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.

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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.

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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.

<u>Planning Commission</u>
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 Giovani 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. Giovani Rosanova	5 – 1
Mr. John Tavolaro	5 – 1
Mrs. Sonia Watson-Conser	1 – 0

Mayor Bowden announced that Mr. Katsetos, Mrs. Farley, Mr. Rosanova, and Mr. Tavolaro 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 form 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" ± 3.286 ACRES NATURE'S VIEW SUBDIVISION TOWN OF CHINCOTEAGUE ISLANDS ELECTION DISTRICT ACCOMACK COUNTY - VIRGINIA",

ROBERT G TURNER,
ESQUIRE, PLLC
23328 WISE COURT
P.O. BOX 536
ACCOMAC, VIRGINIA 23301
VSB# 30736
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.

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ESQUIRE, PLLC
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ACCOMAC, VIRGINIA 23301
VSB# 30736
PHONE: (757) 787-1560
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
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PHONE: (757) 787-1560
FAX: (757) 787-7036

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

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 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	$	-
	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
	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
	DISPATCH TOTALS:	**$**	**308,248.00**
	GENERAL FUND EXPENSE TOTAL	**$**	**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	$	-
	HARBOR REVENUE TOTALS:	**$**	**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	$	-
	TROLLEY EXPENSE TOTALS:	**$**	**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	$	-
	WATER REVENUE TOTALS:	**$**	**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 VISIUAL 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	$	-
	CENTER EXPENSE TOTALS	**$**	**250,500.00**
FY26 REVENUE TOTAL		**$**	**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,

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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

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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	$	-
	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
	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
	DISPATCH TOTALS:	**$**	**308,248.00**
	GENERAL FUND EXPENSE TOTAL	**$**	**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	$	-
	HARBOR REVENUE TOTALS:	**$**	**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	$	-
	TROLLEY EXPENSE TOTALS:	**$**	**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	$	-
	WATER REVENUE TOTALS:	**$**	**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 VISIUAL 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	$	-
	CENTER EXPENSE TOTALS	**$**	**250,500.00**
FY26 REVENUE TOTAL		**$**	**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

MINUTES OF THE JULY 7, 2025
CHINCOTEAGUE TOWN COUNCIL REGULAR 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
Gene W. Taylor, Councilman
Christopher D. Bott, Councilman
Ellen W. Richardson, Councilwoman
K. Jay Savage, 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.

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

Public Comment
Mayor Bowden opened the floor for public comment.

- Mr. Joe Rogers, 6423 Annamessex Ln, expressed his concerns about the state of the dock at Robert Reed Park. He mentioned the poor condition being a safety concern as one of the planks he stepped on raised completely up on the other side when his weight was applied. He noted that most of the visitors to Chincoteague stop at Robert Reed Park and the downtown area would be more welcoming if this were improved.

Mayor Bowden requested Public Works Director Parks to have some of his crew assess the situation sometime this week.

Adoption of Minutes for June 2nd and June 19th, 2025, Council Meetings
Councilman Savage motioned, seconded by Councilman McComb to adopt the minutes of the June 2nd and June 19th Council meetings as presented. Unanimously approved.

Consider Consent Agenda
Mayor Bowden briefly spoke about the Consent Agenda. She noted it was previously determined that the Committee Reports would be included with the Consent Agenda going

forward. She asked if anyone on Council has a question for Public Works Director Parks, Chief of Police Greenley, or Director of Emergency Services Rush after they read their Packets.

Councilman Bott asked Town Manager Tolbert if there is research being conducted as to why the Meals Tax figures were not where they were expected to be.

Town Manager Tolbert advised that due to the timing of the End of the Year closing, the Town Office was unable to post items for a period of several days. He explained that while Meals Taxes and Transit Occupancy Taxes are both due by the 20th of each month, many businesses do not meet that deadline, especially this time of year.

Mayor Bowden asked Public Works Director Parks about the costs of addressing the roads in Ocean Breeze.

Public Works Director Parks recounted the information that he found. He noted that Sea Gull Drive is 450 feet in length, and the current width is 17 feet. He received a quote of $182,400 to widen the road to 30 feet in width. That quote breaks down to $13.50 per square foot. The next street in Ocean Breeze that he discussed was Seahorse Drive, which is also 450 feet in length. He advised that Seahorse Drive does not have any structure to it so it would need to be completely rebuilt. Since there are less homes on Seahorse Drive, the quote that he received was the same per square foot as Sea Gull Drive. He commented that none of the streets in Ocean Breeze are identical. He calculated the cost to overlay the existing structures that are in good condition at a cost of $34,000. He noted that VDOT will not accept a 17-foot-wide road for their U-1 Grant.

Discussion continued.

Mayor Bowden asked if the Public Works Committee could discuss the figures and possibilities further.

Town Manager Tolbert advised that they could.

Councilman Taylor noted as the Chairman of the Recreation and Community Enhancement Committee that they discussed the condition of the tennis courts at Memorial Park. He noted the concern that they have is due to the cracks in the cement and grass growth occurring within those cracks. He asked Public Works Director Parks to have a conversation with the contractor who resurfaced the courts a couple of years ago to determine pricing on getting these issues fixed.

Consider Available Lifeguard Service

Town Manager Tolbert advised that an emergency procurement for lifeguard services was recently completed. He reviewed the two bids that were received. He noted that both bids include staffing the beach with four lifeguards a day, seven days a week until the 2nd week of August, at which time the coverage would switch to weekends only through Labor Day, September 1st.

He advised that USA Management only hires local lifeguards, but they did not have any local lifeguards yet and could not offer a starting date if selected. He explained that the other quote came from Coastal Event Medical Management and that they also would hire local lifeguards, but they have existing staff who would commute from across the Bay until local staff could be hired and trained. He noted that they can offer a starting date of July 14th with their existing, trained staff.

Town Manager Tolbert explained that the Accomack County Board of Supervisors has agreed to participate in this project with the Town of Chincoteague up to the 50% cost of either contractor. He has already had the Town's Attorney review the drafted contract with the National Park Service. He's reviewed the insurance policies for both companies who bid on providing lifeguard services. He has also spoken with our insurance company to confirm that our insurance rates will not change if we assist with paying for lifeguard services on Assateague Island.

Mayor Bowden expressed that she does not feel that you can put a price on someone's life. She commented on an event that occurred the previous day that could have turned deadly. She expressed that these services are greatly needed. She then opened the topic to Council discussion.

Councilman Taylor noted it's his understanding that Director of Emergency Services Rush is familiar with Coastal Event Medical Management and that all their people have a background in emergency services. He expressed the thought that if we are going to do it, we do it right, and we do it as quickly as possible. He stated the lifeguards from the list have likely found other jobs since the Park Service had not hired them yet and we are already into July. He noted that the other company could have people on site as soon as Monday. He expressed positive comments about using Coastal Event Medical Management for the lifeguard service.

Councilman Bott articulated apprehension about the Town's liability in the event of a botched rescue.

Town Manager Tolbert noted that USA Management had in their contract that we would hold them harmless for any negligence. He stated that we would not be held liable in the event of a botched or negligent rescue. He said that if they were sued for something that was not negligent on their side, then they could opt to include us in their suit. He concluded by saying that any legal action would likely involve the Town of Chincoteague and if the County's offer is accepted, then it would likely involve the County of Accomack as well.

Councilman Bott continued expressing concern over the timing of the receipt of the contract information and Council's inability to fully read over the contract documents prior to the meeting.

Discussion began.

Councilman Bott and Vice Mayor Howard questioned if the Town has jurisdiction to handle this project, as they both felt the responsibility lays with the County.

Town Manager Tolbert advised he also sent the documents to Mike Mason with Accomack County that same day.

Vice Mayor Howard stated he knows we are taking the lead due to our level of concern; however, he feels with it being the County's jurisdiction that they need to take the lead.

Councilman Taylor expressed that we could opt to offer the County the same arrangement that they were offering us. He said that we could offer to cover up to fifty percent of the costs of securing either contractor for the lifeguard services and they could take all the responsibility for arranging it.

Discussion resumed.

Mayor Bowden expressed her hope that this is only an issue this particular year and that the Federal Government has figured things out for next year.

Councilman Bott remarked that lifeguards are needed, as there are a lot of rip currents which will get worse as the summer goes on, and we have had lifeguards on Assateague forever. He expressed that Assateague Island is in the County's jurisdiction, so they need to take the lead in arranging this service because it is in their territory. His apprehension is that there is a lot of verbiage within the document and there hasn't been sufficient time to read it. He commented that he doesn't believe it has been properly vetted or looked at.

Councilman Taylor asked Town Manager Tolbert's opinion about returning the issue to Accomack County.

Discussion recommenced.

Vice Mayor Howard agreed that we need to have lifeguards, especially after what happened the other day. He observed that it's a sad time on a National Park when the smallest governmental entity must step in and take the lead for safety and life-saving measures when the Federal, State, and County entities did not do so. He continued his comment to remark that we are left paying the bill to take care of people.

Councilman Bott noted that we have 3,500 citizens and we are asking them to put lifeguards on the beach for the National Park Service and Chincoteague National Wildlife Refuge. He inquired what is being done on the Maryland side of Assateague Island.
Town Manager Tolbert remarked that he spoke with the Superintendent who confirmed that the Maryland side does not have lifeguards this year either. He said that Maryland visitors with concerns about the lack of lifeguards have been recommended to visit the Maryland State Park instead because they do have lifeguards.

Councilman Taylor motioned, seconded by McComb to offer to pay ½ of the monetary cost of lifeguard services if Accomack County takes the lead on arranging the services.
Ayes: Howard, McComb, Richardson, Taylor, Savage

Nays: Bott
Absent: None
Motion passes five to one.

Town Manager Tolbert was directed to contact Accomack County the morning following the Council meeting about the County taking the lead on attaining lifeguard services on Assateague as soon as possible. He was also directed to work with Accomack County on getting the name changed on the agreement with the National Park Service.

Mayor and Council Comments
Councilman Taylor offered prayers for the people in Texas. He said to pray for the upcoming storm to pass us by. He remarked about how great the Town employees are.

Councilman McComb asked if concluding his telephone call with Accomack County the day following the Council Meeting if Town Manager Tolbert would reach out to the Park Service to get an updated memo in the works so it'd be ready for the next Board of Supervisors Meeting on the 16th of July. This was in the event the County agrees to add consideration of this request to their upcoming meeting's agenda.

Town Manager Tolbert advised the signature lines would need to be reassigned to the County rather than the Town. He noted that the County has its own Attorney on Staff who could review the contract for execution.

Vice Mayor Howard noted that the Police Department and EMS did an excellent job handling all of the people who were on Chincoteague for the Fourth of July. He said Public Works did a great job moving things around to keep everyone safe, and everyone who attended the Carnival had a great time. He noted an appreciation for the volunteers at the Carnival and spoke about how vital the Carnival is to the Community of Chincoteague.

Councilman Bott remarked that the Fire Company did an excellent job getting everything ready for the Carnival. He asserted that it was good to see all the people down there and the number of volunteers each year.

Mayor Bowden expressed an understanding over Council's thoughts about the County needing to take the lead with the lifeguard service arrangement, but she articulated feeling sorrow over Council's inability to come to an agreement and get someone in place as soon as the following week. She noted her hope that the County and the National Park Service won't take too long to get the arrangement worked out. She noted this was the busiest Fourth of July weekend that she's experienced in her 34 years of working at the Carnival. She said everyone was respectful, and there were zero issues. She said the fireworks show was great, and she appreciates everyone coming out to experience it.

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

MINUTES OF THE JULY 14, 2025
CHINCOTEAGUE TOWN COUNCIL SPECIAL MEETING
Council Chambers
6:00 p.m.

