Councilman Savage to approve the employee merit raises as presented. Unanimously approved.

Review Water Availability Fees

Vice Mayor Howard referenced Ms. Samantha Bowden's request that occurred during the Public Comment portion of the Workshop Meeting. He provided a brief history of previous discussions Council has had pertaining to assisting First-Time Homebuyers or homeowners who are seeking

primary residency. He stated it is reasonable to consider waiving the fee for First-Time Homebuyers because there are not that many of them. He asked the rest of Council for their comments.

Councilman Savage expressed his support. He noted that we want people to be able to afford to come to the Island.

Councilman Bott advised that this was previously discussed and then he provided information about programs that are offered in Ocean City. He brought Town Manager Tolbert into the discussion.

Town Manager Tolbert advised that Ocean City waives a connection fee and offers a tax incentive for homeowners to live on their property.

Councilman Bott continued his supportive statement but asserted that homeowners would need to maintain Chincoteague as their primary residence for a designated period or repay the connection fee that was previously waived prior to selling their home. He suggested a home ownership period of ten years. He also stated that he feels the fee waiver should be retroactive to include anyone who could have qualified throughout the previous year.

Discussion continued.

Town Manager Tolbert advised that we need to speak with the Attorney to confirm what the Town can offer in accordance with Virginia State Code compliance. He noted that it was an issue when we previously made a comparison with the programs offered in Ocean City. He confirmed that Council wants him to speak with the Attorney about the possibility of waiving service connection fees for First-Time Home Buyers.

Discussion resumed.

Town Manager Tolbert reported that he should be able to gather the requested information and report back at the first Council meeting in July. The issue is tabled until the first meeting in July. The report that he gives will include confirmation on if there is an ability to make the fee waiver retroactive for a specific period.

Discuss Agenda Format Modifications

Mayor Bowden provided background information about why Agenda Formant Modification is on the agenda. She noted that Councilman Bott previously brought up the ability to possibly go to a consent agenda. She provided additional information about what this would entail and then asked for Council's comments on this matter.

Discussed ensued with several Councilman and the Vice Mayor offering their support.

Town Manager Tolbert advised the agenda could be crafted however they desire, provided it includes the basic parts. He confirmed this can effectively start the first Council Meeting in July.

Consider Donation to CVFD

Councilman McComb advised this is a continued discussion from the most recent Budget and Personnel Committee Meeting. He then explained why a donation should be made to the CVFD. He made a Motion to donate a total of \$100,000 to the Chincoteague Volunteer Fire Department in recognition of their 100th Anniversary and the 100th Anniversary of Pony Penning with the funds being made available immediately and allocated from the Beach/Tourism Fund.

Councilman McComb motioned, seconded by Councilman Savage to donate \$100,000 from the Beach/Tourism Fund to the CVFD as presented. Unanimously approved.

Mayor and Council Comments

Councilman McComb shared prayers to Councilman Taylor and his family for the recent loss in their family.

Mayor Bowden echoed Councilman McComb's comments for Councilman Taylor's family. She noted that she appreciates Council's donation to the CVFD. She also thanked Council for approving the employee merit increases and spoke highly of employee performance. She noted that her Yankees finally won a game!

Closed Meeting – In accordance with 2.2-3711, A1,19 of the Code of Virginia for the discussion of plans to protect public safety. Councilman McComb motioned, seconded by Councilwoman Richardson to go into a closed meeting in accordance with §2.2-3711 A19 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 McComb 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 McComb motioned, seconded by Councilwoman Richardson to adjourn. Unanimously approved.

Denise P. Bowden, Mayor

Michael T. Tolbert, Town Manager