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

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

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

Consider Accomack County Cost-Share Agreement
Town Manager Tolbert reviewed the specifics of the Cost-Share Agreement. He explained that the County has asked the Town to sign this cost-share agreement. He stated that the National Park Service has agreed to pay $90,000.00 of the lifeguard services contract amount. He explained that while the contract amount was reduced, the Town is being asked to split the remaining amount with the County. He noted that this cost-share agreement obligates the Town to pay one-half of the remaining balance of the contractor's fees up to a maximum amount of $13,517.50. He listed a variety of factors that could lead to a reduced figure.

Director of Emergency Services Rush relayed information from an operational meeting that he attended earlier in the day. He noted that Accomack County was also in attendance. He explained that National Park Service equipment was reviewed, and operational plans were created for a variety of events. He explained that the lifeguards have been on-site working, and they will continue doing so through Wednesday, and then lifeguard operations will begin on Thursday, July 17th. He said that lifeguard operations will continue daily through August 17th. He explained that they will have three lifeguards in the stands and one supervisor on-site from 9 am until 5 pm. He stated that the National Park Service gave the lifeguards some office space for their administrative work. He commented that the Chincoteague Chamber of Commerce was extremely helpful with this process as Ms. Moore with the Chamber was able to locate housing for the lifeguards through September 1st. He explained the contractor will have the lifeguards working a schedule of four days on, and then three days off. He explained this schedule will allow them to travel home on their off days. He noted that all their lifeguards offer EMT certified or higher credentials. He explained that they will have their various med-kits with them which will allow them to administer meds prior to the arrival of Chincoteague EMS. He explained that the training that the lifeguards previously received will occur at a time when there are people on the stands observing. He explained this will allow the lifeguard stand to be manned while the other lifeguards complete their training. He explained that communication plans amongst the various agencies were established during their meeting.

Mayor Bowden asked for confirmation from Town Manager Tolbert that this is a one-time-only item and that it is not a multi-year contract.

Town Manager Tolbert advised this question was also raised at the Accomack County Board of Supervisors meeting. He explained that County Administrator Mike Mason replied he was verbally assured by Superintendent Hugh Hawthorne, Assateague Island National Seashore, that this is only intended to be a one-year item. Town Manager Tolbert commented further.

Mayor Bowden asked Town Manager Tolbert if the funds will come from the Beach Access Tourism Reserve Fund if Council approves the agreement.

Town Manager Tolbert confirmed that reserve account would be the source of the funding as it was not a budgeted expense for the FY26 Budget.

Mayor Bowden opened the floor for Council discussion.

Councilman Bott expressed that he still does not like the cost-share agreement with Accomack County as he believes it is their jurisdiction. He stated that he does not feel that we should ask the citizens to cover the cost when it is not our jurisdiction. He further explained that he doesn't believe it'll be limited to this year only, as the outcome would likely be the same if the same issue was presented next year. He declined further comment.

Vice Mayor Howard noted that he is with Councilman Bott in that there needs to be a better understanding of the jurisdiction. He too fears that going forward there needs to be a better understanding of the jurisdictions involved to ensure that the County holds to their responsibility and that the Town isn't overstepping theirs. He expressed that we seem to be the save all for situations and the County needs to do a better job of upholding their responsibilities.

Councilman Taylor commented that while he understands both Councilman Bott's and Vice Mayor Howard's view, it makes sense for us to have a beach annex. He stated that he believes we can work with Accomack County Supervisor William J "Billy" Tarr.

Mayor Bowden stated she feels the Federal Government should pay for it all, but we are in a situation where they currently won't. She spoke about not being able to put a price on someone's life. She commented that she feels this is the best that we can do with this situation. She expressed her hope that the Federal Government will get things figured out over the Winter months.

Councilman McComb motioned, seconded by Councilwoman Richardson to enter into the cost-share agreement with Accomack County as presented.
Ayes: Howard, McComb, Richardson, Taylor, Savage
Nays: Bott
Absent: None
Motion passes five to one.

Mayor and Council Comments
There were none.

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

_____ _____

Denise P. Bowden, Mayor Michael T. Tolbert, Town Manager

MINUTES OF THE AUGUST 4, 2025
CHINCOTEAGUE TOWN COUNCIL REGULAR 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
Gene W. Taylor, Councilman
Christopher D. Bott, Councilman
Ellen W. Richardson, Councilwoman
K. Jay Savage, Councilman

Staff Present:
Mr. Michael T. Tolbert, Town Manager
Mr. Jeffrey Stevens, Police Sergeant
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.

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

Public Comment
Mayor Bowden opened the floor for public comment.

- Ms. Patricia Farley, 3243 Lisa's Lane, thanked everyone and congratulated them on a fabulous 100th Anniversary Pony Swim. She expressed positive comments about Transportation Director King, the Accomack County School District employees, the Police Department, Emergency Services, and Public Works. She commented on how the event was phenomenal and everyone involved did well. She noted that she volunteered on the pony shuttles and stated that the public was only vaguely aware of the threat. She reported that she heard zero complaints about the additional security. She expressed concern about tough economic times occurring throughout the Country. She stated that program cuts will cause many residents to suffer. She noted that she is not in agreement with the Town stepping in to assist with the lifeguard costs on Assateague. She expressed fear that the Town will be asked to continue to supplement the cost of lifeguards in future years. She stated that this could affect other matters as well. She cautioned Council to look forward and be very selective about the matters that they opt to assist with. She claimed that there will be more demand for our finances and revenues, not only for the Town, but for the individuals who live here. She said that the future is uncertain as far as healthcare is concerned, and our local health care providers. She notes that no one has the

answer, and so she asked Council to look to the future and expressed the thought that they should be proactive instead of reactive.

- Ms. Joanne Moore, Chincoteague Chamber of Commerce, Executive Director spoke about the success of the Chincoteague Volunteer Fire Company's 100th Annual Pony Swim. She expressed thanks to several organizations that the Chamber partnered with to ensure the event was an enjoyable experience for all who attended. She thanked the volunteers and the attendees. She noted the Chamber was honored to be included in all the event planning with the Town and the Fire Company. She expressed this partnership allows the Chamber to better serve their business members and the Town visitors. She provided the Chamber's numbers as follows: from Thursday of Blueberry festival until the Saturday after Pony Swim, there were 1,527 guests in the Chamber's office, which is a 93% increase over the previous year, and they had over 500 phone calls which was also a substantial increase over the previous year. She reported on the revamping of the Pony Swim Guide. She noted the Pony Swim Guide was handed out to all accommodation facilities, it was sent out to 37,000 people via email, 850 copies were printed and handed out between the Chamber office and the Information Stand at the Carnival Grounds. She reported on the targeted advertisements that were done. She noted that over 40,000 people were reached with the official pony swim guide, there were 86,000 views on it, and the guide was downloaded over 5,700 times. She noted over 2.6 million people were reached by Chamber advertisements during the month of July. She asserted that those numbers would continue to grow and explained how. She noted the Oyster Festival is the Chamber's next large event. She expressed that a giveaway stay is being offered as well and noted that each entrant receives a discount from several businesses as soon as they register.

Consider Consent Agenda

Mayor Bowden stated the Council is going to consider the Consent Agenda. She asked if anyone on Council has a question for Public Works Director Parks, Police Sergeant Stevens, Town Manager Tolbert, or Director of Emergency Services Rush after having read their Packets.

Councilman Bott asked if we tracked the number of people that utilized the shuttle buses.

Town Manager Tolbert explained that we could estimate the numbers. He explained that we didn't calculate it. He noted that we could say how many bags were tagged.

Councilman Bott expressed that it was easy enough to move around the Island on Pony Swim Day and that's why he was asking. He noted it appeared to be very successful.

Discussion ensued about the traffic on the swim back day.

Police Sergeant Stevens read the following statement on behalf of Police Chief Greenley:

> On behalf of the Chincoteague Police Department, I want to extend our heartfelt thanks to everyone who helped make the 100th Annual Pony Swim a success. It could not have been carried out so

smoothly and safely without the dedication and teamwork of so many individuals and agencies.

We are especially grateful for the steadfast support from our law enforcement partners:

Federal Bureau of Investigation

Virginia State Police

Accomack County Sheriff's Office

Worcester County Sheriff's Office

U.S. Customs and Border Protection

Naval Criminal Investigative Service

United States Coast Guard

Virginia Marine Resources Commission

National Park Service

U.S. Fish and Wildlife Service

Virginia Fusion Center

Port of Virginia

Your presence, professionalism, and cooperation made all the difference. The seamless coordination between these agencies truly helped ensure the safety and enjoyment of everyone who came to witness this incredible tradition.

We are also deeply thankful to Mayor Bowden and the Town Council, Town Manager Mike Tolbert, and Director of Emergency Services Bryan Rush for their outstanding leadership. Our appreciation extends to the Town of Chincoteague Public Works Department, whose support in planning and traffic flow coordination was essential to the event's success.

A special thank you goes to Billy King, Director of Transportation, and to Accomack County Public Schools for their key role in helping move thousands of spectators safely and efficiently across the island. We're also grateful for the dedicated ladies in the Town

Office, those behind-the-scenes efforts helped everything run more smoothly than most will ever know.

We sincerely thank Chincoteague EMS for their dedicated service during the 100th Annual Pony Swim. Their prompt response and professional care helped ensure the safety and well-being of everyone in attendance.

We are especially grateful to the Chincoteague Volunteer Fire Company, whose dedication to the Pony Swim spans generations. Their leadership in organizing and managing the event—from caring for the ponies to overseeing the swim and auction—is a cornerstone of what makes this tradition so special. Their hard work, commitment, and love for this island continue to be the heart of the Pony Swim experience, and we are proud to stand beside them in this shared effort

Among all these efforts, I want to especially highlight the outstanding work of my agency—the Chincoteague Police Department. Our officers served with heart, strength, and professionalism in every moment. From early morning patrols to late-night crowd management, their dedication stood out in every way. I couldn't be prouder of this department and the way they represented our community.

Most importantly, we give all glory to God, who was in control from start to finish. His protection, peace, and guidance were present throughout, and we are thankful beyond words for the blessings over this entire event.

To everyone who contributed, and I know I missed some—thank you. You helped make the 100th Annual Pony Swim not just a memorable occasion, but a powerful example of what's possible when people come together with purpose and heart.

-Chief Greenley

Vice Mayor Howard asked Director of Emergency Services Rush for a report on how things are going with the lifeguards.

Director of Emergency Services Rush replied that everything is working very well. He noted there was a lot of collaboration early on, he stated the lifeguards have been in the stands daily and this has saved a great number of EMS calls. He reported that it has been a very good benefit for his Department.

Town Manager Tolbert noted the newspaper last week incorrectly attributed the locating of the contractors to bid on the lifeguard contract to him. He wanted to ensure that Director of Emergency Services Rush was properly credited with locating the contractors who ultimately bid on the lifeguard contract.

Consider Harbor Committee Recommendations

Councilman Bott explained the Mooring Permit Memo that Council received in their Agenda Packet. He noted this is basically the lease agreement for slip users at the Harbor. He motioned for Council to approve the Harbor Committee's recommendations concerning the proposed changes to the Mooring Permit.

Discussion ensued.

Councilman Bott motioned, seconded by Councilman McComb to adopt the Mooring Permit lease as written. Unanimously approved.

Councilman Bott explained the Revised Harbor Ordinance. He noted the major changes were an identification in the Ordinance of the charter/tour operators. He also explained that personal watercraft such as jet skis were officially banned from the Harbor. He continued his explanation of the revised Ordinance changes to include clarifying parking and banning third-party refuelers from operating at the Harbor.

Town Manager Tolbert provided additional information about the proposed Harbor Ordinance changes. He explained the process that leaseholders go through to establish electrical service at their slips.

Councilman Bott motioned, seconded by Councilman Savage to adopt the revised Harbor Ordinance as written. Unanimously approved.

Councilman Bott reviewed the Harbor Parking Lot Expansion Project. He noted the work will mostly be conducted by Town personnel.

Councilman Bott motioned, seconded by Councilman McComb to approve the Harbor Parking Lot Expansion Project as presented. Unanimously approved.

Consider Recommendation of RCEC

Councilman Taylor reviewed the cause of the RCEC Memo. He explained that RCEC felt that approaching the Fire Company with a request to sub-lease back the Carnival Grounds when they are not using them would be a viable option as it would allow Town festivals to continue. He explained that Council needs to approve there being a talk that occurs with the Fire Company.

Mayor Bowden noted the Fire Company's regular meeting is August 18th at 7:00 pm. She stated all are welcome to attend.

Mayor and Council Comments

Councilman Savage expressed his appreciation over the amount of preparation that was done in advance of Pony Penning. He noted the numerous trainings that the Police and EMS had to go through to ensure it was a safe event. He gave his kudos to everyone – Town, Police, and EMS all did an incredible job. He congratulated the Fire Company on their great group.

Councilman Taylor noted that he agrees with Councilman Savage and couldn't have said it any better. He expressed that he also agrees with Ms. Pat Farley and that every person he encountered was happy to be here. He stated that all the additional security were there to help and not to spoil anyone's fun. He felt that visitors knew that the security were here to help and were as happy as they could be.

Councilman McComb commented that Police Chief Greenley expressed it best, but he agrees that it was a great event.

Vice Mayor Howard stated thanks to Transportation Director King as he's done a great job. He read in the report that the number of Trolley riders has doubled so Transportation Director King is doing an excellent job. He thanked the other departments that Director of Emergency Services Rush listed within his report. He commented it is amazing that EMS ran 27 calls on Pony Penning Day. He expressed that our EMS Department is doing excellently. He then complimented the Police Department and Public Works.

Councilman Bott expressed that everyone has already been complimented. He noted the Chamber is an excellent asset to have. He stated that they are always sending people there from the Pharmacy for additional information. He complimented the ease of obtaining information from the Chamber.

Councilwoman Richardson thanked the Good Lord. She commented that without Him and everyone else leaning on Him, we probably wouldn't have got through this. She noted that we did our part, and the Lord did his part as well. She commented we are all ready to get back to normal.

Mayor Bowden spoke about being at a loss for words. She noted that she is not often at a loss for words, but she will never be able to describe what the period has been like from January until now. She expressed this was the largest crowd she has ever seen at Pony Swim Lane and on the Streets when they brought the Ponies in. She said that what struct her the most is the number of people that would come to the Information Stand at the Carnival and express their thanks over the hospitality and the commitment to their safety. She commented that 75% of people that came to the Information Stand from the Pony Swim on expressed their appreciation for this event still occurring. She noted it really made her feel good. She thanked the visitors and the residents. She noted the residents had to put up with road closures and lines everywhere. She

noted this was a collective effort and that she appreciated all the agencies who assisted. She commented that prayers are needed for some residents due to a bad car accident on Saturday. She stated that one of the two young men involved is currently fighting for his life. She advised that we received a Certificate of Recognition from Governor Youngkin for the 100th Anniversary of the Pony Penning. She commented it was great for the Fire Company and the Town to be recognized by the Governor. She tasked Town Manager Tolbert with getting the Certificate framed. She stated that we also received recognition from the State which was presented by a couple of Senators and a member of the House of Representatives. She thanked everyone who assisted with Pony Penning.

Closed Meeting – In accordance with 2.2-3711, A3 of the Code of Virginia for the discussion and consideration of the acquisition of real property for a public purpose. 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.

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Denise P. Bowden, Mayor Michael T. Tolbert, Town Manager

MINUTES OF THE AUGUST 21, 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
Gene W. Taylor, Councilman
Christopher D. Bott, Councilman
Ellen W. Richardson, Councilwoman
K. Jay Savage, Councilman

Council Members Absent:

Staff Present:
Mr. Michael T. Tolbert, Town Manager

Mr. Tyler Greenley, Chief of Police
Mr. Cody Butler, Police Corporal

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.

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

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

Consider FY26 Compensation Plan
Town Manager Tolbert explained the process that he used to review the Compensation Plan. He explained the Compensation Plan is reviewed approximately every three years. He explained that the changes he made included minimizing the number of pay grades. He noted that the Budget and Personnel Committee reviewed the Plan but opted not to make a recommendation so they could continue to review the Plan and leave the decision to Council.

Mayor Bowden asked if anyone had any questions for Town Manager Tolbert. She then inquired if anyone wanted to have any discussion about the Plan. There was none.

Councilman McComb motioned, seconded by Councilman Taylor to adopt the wage by grade and the wage scale by position as presented. Unanimously approved.

Consider Surveillance Project
Corporal Butler relayed information about grant funding that is available for a surveillance system. He noted that the Chincoteague Police Department would like for a surveillance system to be approved by Council. He explained that the camera locations were determined by Chief of Police Greenley. He mentioned that the surveillance system has been very successful in the Town of Exmore and provided their improved crime statistics as a testament. He noted the grant provides 75% of the funding.

Mayor Bowden explained that the Public Safety Committee previously met and discussed this project. She explained they voted to bring the project to Council for consideration. She then asked if anyone wanted to discuss the matter and if anyone had any questions.

Councilwoman Richardson motioned, seconded by Councilman Savage to approve the Surveillance Project as presented. Unanimously approved.

Review Ducks Unlimited Project

Town Manager Tolbert provided information about the Ducks Unlimited Project. He read much of his Memorandum titled Ducks Unlimited Project which was dated August 21st. He explained that Ducks Unlimited would like a letter indicating "the approval and consent that the proposed project on Chincoteague NWR will not affect the Town's local cooperation agreement with the Corps, will not impair the usefulness of the Chincoteague Inlet Federal Navigation Project, and will not harm the public interest." He continued his explanation to note that he had not yet drafted the letter as he wanted the consent and opinions of Council.

Mayor Bowden asked if Town Manager Tolbert knew how long Ducks Unlimited has worked to secure funding for this project.

Town Manager Tolbert remarked that he does not know. He explained he received the request approximately thirty days ago. He stated the two drawings that he included gave an indication of the scope of the project. He then reviewed the various markers on the drawings.

Discussion began.

Councilman Bott noted that he called Kevin Holcomb about this matter. He then provided additional information on the project. He explained that a culvert was placed in 1960 that is not large enough. He noted this project consists of replacing that culvert with a bridge. He stated that the culvert was so small that it doesn't allow enough water to move and the area is dying. He explained that they are using dredge spoils to fill the area back up in hopes of firming up that area of the beach. He noted that area is the most vulnerable spot, and they are hoping to prevent the over wash from occurring. He said the dune that is being constructed is a temporary dune that is being used to protect the marshland while it is getting established. He is supportive of the project.

Councilman Taylor mentioned how beaches migrate over time.

Councilman Bott remarked that you want the marsh there to catch the sand.

Discussion continued.

Mayor Bowden commented that her issue is whether dunes are temporary. She feels disappointed that Fish and Wildlife says that dunes don't work, and then the Army Corps comes in aligned on this project. She noted that we've been asking for assistance with the inlet for years and this letter that they are requesting notes that this project will not harm the public interest. She thinks the project is wonderful and that it will help Swan Cove, but it bothers her that the Army Corps of Engineers has not assisted us with the inlet, or the beaches being over washed. She doesn't like the timing of it but she recognizes that she doesn't have a say in it.

Councilman Bott motioned, seconded by Councilman Taylor to provide a letter of Support for the Ducks Unlimited Project as presented. Unanimously approved.

Closed Meeting – In accordance with 2.2-3711, A3,6,7 of the Code of Virginia for the discussion and consideration of the acquisition of real property for a public purpose, the discussion of the investment of public funds where competition is involved and for the briefing by staff of recent litigation. Councilwoman Richardson motioned, seconded by Councilman Bott to go into a closed meeting in accordance with §2.2-3711 A3,6,7 of the Code of Virginia for the discussion of and consideration of the acquisition of real property for a public purpose, the discussion of the investment of public funds where competition is involved and for the briefing by staff of recent litigation. Unanimously approved.

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

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Denise P. Bowden, Mayor Michael T. Tolbert, Town Manager

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

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

Council Members Absent:
Denise P. Bowden, Mayor

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

Call to Order
Vice Mayor Howard called the meeting to order at 7:00 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. He asked Town Manager Tolbert to read the rules for public comment.

- Ms. Joanne Moore, Executive Director of the Chincoteague Chamber of Commerce, expressed thanks to Council and the Town for assisting with the beach and parking lot reconstruction on Assateague Island. She reported that the lifeguards stopped by the Chamber before they left the Island earlier today. She stated they were appreciative of the Chamber assisting them in finding housing. She noted that the Chamber is looking forward to several upcoming events as we head into the fall season.

- Ms. Debbie Ullmann, 4374 Main Street, spoke as the Treasurer of the Community Tennis Association of Chincoteague Island. She explained that the Tennis Association would like Council to support a tennis court lighting project. She commented that the Town would need to give permission for the Association to be able to assist with grant writing and then explained the timeline and application process. She provided her estimate of cost and potential grant figures. She noted that she is available for questions and concluded by stating that the Tennis Association looks forward to working with the Town on improving recreation activities on the Island.

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

Consider Consent Agenda
Vice Mayor Howard asked if anyone had any comments after they reviewed the Consent Agenda. Silence ensued. He then asked if anyone had any questions for Town Manager Tolbert. There were none. He inquired if there were any comments for any of the other staff present. There were none.

Adoption of the Minutes
The Minutes for the Regular Council Meeting on July 7th, the Special Council Meeting on July 14th, the Regular Council Meeting on August 4th, and the Council Workshop Meeting on August 21st were included in the packet for Council to review, discuss if necessary, and vote upon.

Councilman McComb motioned, seconded by Councilwoman Richardson to approve the July 7th, July 14th, August 4th, and August 21st meeting minutes as presented. Unanimously approved.

Consider Line Vacation
Vice Mayor Howard advised that no one from the line vacation request was in attendance. He commented that everyone has already reviewed the request and asked if there were any comments.

Councilman Bott motioned, seconded by Councilman McComb to authorize the lot line vacation of Parcels #031B10300021600 and #031B103000217 for Mr. and Mrs. Kyle T. Derrickson as presented in the packet. Unanimously approved.

Consider Recommendation of RCEC

Councilman Taylor as the Chairman of RCEC presented the RCEC Memo to Council. He explained that he would like the Community Tennis Association of Chincoteague Island to be able to request grant funding for the tennis court lighting project. He mentioned that tennis is still growing, and he feels it would be helpful if they were able to give us a better idea of both the pricing and the grant funding opportunities that they are able to access. He explained that the request is for them to have the right to go out on our behalf to get pricing and explore grant funding.

Vice Mayor Howard opened the floor for comment.

Councilman Bott stated he feels that we need to look more into the nuisance factor. He reported that a resident who lives near Memorial Park came to him with their concern. He noted that he had a misunderstanding of what time Memorial Park closes.

Town Manager Tolbert provided clarification on the hours of the park and Ordinance changes.

Discussion ensued.

Councilman Bott continued to express his concern about lighting the parks and the potential nuisance it would cause nearby residents.

Councilman Taylor explained the current lighting situation at Memorial Park.

Vice Mayor Howard stated that the packet indicates they are discussing the hours of the park. He then spoke about their request to assist the Town with grant writing.

Town Manager Tolbert explained that the Town itself would have to apply for the grant, but we would not discourage grant writing assistance. He reviewed the hours of various Island parks.

Vice Mayor Howard commented on the packet and indicated the items to be discussed were the park hours and the fencing. He stated that he feels the Committee needs to receive public input before the matter comes to Council.

Councilman Bott indicated he also feels the Committee needs more public input from the surrounding neighbors.

Discussion occurred.

Councilman Taylor indicated there could be a problem with not having the park fully lit and having posted hours that indicate it is open until ten pm.

Vice Mayor Howard confirmed that it is something that should possibly be considered. He asked if the park hours are going to be adjusted so it isn't open until ten pm if Council does not opt to light the entire park.

Councilman Bott stated he feels this is a change of use of the park and the nearby homeowners have the right to express their concerns about the change.

Councilman Taylor asked if Town Manager Tolbert could send letters to the nearby homeowners requesting their input.

Discussion clarifying the options ensued. The decision was made to send letters to property owners who are adjacent to Memorial Park.

Town Manager Tolbert explained various notice requirements.

Vice Mayor Howard explained Council wants to ensure they are doing their due diligence and notifying all interested parties prior to consideration.

Councilman Taylor explained the reasoning behind RCEC asking Council to consider fencing the playground equipment at Memorial Park. He explained due to flooding concerns at Memorial Park, this is not an area to be cheap, that the fencing needs to be able to withstand salt water.

Councilman Taylor motioned, seconded by Councilman Bott to obtain pricing for fencing the playground at Memorial Park. Unanimously approved.

Councilman Taylor noted the quote that we receive should indicate the type of fencing that can be installed at Memorial Park. He stated it should also include the necessary fence height. He noted once the pricing is received, then Council can review it and determine if they'd like to approve it.

Town Manager Tolbert asked for confirmation that Councilman Taylor is speaking about something as confining as chain-link fencing since he mentioned gates as being a necessity.

Councilman Taylor confirmed yes. He stated that we are looking for something for safety purposes.

Discussion continued.

Town Manager Tolbert provided details for the notification of a Public Hearing. He explained that the Public Hearing on the matter could be held at the October 6th Regular Council Meeting.

Consider Sewer Prioritization Rubric
Councilman Bott explained the Planning Commission's Sewer Prioritization Rubric and the necessity of it.

Councilman Taylor expressed concern about the current allocation for the Old Firehouse as he does not feel there has been enough allocated to it.

Councilman Bott motioned, seconded by Councilwoman Richardson to approve the sewer prioritization as presented by the Planning Commission. Unanimously approved.

Mayor and Council Comments

Councilman Savage spoke about the incredible effort that was done to move the sand from the recent storm. He felt the joint operation between the National Park Service, Accomack County, and the Town did a great job. He thanked Director of Emergency Services Rush for his assistance with the lifeguards and remarked it was a job well done.

Councilman Taylor spoke to Chief of Police Greenley about the Officer reading his letter at last month's meeting. He commented on how everyone felt safe and secure with all the agencies. He mentioned how amazing it was to see how smoothly things went with all the various agencies that were here coordinating with Chief Greenley. He suggested the Chief keep in contact with the other agencies and thank them profusely. He explained that he was pleased hearing Officer Stevens read Chief Greenley's letter but noted that he was even more impressed when he re-read it. He thanked Chief Greenley and his staff for everything they do each day. He concluded with a comment that God graced us with a beautiful place, but it isn't perfect, and the Officers risk their lives every day. He notes it is a responsibility that they take seriously.

Councilman McComb advised that he agrees with what the others have said. He remarked it has been a summer of cooperation among agencies. He said the beach restoration this past weekend is a perfect example of that. He gave kudos to the Town employees for participating in the clean-up effort and noted they did an excellent job. He thanked Town Manager Tolbert for coordinating everything and remarked on the wonderful results that entailed.

Councilwoman Richardson reiterated what the others said. She expressed that it is a special place that we live, that it's God's Country. She stated they have a hard job as they are out there working while the rest of us are sleeping. She commented that goes for the medical staff and the ambulances as well. She explained that several of the County employees who worked Pony Penning were very pleased with the compensation that they received as drivers and as security staff during the event.

Vice Mayor Howard stated with school starting back today, that things are happy around his house. He explained Mayor Bowden wasn't feeling well tonight and couldn't make it. He expressed his hope that she gets well soon. He commented that people need to be patient with the kids, that they should be an example, and expressed that people need to be cautious on the roads with them. He warned that caution should especially be used when venturing off the Island and onto the highway as it can be extremely dangerous.

Closed Meeting – In accordance with 2.2-3711, A3,6 of the Code of Virginia for the discussion and consideration of the acquisition of real property for a public purpose and the discussion of the investment of public funds where competition is involved.

Councilwoman Richardson motioned, seconded by Councilman McComb to go into a closed meeting in accordance with §2.2-3711 A3,6 of the Code of Virginia for the discussion of and consideration of the acquisition of real property for a public purpose and the discussion of the investment of public funds where competition is involved. 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 SEPTEMBER 18, 2025
CHINCOTEAGUE TOWN COUNCIL WORKSHOP MEETING
Council Chambers
6:00 p.m.

Council Members Present:
Denise P. Bowden, Mayor
J. Nicholas Howard, Vice Mayor
Gene W. Taylor, Councilman
Christopher D. Bott, Councilman
Ellen W. Richardson, Councilwoman
K. Jay Savage, Councilman

Council Members Absent:
William T. McComb, Jr., Councilman

Staff Present:
Mr. Michael T. Tolbert, Town Manager

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.

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

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

Consider I.T. Contract
Town Manager Tolbert relayed information from the proposed contract with IT Partners. He explained that we have been on a pay-as-you-go basis with our technology firm for many years. He noted that the company would like us to change to a fixed contract price and then explained the way that the company determined our monthly costs. He stated the amount they'd charge us for the remainder of the fiscal year is lower than what they'd normally charge. He explained that they are willing to accept a reduced amount for this current fiscal year if we agree to a contract due to our budgeting process. He explained the cost of services would increase by 10% effective July 1st and the contract length at that time is three years. He noted there are several benefits to the contract which include unlimited help desk tickets and enhanced security.

Discussion ensued.

Councilman Bott asked if we have solicited bids.

Town Manager Tolbert confirmed that we haven't. He also mentioned that our accounting software is not included in that total but that both items are included in the $80,000 a year he has budgeted.

Councilman Savage asked about the three cloud-based server backups that are performed monthly.

Town Manager Tolbert explained that one server is used exclusively for water billing, the Police Department must be on their own server, and the third server is used for everything else.

Vice Mayor Howard inquired if Emergency Services is included within the product list.

Town Manager Tolbert advised Emergency Services is on the Fire Departments.

Discussion continued.

Councilman Taylor commented that he is for staying where we are for now. He further stated that we could explain that we are required to solicit bids due to the dollar amount of the contract. He said while our current provider could possibly offer us the best deal possible, doing our due diligence would allow us to ensure compliance and see what else is out there. He confirmed he thinks we should finish the year out, see what other bids we receive, and how the proposed

contract compares before signing a contract. He said that if all of the employees are happy with the existing service, sometimes the cheapest isn't the best anyways.

Councilman Bott motioned, seconded by Vice Mayor Howard to execute the contract through June 30, 2026. Unanimously approved.

Consider Resolution for Boundary Line Adjustments

Town Manager Tolbert advised Virginia State Code allows Boundary Line Adjustments to be done administratively, rather than having each request being presented to Council. He explained that Council can designate a representative to review boundary line adjustments and line vacations on their behalf. He drafted a Resolution in which Council would grant the Town Manager the authority to consider minor boundary line adjustments. He stated this Resolution was drafted in conjunction with the Building and Zoning Administrator. He explained anything larger than one acre or consisting of more than three lots would be deemed a major adjustment and would come before Council.

Councilman Taylor motioned, seconded by Councilman Savage to accept the Boundary Line Adjustments Resolution as presented. Unanimously approved.

Consider Resolution for Offshore Drilling

Mayor Bowden explained a Resolution regarding offshore oil and gas drilling and exploration, including seismic testing that was signed by Council in 2018. She stated that Council has been asked again to reiterate the Resolution, so Town Manager Tolbert has an updated version of the Resolution to present.

Town Manager Tolbert confirmed there were some updates made. He explained the changes that were made including updating the representatives that are listed on the Resolution, along with the title of the program that is being addressed with the Resolution.

Councilwoman Richardson motioned, seconded by Councilman Taylor to adopt the Resolution as written. Unanimously approved.

Consider Extension of Sewer Contract

Town Manager Tolbert advised the connection of the existing customers into the sewer system was not included within the initial sewer project scope. He explained the initial contract was for $2.248 million and that the contractor was able to complete the project, on schedule, without any change orders. He said the sewer contractor's estimate to complete the reconnection of the existing sewer customers into the new system is $318,150. His recommendation is that we do a change order to the original contract to include all the work associated with the reconnection of the existing customers.

Discussion occurred.

Councilman Taylor advised it would be unfair to ask the existing sewer customers to pay to be connected into the system when they've already previously paid to be connected to the system.

Town Manager Tolbert advised there is still approximately half a million dollars left of the original ARPA funds. He also explained that the reason the costs aren't too high for this work is that Public Works Director Parks went with the sewer contractor to inspect each one of the existing customers' connections to determine which items could remain, and which had to be changed out. He said the costs would have been much higher had we needed to replace everything for the existing customers.

Councilman Taylor asked if we could get the connection at the Chamber of Commerce.

Town Manager replied that a new connection would have to go through the prioritization rubric that Council just approved. He stated he is unsure if there will still be capacity by the time the Town would be reviewed under the selected prioritization.

Councilman Taylor mentioned the Town already has two as the downtown bathroom and the Old Firehouse are both existing sewer customers.

Town Manager Tolbert confirmed.

Councilman Bott motioned, seconded by Councilwoman Richardson to accept Staff's recommendation on reconnection of the existing sewer customers to the new system. Unanimously approved.

Mayor Bowden stated she was presented with a question the other day. She asked Town Manager Tolbert to confirm there are about a half million dollars left available in ARPA Funds.

Town Manager Tolbert confirmed that we have about a half million dollars in a reserve account for ARPA.

Mayor Bowden said a business downtown asked about the sewer connection fees. She advised them that it is still being worked out as we do not know what they will be. She said their follow-up question was if there is remaining ARPA money if it could be used to assist the businesses with the connection fees through a grant process.

Town Manager Tolbert said we've committed all ARPA money 100%. He explained several of the items that we committed ARPA funds to were paid out of the general fund. He explained the full amount of the sewer contract was taken from the ARPA reserve funds but there have been other items in the past, that were not drawn from the reserve account which is where there is still about half a million available.

Councilman Bott replied it needs to be transferred out of the ARPA account and into our reserve account.

Councilwoman Richardson agreed.

Town Manager Tolbert stated $318,150 of that will be used for this.

Mayor Bowden stated while half million is still there, the $318,150 still needs to be removed from that.

Town Manager Tolbert confirmed.

Mayor and Council Comments
Councilman Savage extended his continued prayers for Former Mayor Jack Tarr. He commented that the Former Mayor has done a lot for this Town.

Councilman Taylor offered prayers for Former Mayor Tarr, the Town, and others. He spoke about Youth. He mentioned so much is needed on both sides. He said there are people who work day and night and they need to make time. He thanked The Lord for all His blessings.

Vice Mayor Howard said he agrees with everybody. He is thinking of Former Mayor Tarr, his family, and all he has done for the Town. He stated everyone has something going on and he feels that we all need to be patient with one another.

Councilman Richardson said we all need to pray. She said we need to keep the family in our thoughts and prayers as they are going to have a lot to deal with.

Mayor Bowden mentioned she had a brief visit that she had with Former Mayor Tarr on Monday. She mentioned he's someone she has admired and respected for many years. She stated the visit was tough and commented that she told him he is the strongest man that she knows. She said he has done well; he has carried himself through it with all the strength he has. She mentioned she prays for peace for him and for his family as well. She said it is going to be tough, he's a good man, and he's done a lot for this Town. He was the longest serving Mayor that the Town has ever had. She mentioned his legacy is true and remarked it won't ever be forgotten. She said that she credits Former Mayor Tarr with a lot of the success that we have experienced. She extended her prayers and remarked that she agrees with Councilman Taylor in that the Country needs something right now. She commented that while we only see the bad on television and on social media, that we need some healing in this country. She stated that she doesn't propose to know where to start but like Vice Mayor Howard said, we need to take a breath and sit back and figure out what it is that we must do to get some peace in this Country.

Closed Meeting – In accordance with 2.2-3711, A1,3 of the Code of Virginia for the discussion of specific personnel and consideration of the acquisition of real property for a public purpose. Councilwoman Richardson motioned, seconded by Councilman Savage to go into a closed meeting in accordance with §2.2-3711 A1,3 of the Code of Virginia for the discussion of specific personnel and consideration of the acquisition of real property for a public purpose. Unanimously approved.

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

_____ _____

Denise Bowden, Mayor Michael T. Tolbert, Town Manager

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

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

Council Members Absent:

Staff Present:
Mr. Michael T. Tolbert, Town Manager
Mr. David Gladding, Police Lieutenant
Mr. E. Bryan Rush, Director of Emergency Services
Mr. Wes Parks, Director of Public Works

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.

Proclamation – Mr. William "Bill" Derrickson
Mayor Bowden read the following Proclamation for **Mr. William "Bill" Derrickson**.

CERTIFICATE OF RECOGNITION

PRESENTED TO

Mr. William "Bill" Derrickson

WHEREAS, **Mr. Derrickson was born on August 4th, 1935, and has been a lifelong and valued citizen of the Town of Chincoteague; and**

WHEREAS, **Mr. Derrickson was honored by relatives and friends on the occasion of his 90th birthday; and**

WHEREAS, **Mr. Derrickson served his country in the United States Coast Guard with a career spanning 26 years; and**

WHEREAS, **Mr. Derrickson married Miss Maureen Conklin on December 25, 1954, a marriage that lasted 69 years, and has been blessed with 2 sons, Brian and Tom, 5 grandchildren and 6 great grandchildren; and**

WHEREAS, **Mr. Derrickson is a member of Christ United Methodist Church and Charter Member of the United Methodist Men;**

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 Mr. William "Bill" Derrickson on the occasion of his 90th birthday, with sincere congratulations and best wishes for many more happy and productive years.**

Presented this 6th day of October 2025.

_____

Denise P. Bowden, Mayor

Attest:

_____

Michael T. Tolbert, Town Manager

Proclamation – Mrs. Margaret Rose Bowden

Mayor Bowden read the following Proclamation for **Mrs. Margaret Rose Bowden.**

CERTIFICATE OF RECOGNITION

PRESENTED TO

Mrs. Margaret Rose Bowden

WHEREAS, **Mrs. Bowden was born on September 7th, 1935, in Cheltenham England and emigrated to the Island of Chincoteague in 1953 at the age of 17 receiving her United States Citizenship soon thereafter; and**

WHEREAS, **Mrs. Bowden was honored by relatives and friends on the occasion of her 90th birthday; and**

WHEREAS, **Mrs. Bowden married Mr. Edward Bowden on November 15, 1952, a marriage that lasted 64 years, and has been blessed with a daughter, Sharon Ellis, a granddaughter and two great grandsons; and**

WHEREAS, **Mrs. Bowden adopted Chincoteague Island as her lifetime home along with its customs, organizations and citizens; and**

WHEREAS, **Mrs. Bowden has since been a lifelong and valued citizen of the Town of Chincoteague who has contributed significantly to the character, appeal and charm 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 extend this tribute to Mrs. Margaret Rose Bowden on the occasion of her 90th birthday, with sincere congratulations and best wishes for many more happy and productive years.**

Presented this 6th day of October 2025.

_____

Denise P. Bowden, Mayor

Attest:

_____

Michael T. Tolbert, Town Manager

Public Comment
Mayor Bowden opened the floor for public comment. She explained that this is for normal public comment and is not for the public hearing.

- Mrs. Joanne Moore, Executive Director of the Chincoteague Chamber of Commerce, shared updates about the economic impact that the Tourism Commission has reported for Accomack County and the State of Virginia. She noted that strong visitor numbers were reported for the previous year and presented the figures to Council. She then explained how the Chamber promotes the Town of Chincoteague and contributes to this success.

- Kay and Ted Gelletly, 4694 Main Street, are requesting the Town's assistance in addressing a tree that is located within the Holly Ridge / Holy Ridge cemetery in Misty Meadows. She detailed the threat the 75-foot, pine tree that she feels poses a threat to both her property and that of her neighbors. Mrs. Gelletly explained that she recently emailed copies of photos to Council and Mayor Bowden prior to the Council Meeting. She researched the history of the cemetery ownership and provided the results of her research. She noted that Slidell Tree Service quoted a total of $2,000 to remove the tree. She stated she and her husband are willing to fund the removal. Mr. Gelletly stated that the Virginia State Code he located is conflicting.

Councilwoman Richardson, as Chairperson of the Cemetery Committee, informed the Gelletlys about the Cemetery Committee's recent decisions regarding the 150-year-old tree in question. She advised that none of the cemeteries on Chincoteague are owned by anyone other than the occupants who chose that location as their final resting place. She stated the Town has kept the grass cut, and that the Committee would clean the cemetery themselves back when they were younger. She noted the Committee has not recommended that the Town do anything about the tree unless it is a dire situation, in that it is coming down on a property.

Discussion ensued between the Gelletly's, Councilwoman Richardson, and Mayor Bowden.

Councilwoman Richardson advised she'd just taken photos of the tree on Thursday morning, before the Cemetery Committee's meeting on Thursday evening. She spoke of the State Code and how it protects the cemetery and the items on it.

Mayor Bowden asked the Cemetery Committee to discuss this matter at their next meeting.

Consider Consent Agenda
Mayor Bowden asked if anyone had any questions for Town Manager Tolbert about the reports contained in the Consent Agenda.

Councilman Bott inquired about the status of the previous Meals and Transient Occupancy Tax delinquencies.

Town Manager Tolbert stated that Transient Occupancy Tax collections have been caught up, but that there are still a few lingering larger meals tax delinquencies.

Councilwoman Taylor asked about Mr. Thomas Clark and if he signed up for speaking. Mayor Bowden mentioned that she has him on the list for speaking about the C-2 Zoning.

- Mr. Thomas Clark, Don's Seafood, spoke about the troubles they've encountered with their neighbors failing to adhere to the Town's noise ordinance. He recounted the various ways his neighbors have continued to receive summons, which seemingly go nowhere. He explained the various times that noise levels don't get measured for either business: concerts in the park, movies in the park, the steel drum band, etc. He reported that the neighbors have claimed that the wind has caused them to violate the 65-decibel noise rating. His frustration is with the way the Ordinance is written, in his neighbor continually having different managers on shift to receive the summons, and the fact that everything resets after 90 days. He spoke of various excuses his neighbor has given recently for violating the noise ordinance. He stated that next week is the last week his establishment on the dock will be open for the season and explained his hopes behind the establishment. He spoke of his long-time, existing business and the lack of noise complaints that have been made against his establishment. He commented on his neighbor's recent actions that have raised their stage platform and thereby ensured that their sound travels further. He expressed that he wants everyone to operate by the rules, and that his business should not be adversely affected because his neighbor is not. He requested the Town does something about this.

Mayor Bowden returned to the consent agenda and asked if anyone else has any questions for Town Manager Tolbert, Police Lt. Gladding, or Public Works Director Parks.

Vice Mayor Howard asked Public Works Director Parks if Public Works crews are about to clean up the trail.

Public Works Director Parks confirmed that they are.

Councilwoman Richardson inquired about when the project on Taylor Street will commence.

Public Works Director Parks explained that materials have been ordered, but they haven't arrived yet, so it isn't going to be this week. He then explained to Councilwoman Taylor's follow-up question about traffic that they will likely use local traffic-only signs, which means only residents of that street are allowed to travel it. He stated it won't be blocked off entirely and that there will be a flagger on Main Street.

Mayor Bowden then asked if anyone had any questions for Director of Emergency Services Rush. There were none.

Town Manager Tolbert advised that a motion is needed for the Proclamation of Cemetery Clean-Up, which Mayor Bowden then read.

Councilman McComb motioned, seconded by Councilwoman Richardson, to approve the Proclamation of Cemetery Clean-Up as read. Unanimously approved.

Public Hearing Memorial Park Lighting

Town Manager Tolbert reviewed the rules for Public Hearings.
Mayor Bowden opened the public hearing and noted that the notice was printed in the local paper.

- Mr. Paul Ross, 7336 Eastside Rd, advised that he appreciates Council allowing him the time to voice his concerns. He presented a photograph of what Memorial Park looks like when it is lit. He states he does not believe anyone would want to live adjacent to the park being lit. He explained his family has been adjacent to the park for over 75 years. He provided his family's history and explained that they have never before been concerned with the direction the Town is leading the park. He has 498 feet of land exposure to the tennis and basketball courts. He explained that there is a very high instance of trespassing to retrieve various play equipment and associated trash that falls onto his property. His concern is the liability of people jumping over the fence, which they would prefer not to have. He fears the noise level that would also be associated with lighting the courts. He explained that there is a lot of profane language that occurs on the basketball courts, which limits their ability to enjoy their outdoors with guests. He stated that skateboarders cause quite a bit of noise on the basketball courts when the police are not actively patrolling the park. He spoke highly of the Tennis Association and its self-funding efforts. He does not believe that lighting the tennis courts would be beneficial to the Town, as lighting the tennis courts could cause a need for lighting both the basketball courts and the playground, which would amplify the Town's costs. He reported historical tennis court usage that he's observed. He notes they are concerned about what lighting the park would do for adjoining property values. He stated that if the Council decides to approve the lighting of the park that they will consider adjusting the park hours to stop at nine pm and ensure that the lighting options are on timers to ensure quiet hours.

- Mr. Rick Willis, 5119 Blake Point Road, advised that he is there to represent the Tennis Association, as Ms. Debbie Ullmann is out of the country. He stated that he is an active daily player, and he is a former President of the Chincoteague Tennis Association. He read a letter that Ms. Debbie Ullmann prepared about the project and its intentions. The letter that he read recapped the grant funding, the many benefits the Tennis Association has brought to Chincoteague, and noted that their project can be designed to minimize the impact to the neighboring properties of Memorial Park. The letter explained that the courts can be lit on demand, during park hours, rather than on a schedule, and the light spill should be designed into the proposals that are sought. He provided photos of other lighted courts in the area and noted they want to continue to work with the park's neighbors.

- Mr. Andy and Mrs. Melanie Rock, 7345 Memorial Park Drive, explained that they have owned their home since 2008, and they enjoy being near the park and all the activity that occurs at the park. Mrs. Rock explained that one thing that they really appreciate is the quiet hours, when there are only people fishing off the dock. They feel the park is a lovely resource for people to enjoy the water and fish quietly in the evening hours. They are concerned that peaceful, nighttime activities like stargazing and fishing will be compromised if the park is lit. She explained that a lot of the park lighting is directional, and she feels there is already a nuisance lighting directed at the tennis courts as it shades their porch. She wants Council to consider shading if they were to go forward with lighting the courts.

Mayor Bowden explained that this was the extent of the people who signed up to speak for this particular Public Hearing. She asked if Town Manager Tolbert had a letter to read and one attached to the packet that Mr. Lewis submitted.

Town Manager Tolbert read a letter written by Sandra and Forest MacDowell, who have owned an adjoining property of Memorial Park for 44 years. The letter offered their thoughts on the proposed lighting project, other Memorial Park improvement suggestions, and an alternative location for lighted courts. They were not in support of lighting the tennis courts at Memorial Park and detailed their reasons within the letter that Mr. Tolbert read.

Town Manager Tolbert read the letter that Mayor Bowden referenced as being attached in the packet from Mr. Lewis. In the letter, Linda Melvin of 7308 Eastside Rd gave her support of the lighting project.

Having heard from all parties who offered written comments and all who were signed up and in attendance, Mayor Bowden closed the public hearing and opened the floor up for Council discussion.

Vice Mayor Howard stated he respects the homeowners who have expressed their concerns, as they have been there a long time. He voiced concerns for safety after dark if the park is open. He expressed that he feels things should be left as they are.

Councilman Taylor stated that he feels the Tennis Association could work with the three homeowners who expressed being against the lighting project to resolve their concerns, as there was one homeowner who expressed support of the project. He felt that using the lighting only when the courts are being used would be one way in which they could minimize the impact on residents.

Councilwoman Richardson expressed that she deals with kids, but she doesn't live down there. She explained that things got so bad at Memorial Park before that the Town Council had to go down there and remove the basketball hoops. She feels kids will come even from the mainland if you light up the courts, and it'll cause the police to become overworked. She expressed that she agrees with Vice Mayor Howard in that things should be left as they are.

Councilman Taylor motioned to table the project to see if the Tennis Association can work it out with those who were in opposition. There was no second, so the motion was not entertained.

Councilwoman Bott motioned, seconded by Vice Mayor Howard to not proceed with the lighting the tennis courts at Memorial Park due to nuisance issues. Motion carried with 5 for the motion, and 1 opposed. Ayes: Bott, Richardson, Howard, Savage, McComb Nays: Taylor

Public Hearing Proposed Zoning Changes
Mayor Bowden opened a joint public hearing with the Planning Commission. She commented that the necessary public hearing advertisements were conducted.

Chairman of the Planning Commission, Councilman Bott, explained that several members of Council ran on the preservation of the downtown district to become elected, so it was an important task that was then delegated to the Planning Commission. He stated that the Planning Commission worked alongside the Town Planner to determine what could be done to protect the integrity of our downtown area.

Ms. Amanda Baker, Town Planner, gave a presentation on the proposed changes. She explained that with a conditional use permit for assembly uses, the Town could ensure that gatherings of fifty people or larger meet certain requirements. She reviewed the changes that were made through the proposed zoning changes. She commented that since it is a zoning change that existing businesses are automatically grandfathered in, until their business use is changed. She stated this will not affect the usage of their existing business.

Mayor Bowden asked if anyone had any questions for Town Planner Baker. There were none.

• Tommy Clark, Don's Seafood, spoke about the original C-2 zoning compared to the current C-2 zoning. He asked for clarification about the purpose behind this proposal and if it exists to prevent people from buying multiple parcels, tearing down businesses, and putting up a new hotel. He stated that he fears that we are trying to prevent a problem that doesn't exist, as there is a limited number of parcels. He questioned if the Council is trying to limit the sewer, and then also limit new businesses through parking regulations, and questioned the direction that Chincoteague is going. He asked if there are future zoning changes that are being considered. He stated he is speaking on his behalf, and not on behalf of the downtown merchants. He commented that while he is grandfathered in, if he ever wants to sell his new business, and that new person doesn't want to operate a restaurant, but instead wants to operate a hotel, they'd be limited, as they'd have to come before the Council first. He fears that we are looking at only the short-term and not the long-term.

• Eli Bourbon, 4325 Eastwinds, spoke in opposition to the proposed zoning changes. He doesn't feel the proposed changes make sense as it prevents usages that are already occurring in that zone.

Mayor Bowden closed the public hearing as there were no additional people signed up for comments. She opened the floor for Council discussion.

Councilman McComb inquired about why restaurants were stricken from the category when there are currently fewer seated restaurants on the island than ever before.

Town Planner Baker stated it wasn't.

Councilman McComb mentioned there is less square footage, restaurant-wise, and more food trucks than we have ever had on the island. He stated that there aren't many brick-and-mortar establishments, which bring a lot of opportunities for jobs, especially for kids to be employed. He feels the change would be restrictive.

Chairman of the Planning Commission, Councilman Bott, stated that what you are doing is moving away from categories of business and moving into assembly size categorization.

Discussion continued.

Councilman Taylor spoke about the existing businesses, like the theater, already being subsidized, so he doesn't see someone coming in to compete with them. He remarked that he doesn't see what it is that you are trying to save, as he doesn't see someone putting someone else out of business or putting in something larger when there is already an existing business that's being subsidized by the good citizens of Chincoteague.

Vice Mayor Howard said he understands the assembly size concern; from his standpoint, this isn't the answer. He feels a regulation needs to be put in place if we were trying to limit the size of an establishment and prevent someone from tearing down multiple buildings to construct one larger one, which doesn't suit the character of the downtown of the Island.

Councilman Bott remarked that the Planning Commission could go back to it.

Vice Mayor Howard said that is what he'd like to do; he'd like it to be sent back so it can be revisited.

Discussion continued about the confines of C-2.

Town Manager Tolbert clarified that the change doesn't prohibit anything; it just states a permit would need to be obtained from the Town Council on a case-by-case basis.

Discussion ensued.

Mayor Bowden said she feels we have very few historic properties left on Chincoteague. She feels that most of the ones that are left, with the small-town atmosphere, can be found Downtown. She feels this would help preserve what we do have.

Since this is a joint public hearing, the Planning Commission had to first motion to bring their recommendations to Council. **Councilman Bott, as the Chairperson of the Planning Commission, heard a motion from Mr. Steve Katsetos and a second from Ms. Pat Farley to bring the proposed changes forward to Council. The motion was carried and unanimously approved by the Planning Commission.**

Councilman McComb motioned, seconded by Councilman Taylor to return the issue to the Planning Commission to include restaurants within the recommendation. Unanimously approved. Motion carried.

Mayor and Council Comments
Councilman Taylor stated, "everybody to stay strong."

Councilman Bott spoke to Town Manager Tolbert about the noise ordinance complaints and devices to monitor the levels.

Vice Mayor Howard thanked everybody for coming out and sharing their opinions.

Mayor Bowden spoke about having the noise ordinance revamped and how we have continued issues. She said we may need to look at how strict our noise ordinance is. She spoke about the loss of Former Mayor Jack Tarr and what a heavy loss it was to his family and the community. She asked that you continue to keep his family in your thoughts and prayers. She congratulated the Chincoteague Ponies on winning their recent Homecoming game and remarked that they are doing a wonderful job this year.

Closed Meeting – In accordance with 2.2-3711, A1,3,6 of the Code of Virginia for the discussion of specific personnel matters, consideration of the acquisition of real property for a public purpose, and the discussion of the investment of public funds where competition is involved. Councilman Savage motioned, seconded by Vice Mayor Howard to go into a closed meeting in accordance with §2.2-3711 A1,3,6 of the Code of Virginia for the discussion of specific personnel, consideration of the acquisition of real property for a public purpose, and the discussion of the investment of public funds where competition is involved. Unanimously approved.

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

MINUTES OF THE OCTOBER 16, 2025
CHINCOTEAGUE WORKSHOP TOWN COUNCIL MEETING
Council Chambers
6:00 p.m.

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

Council Members Absent:

Staff Present:
Mr. Michael T. Tolbert, Town Manager

Mr. Wes Parks, Director of Public Works

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.

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

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

Current Project Update
Town Manager Tolbert advised Public Works Director Parks will be providing Council with an update on the Town's current projects.

Public Works Director Parks provided an update on the sewer project and on the paving contract that begins immediately thereafter. He explained that the materials have been ordered and are in contractor's possession for the sewer lateral connection. He stated they will begin work on Monday morning and it will take approximately ten days to complete the tie-ins to the back of the right-of-way. He explained that Branson will begin paving on Main Street in approximately three weeks. He confirmed everything will be completed by Thanksgiving.

Maddox and Main Street Intersection Flooding Discussion
Town Manager Tolbert recounted the history of the discussion that has occurred about the Maddox and Main Street flooding since the time the new bridge was constructed in 2010. He detailed some recommendations that were given to address the flooding by a consultant. He stated the recommendation is to install flood gates to mitigate minor flooding. He explained how these would not be sufficient for major nor'easters like we just experienced. He stated their next suggestion was to raise the intersection and provided details about what they would require. He noted this option would push the water further north/south, but it would allow for a dry evacuation route.

Councilman Taylor spoke about the various options and the issues that would ensure if the property were bulkheaded properly.

Vice Mayor Howard motioned, seconded by Councilwoman Richardson to send this matter to the Public Works Committee to research on this matter. Unanimously approved. Motion carried.

Mayor Bowden requested Town Manager Tolbert to pull up the map to specify which property is being discussed.

Councilman Bott asked Town Manager Tolbert for clarification about where VDOT responsibility lies compared to the Town's responsibility.

Discussion ensued.

Town Manager Tolbert advised the Public Works Committee will meet in November and the Council can expect to hear back approximately two months later.

Mayor and Council Comments
Councilman McComb thanked the Public Works Department and VDOT with the work they accomplished during the recent storm in managing to keep the causeway open during the adverse conditions. He then asked that a matter be added to the agenda for November. He stated it has been brought up that the Town elects not to televise various meetings and he feels that Council should establish guidelines for televising various meetings. He mentioned that delicate matters could be discussed in executive session but otherwise, commission and committee meetings could be broadcast through social media.

Councilman Taylor spoke about the Public Works crew and their dedication. He said they are top notch, and we are blessed to have them.

Councilman Savage commended Public Works. He mentioned that unfortunately that intersection is a mess. He commented it is our evacuation route, and you can get across the causeway easier than you can get through that intersection. He mentioned how he didn't want to go through that intersection with his vehicle, but due to an emergency, he was forced to. He mentioned VML is coming in May, and he feels we should work with Public Works to make this place look nice beforehand. He said hopefully they don't come during a nor'easter in May.

Mayor Bowden spoke about the Delmarva mayor's conference that she attended that same day at the Ocean Downs casino. She spoke about the attendees and how informative the conference was. She recalled a discussion she had with the mayor of Crisfield. She spoke of the connections that she made. She spoke of the various departments who had to get out in the middle of the night and deal with knee-deep water. She mentioned Public Works, the Fire Company, EMS, and Police as all showing up and assisting even though the weather was terrible.

Closed Meeting – In accordance with 2.2-3711, A1,3 of the Code of Virginia for the discussion of specific personnel matters and consideration of the acquisition of real property for a public purpose. Councilman Savage motioned, seconded by Councilman McComb to go into a closed meeting in accordance with §2.2-3711 A1,3 of the Code of Virginia for the discussion of specific personnel and consideration of the acquisition of real property for a public purpose. 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

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

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

Council Members Absent:

Staff Present:
Mr. Michael T. Tolbert, Town Manager
Mr. Wes Parks, Director of Public Works
Mr. Tyler Greenley, Chief of Police
Ms. Amanda Baker, Town Planner
Mr. James Wheatley, EMS-Paramedic

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.

Proclamation
Mayor Bowden read the following Proclamation for Mr. James W. Carpenter Sr.

CERTIFICATE OF RECOGNITION

PRESENTED TO

Mr. James W. Carpenter Sr.

WHEREAS, Mr. Carpenter was born on October 9th, 1935, on Chincoteague Island and has been a lifelong and valued citizen of the Town of Chincoteague; and

WHEREAS, Mr. Carpenter was recently honored by relatives and friends on the occasion of his 90th birthday; and

WHEREAS, Mr. Carpenter faithfully served his country in the United States Coast Guard, completing a distinguished career spanning twenty (20) years; and

WHEREAS, Mr. Carpenter married Miss Marlene Collins on June 4, 1955 — a loving union of seventy (70) years — and together they have been blessed with two children, Jim Jr. and Jill, four grandsons, and seven great-grandchildren; and

WHEREAS, Mr. Carpenter has made significant contributions to the Chincoteague community by authoring four books, including the definitive historical record of the Island's cemeteries and graveyards and the many past citizens of our community, as well as a detailed chronicle of Chincoteague's businesses throughout the years;

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 a privilege to extend this tribute to Mr. James W. Carpenter, Sr., on the joyous occasion of his 90th birthday, with sincere congratulations and best wishes for many more happy, healthy, and fulfilling years.

Presented this 3rd day of November 2025.

_____
Denise P. Bowden, Mayor

Attest:

_____
Michael T. Tolbert, Town Manager

Mr. Carpenter expressed his thanks to the Town Council for their work.

Public Comment

Mayor Bowden opened the floor for public comment. She asked Town Manager Tolbert to read the rules for public comment.

- Mr. Matthew Reed, 7265 Oak Ridge Place, reported unprecedented flooding on his property, which he attributed to water from culverts on Eastside Drive. He requested the Council investigate installing floodgates.

- Mr. Stewart Baker, 5156 Serenity Ln, advocated for the Town to retain a Town Attorney for complex issues. He recommended that the Town requires future financial audits to be conducted on-site at the Town Office. He expressed concern with the potential land purchase.

- Ms. Joanne Moore, Executive Director of the Chincoteague Chamber of Commerce, thanked

the Town for its support of the Oyster Festival. She invited the Council to a "Morning Mingle" networking event and announced the Old Fashioned Christmas Parade being scheduled for Saturday, December 6th, with the theme "A Saltwater Christmas."

- Ms. Tina Zoller, 3454 Main Street, described drainage issues. She advised there has been flooding in her garage which damaged her property. She believes a drain valve is failing. She mentioned again a deteriorating dock that is nearby to her property that creates debris.

- Ms. Carrie Cesar, 3768 Willow Street, raised concerns about spending on Willow Street. She requested that Council assess the situation and consider measures that can be taken to address the speed of the traffic.

- Mr. Eli Groban, 4425 Eastwinds, expressed opposition to the proposed C2 zoning change, arguing it was unnecessary and pointed out that hotels would be effectively banned under the proposal, which may be an oversight.

- Ms. Renata Murphy, 7550 Eastside Road, reported ongoing and documented noise ordinance violations from a neighboring bar which negatively impacts her business, Miss Molly's Inn. She requested that the Town enforce its noise ordinance.

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

Consent Agenda
Mayor Bowden asked if anyone had any questions for Town Manager Tolbert.

Town Manager Tolbert advised that a correction was made to the report to state that the transit opportunity tax had *increased* by 17%, not decreased.

Police Chief Greenley introduced new Chincoteague Police Officer, Beau Brady. He advised that Officer Brady has seven years of experience and he will begin field training shortly.

Vice Mayor Howard asked Public Works Director Parks about how things look since the tide has gone out.

Public Works Director Parks explained that a check valve at the foot of the bridge is not holding and that it requires inspection. He noted the tides have kept a thorough inspection from being completed.

Councilwoman Richardson asked about the status of the sewer tie-ins.

Public Works Director Parks advised that the sewer tie-in work is ongoing and is expected to be completed this week, with milling and paving to follow with a target completion date of Thanksgiving.

EMS Paramedic Wheatley advised there was a correction to the October report, which brought the total to 66.

Councilman Savage motioned, seconded by Councilman McComb, to approve the consent agenda as presented. Unanimously approved.

Planning Commission Recommendation
Councilman Bott presented a motion on behalf of the Planning Commission to recommend a text amendment to the C-2 Old Town Commercial zoning district to require a Conditional Use Permit (CUP) for Assembly A uses with an expected occupancy of more than 50 persons.

Councilman Bott's Motion was seconded by Vice Mayor Howard.

Councilman Bott advised that Town Planner Baker would be giving a presentation on the proposed changes.

Town Planner Baker presented the amendment, explaining its goal is to manage the impact of large developments on town infrastructure. She remarked that the plan itself was created after reviewing the Town's comprehensive plan. She explained that the change would require a CUP for Assembly A uses which are those with more than fifty people. She noted that Assembly B uses, which involve those with an occupancy below fifty people, would remain allowed by right.

Councilman Taylor asked if hotels are allowed with the conditional use. He explained that properties are purchased with specific intentions in mind. He noted this type of zoning change could kill the owner's intentions. He suggested there be an inherent, vested right for property owners to develop the sites they own within the parameters the property was zoned for at the time their purchase was made. He expressed the belief that zoning changes should only affect future property owners, as they would have that information prior to making their purchase. He summarized this with the statement, "when you buy a piece of property and its zoned a certain way, it shouldn't be taken away from you."

Councilman McComb also voiced opposition, arguing that it removes vested rights from property owners and devalues their land. His suggestion was if the Council move forward that

they look over making an exception for those who recently purchased property. He questioned how the conditional use permit would work for an existing business who opted to expand.

Discussion ensued.

Councilman Bott, as Chairman of the Planning Commission, supported the amendment as it would give Council necessary control over large-scale development in the fragile downtown district area. He explained how the zoning change with the conditional use permit could have helped with the noise ordinance issues that are currently being experienced.

Councilman Bott motioned, seconded by Vice Mayor Howard to approve the Planning Commission's Recommendation for the text amendment to the C-2 Zoning. Motion Failed 4 – 2. Yays: Bott, Howard. Nays: McComb, Taylor, Savage, Richardson.

Consider Requests for Support
Councilman McComb, as the Chairman of the Budget and Personnel Committee, presented a list of recommendations donations the Committee came up with. He explained the list allows the budgeted amount of $28,000 to be spread to eleven organizations. He explained that the Committee recommended that for future budget years the standard donations to the Museum of Chincoteague and the Chincoteague Island Library be moved to dedicated line items.

The Budget and Personnel Committee recommended support to the indicated organizations in the following amounts:

Museum of Chincoteague Island	$5,000
Chincoteague Island Library	$5,000
Island Kitty Rescue	$1,000
Food Closet of Chincoteague Island	$1,000
PASSS	$1,000
Chincoteague Tennis Assn.	$1,000
Chincoteague PTSA	$3,000
Island Community House	$1,000
Chincoteague Island Arts	$2,000
North Accomack Little League	$4,000
Village Neighbors	$4,000
Total Donations	$28,000

Councilman McComb motioned, seconded by Councilwoman Richardson to approve the donations as recommended by the Budget and Personnel Committee. Unanimously approved. Motion carried.

Presentation of Proposed Purchase
Town Manager Tolbert presented a proposal for the Town to purchase a two-acre waterfront property on South Main Street for $2.25 million, to be funded from town reserves. He explained the goal is to create a multi-use public park and preserve public waterfront access. He cited the successful development of Robert Reed Park as a precedent.

Public Comment
Mayor Bowden opened the floor for public comments about the proposed purchase.

- Mr. David Landsburger, 5611 Amrein Circle Dr, mentioned that he previously donated to the Town a waterfront property that is between Oyster Bay and Richard's Landing. He asked if there is any plan to develop that property into a park or some other use.

- Mr. Stewart Baker, 5156 Serenity Ln, mentioned being a lessee of the Harbor and his concerns about the campground neighbors and their transient clientele. He cautioned there should be defined guidelines for the utilization of the park. He wants it to be clear that the park is for the Town's heritage and is not intended for commercialization.

- Ms. Tina Zoller, 3454 Main Street, advised she is not a fan of the traffic that has come in with the businesses that are at the south end of Main Street. She explained there used to be more long-term campground residents but now there is a lot more transient traffic. She is in support of the purchase as it'll be better than a hotel or a bunch of townhouses. She recommended it be a spot where people view the sunset.

- Ms. Mary Dipietro, 7171 Mason Drive, spoke about the preservation of open space. She suggested it be a space where food trucks could be and the site could be developed later as the Town's needs dictate. She spoke about there being the potential to have vendors selling items, artists performing, and it be a sunset festival event space.

- Ms. Carrie Cesar, 3768 Willow Street, agreed with several of the previous speakers. She supports the purchase as it preserves open space and a waterfront view. She mentioned the Town's character as being the thing that drew her onto the Island and appreciates the Town maintaining the space for all to enjoy.

- Ms. Pat Farley, 3243 Lisas Lane, advised she is in favor of a public space for art and public enjoyment of the sunsets. She thinks it is an important attraction for visitors.

- Ms. Renata Murphy, Miss Molly's Inn, suggested a potential use for the space would be including a pavilion that could be rented. She explained that her business gets many calls about potential wedding venues on Chincoteague. She remarked there are very few spaces on Chincoteague to have a wedding and the Town could benefit by planning a pavilion in with the design.

- Mr. David Murphy, 7550 Eastside, suggested public access as far as walking to the park. He also suggested parking be a consideration for the planned usage of the two-acre parcel.

Mayor Bowden emphasized the importance of public input. She confirmed with the Town Manager that the public hearing will be conducted at the Council Workshop Meeting on November 20th at six pm.

Mayor and Council Comments
Councilman Savage thanked everyone for attending, expressed his appreciation of the time that they spent to share their opinions, and remarked that he hopes to see them in the future.

Councilman Taylor also expressed his thanks for the attendance and on the input that was offered by the public on the potential uses for the proposed purchase site.

Councilman McComb advised he agrees with Mr. Baker in that the Town has a need for an attorney to be on retainer. He also agreed with Mr. Baker on the necessity of having future audits be conducted onsite. He referenced the Committee also feeling it is important to have an auditor group that is in closer proximity to Chincoteague.

Vice Mayor Howard spoke of the need to preserve the downtown district. He felt the Planning Commission did a great job with their efforts and he hopes that the Commission continues to discuss changes that could be made. He advised the aesthetics of downtown is what brings people to Chincoteague and keeps us a small town. He expressed a desire for a compromise.

Councilman Bott explained how his personal history connected to the presentation that Town Manager Tolbert gave earlier in the meeting about the establishment of Robert Reed Park. He expounded how the idea of preserving downtown affected him growing up and noted that several current Council members ran for their positions on that issue. He remarked that the Planning Commission worked hard on this matter and they need more comments from Council as they must work together to meet the goal of preserving downtown.

Councilwoman Richardson advised that she drives a school bus and proceeded to detail the issues she's encountered recently. She explained that she drives for a living, so she understands all too well the issues that Ms. Cesar observed and reported to Council.

Mayor Bowden thanked everyone who came to speak, came to listen, or was watching through the streaming of the meeting. She remarked this is how government works as the citizens are involved and offering up their input. She explained she loves the input, as it is needed. She said that she's remarked several times that she isn't opposed to growth but that she feels we need to be responsible with it. She explained the reasons behind the Planning Commission and the Town having a Town Planner again. She said we need to be more responsible with how we handle things and remarked that heritage, old town, and downtown were all mentioned throughout the meeting tonight. She said she wants everyone to prosper, but it isn't all about the dollar. She said we need to continue to do our best to be one of the greatest places in the world. She explained while anyone can contact her, there are six other Council members that also need to hear opinions.

Closed Meeting – In accordance with 2.2-3711, A7 of the Code of Virginia for the briefings by staff concerning legal matters. Councilwoman Richardson motioned, seconded by Councilman McComb to go into a closed meeting in accordance with §2.2-3711 A7 of the Code of Virginia for the briefings by staff concerning legal matters. 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

MINUTES OF THE NOVEMBER 20, 2025
CHINCOTEAGUE WORKSHOP TOWN COUNCIL MEETING
Council Chambers
6:00 p.m.

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

Council Members Absent:

Staff Present:
Mr. Michael T. Tolbert, Town Manager

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.

Public Comment
Mayor Bowden opened the floor for public comment.

- Ms. Donna Leonard, 6415 Leonard Lane, spoke on a variety of issues that included the Mayor's photograph, the town website, and various matters that she is familiar with due to her being a citizen member of RCEC. She offered her opinion on the need to broadcast all committee meetings, her disapproval of Council using a consent agenda format, and provided a recount of various stalled projects that she's familiar with.

- Ms. Barbara Walker, 5335 Merritt Dr, expressed her agreement with Ms. Leonard. She

Has also noticed a lack of follow-through. She advised that previous issues need to be addressed, along with the new ones.

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

Public Hearing South Main Street Property Purchase
Mayor Bowden opened the floor for public comment on the Main Street Property Purchase.

- Mr. Stewart Baker, 5156 Serenity Lane, pointed out several factors that he feels should be identified prior to Council moving forward with purchasing the property. He advised he also hasn't heard any of the annual expenses for maintaining the property afterwards. He explained Public Works will likely be tasked with this but they are already overworked, and projects are already on hold, as was mentioned during the previous public comment portion of the meeting. He recommended that Council decline purchasing the property until they've done all the necessary due diligence before presenting this matter to the public. He feels the property better serves the Town by remaining on the tax books.

- Ms. Tina Zoller, 3454 Main Street, expressed her support for the purchase. She spoke of the desire people have for viewing the sunset and this property would allow the Town to offer another spot for that to occur.

- Ms. Donna Leonard, 6415 Leonard Lane, advised she is a big supporter of parks. She stated that she appreciates recreation activities that are outside of the beach. She expressed that the Town has a larger need for workforce housing for EMTs or teachers. She felt she would handle that matter first. She expressed concern that a social media post was the first time the Town heard of the potential acquisition. She questioned where the idea originated from and suggested Council seek out assistance if they move forward with the purchase.

Town Manager Tolbert advised there were some letters that were received at the Town Office. He explained the request was received to read the letters during the Public Hearing.

- The first letter that Town Manager Tolbert read was from Mr. Tom Cutter and Mrs. Jeannie Cutter and they expressed their support for the purchase and provided numerous details as to why.

- The second letter that Town Manager Tolbert read was written by Realtor Megan Clarkson also communicated support for the Town's acquisition of the property. She expressed a belief that the park will be enjoyed by many generations to come.

- The third letter that Town Manager Tolbert read was written by Jane Wolffe who stated that she was unable to attend the hearing due to being out of town. She noted her disapproval of the Town's acquisition of the property. In the letter she suggested that the Town

instead purchase Steve's Cottages and turn it into affordable housing for first responders, medical staff, and teachers.

Consider Public Property Purchase Ordinance
Mayor Bowden requested that Town Manager Tolbert make the presentation that he previously gave at the Regular Council Meeting on November 3rd again.

Town Manager Tolbert gave a presentation about the proposed purchase of the property on South Main Street. He then reviewed the proposed timeline of the purchase of the property.

Mayor Bowden then called for Council discussion on the matter.

Councilwoman Richardson recounted a story about someone mistaking a homeowner's property with a park. She doesn't believe mobility challenged individuals will be able to enjoy the beach once the parking lot has been relocated. She expressed that the property would remain for everyone to enjoy for many generations to come. She feels that open space is necessary and spoke about the success of Robert Reed and Don Leonard Parks.

Councilman Bott expressed support as the purchase will allow residents and visitors to enjoy the waterfront. He explained the timeline in additional detail. He mentioned his reservation is only in reference to the price and if the property is truly shovel ready.

Vice Mayor Howard advised the bulkhead is not new. He explained the Town has continued to bring up the bulkhead because it is not new and requires an estimation of the life expectancy. He advised an assessment needs to be conducted to determine the potential uses of the waterfront due to tidal concerns. He would like more information on the property to be received during the due diligence period.

Councilman McComb acknowledged both sides have valid points. He mentioned his reservations include the Town already having a lot of park space, which are already in need of improvements as Ms. Leonard pointed out during the public comment portion of the meeting. He mentioned the area surrounding the Waterman's Memorial as a possible alternate location for enhancement for sunset and wildlife viewing. He spoke to several of the earlier speakers' points. He spoke of the loss of the property from the tax rolls and the amount of associated interest the Town receives from these funds remaining within the investment pool. He doesn't feel that such a large percentage of our reserve funds should be spent on a property that the Town has no clear vision of, especially given the large number of partial projects and needs that the Island already has. He is not in support of the purchase.

Councilman Taylor supports economic development and agrees that this purchase is a forward-thinking project. He mentioned this property is twice the size of Robert Reed. He spoke of this purchase as being a better bargain, he is supportive of the purchase and of the Town completing its due diligence. He thinks people will thank Council for years to come afterwards. He attributed the budget surpluses as being due to the visitors and he feels this is something everyone can enjoy.

Councilman Savage appreciates everyone's comments and felt it was helpful. He noted he feels the due diligence needs to be conducted, we need to develop a specific plan, and relay that information to the taxpayers. He advised the property is a great piece of property and he is leery of the development that will occur there if the Town doesn't purchase it. He spoke of the uncertainty with the beach and the Town needing to investigate the additional work that'll need to be done with the property.

Mayor Bowden stated she loves this piece of property and she visited it earlier in the day. She spoke of the serenity she felt at the parcel watching a working vessel sail by. She mentioned the success of Robert Reed Park and spoke of this being a potential showpiece for the island. She spoke of various changes on Chincoteague. She stated that moving forward with the Ordinance would allow the Town to do its due diligence. She feels very strongly about this property and mentioned her love for South Main Street. She stated she hopes it works out for the Town, the visitors, and the residents. She explained that moving forward with due diligence does not commit the Town to purchasing the property.

Councilman Bott motioned, seconded by Councilwoman Richardson to move forward with the property purchase ordinance as presented. 5-1. Motion carried.
Yays: Bott, Richardson, Howard, Taylor, Savage
Nays: McComb

Consider Budget and Personnel Committee Recommendations
Councilman McComb, as Chairperson of the Budget and Personnel Committee, spoke of recent Committee discussions. He put forth the Budget and Personnel Committee's recommendation that the Town assist in the administering the John H. "Jack" Tarr Memorial Scholarship.

Councilman Bott motioned, seconded by Councilwoman Richardson to approve administration of the John H. Jack Harr Memorial Scholarship as presented. Unanimously approved. Motion carried.

Councilman McComb advised the Budget and Personnel Committee recommended that Council consider increasing the employee Christmas Bonus amount by fifty dollars per employee.

Councilman Savage motioned, seconded by Councilwoman Richardson to approve the increase of the employee Christmas bonus as presented. Unanimously approved. Motion carried.

Consider Public Safety Committee Recommendations
Mayor Bowden spoke of the Public Safety Committee recommendation regarding the use of standalone, radar speed signs. She mentioned this is not a speed sign which will send a ticket in the mail. She advised it'll flash to remind motorists to slow down. She explained that the Public Safety Committee recommended that two standalone, radar speed signs be purchased as a trial with the intention of purchasing more soon if the trial is successful. The request she made to Council is to spend $7,500 of the funds that have been designated for public safety towards the purchase of the trial devices.

Councilwoman Richardson motioned, seconded by Councilman McComb to approve the purchase of two radar speed signs from the public safety reserves as presented. 5-1. Motion carried.
Yays: Richardson, Howard, McComb, Taylor, Savage
Nays: Bott

Councilman Bott remarked he does not like speed signs.

Councilwoman Richardson responded she doesn't like speeders.

Consider Public Works Committee Recommendations
Councilwoman Richardson, as Chairperson of the Public Works Committee, reviewed the Committee's recent discussions and recommendations. As it pertains to Eel Creek, she relayed that replacement of the culvert is estimated to take almost a year and would cost an estimated 1.65 million dollars. She explained that while staff recommends eventually replacing the failing culvert, the current recommendation is to repair it. She stated the estimated cost of repair is $200,000, there is a fifty-year warranty with the repair, and the Town would use the annual U-1 grant to fund the repair. She asked Council to approve the procurement of a repair to the Maddox Blvd culvert at Eel Creek.

Councilman Taylor motioned, seconded by Councilman Bott to approve the $200,000 repair to the Eel Creek culvert that comes with a fifty-year warranty using funds from the U-1 Maintenance Grant. Unanimously approved. Motion carried.

Councilwoman Richardson relayed information on the recently failed culvert at Beebe Road and Fallon Gut. She advised the culvert failed during a recent storm and a complete replacement is necessary. She stated that staff recommends replacing the existing 30-year-old aluminum culvert with 3 – 4'x 6' precast box culverts. She explained the benefits of this replacement and the potential funding sources. She mentioned that the Town Manager will present a budget estimate of the costs involved. She said Council is being asked to approve the emergency replacement of the failed aluminum culvert at Beebe Road.

Town Manager Tolbert advised the materials are running around $100,000 but the Town has not been able to receive an installation price at this time. He explained he has been awaiting the quote from the contractor. Since the response has been delayed, he noted that he asked other contractors for pricing as well. He explained his plan for funding for this project is a combination of reallocating funds from the dock downtown, delaying the Taylor Street Project, the remaining surplus funds from FY25, and the remainder of the ARPA funds. He anticipates being able to gather around three quarters of a million dollars by making those changes.

Discussion occurred about the project needing to be moved forward even though installation prices haven't been received since the road is down one lane.

Councilwoman Richardson motioned, seconded by Councilman Savage to approve the emergency replacement of the aluminum culvert at Beebe Road. Unanimously approved. Motion carried.

Mayor Bowden remarked that Town Manager Tolbert will get the prices as soon as he can.

Consider Ordinance Committee Recommendations
Councilman Savage, as Chairperson of the Ordinance Committee, presented the recommendation from the Ordinance Committee to Council regarding the availability fee for first-time homeowners. He read the new headings (f and g) of the Section 62-57 Connection fees and availability fees section of the Ordinance.

Vice Mayor Howard motioned, seconded by Councilwoman Richardson to adopt the first-time homebuyer exemption to the water availability fee as recommended by the Ordinance Committee. Unanimously approved. Motion carried.

Councilman Savage explained the proposed change to the Wayside Vendor Ordinance to require all businesses operating as a food truck to provide an additional parking space for each table or every four seats provided for dining on site. He read the changes to Section 6.6.

Councilman Bott motioned, seconded by Councilman McComb to adopt the Wayside Vendor Ordinance modification as recommended by the Ordinance Committee. Unanimously approved. Motion carried.

Consider Draft Leave Policy
Town Manager Tolbert provided information about the creation of the draft leave policy that was presented to Council. He explained the intention was to allow eligible employees to convert some of the leave they are unable to use into cash. He relayed the eligibility requirements he identified.

Discussion was had.

Councilman Bott stated he likes the policy but thinks we need to look at implementing it next year for the sake of fairness and for the budget.

Councilman McComb motioned, seconded by Councilman Savage to approve the draft leave policy that Town Manager Tolbert drafted as presented. Unanimously approved. Motion carried.

Mayor and Council Comments
Councilman Taylor thanked the players and the coaches of the Chincoteague Ponies. He explained it was fun to watch them at the Bowl Game. He felt they put their hearts and souls into the game and mentioned several players were selected to participate in an upcoming All-Star Game. He stated that kids are great and anybody who takes the time to invest in kids is wonderful as well. He praised their winning and then spoke highly of the players and their coaches.

Councilman McComb gave condolences to Center Director Leonard and her family on the recent loss of her mother. He appreciated everyone's comments and the participation that occurred at

the Council meeting. He echoed Councilman Taylor's comments in congratulating the Chincoteague Ponies on their recent win and spoke about how nice it is to see kids from Chincoteague doing well. He wished everyone a Happy Thanksgiving.

Vice Mayor Howard also gave condolences to the families with recent losses. He spoke of the difficulty of losses this time of year. He mentioned that both Mr. George and Bugs will be missed. He wished everyone a Happy Thanksgiving.

Councilman Bott and Councilwoman Richardson both wished everyone a Happy Thanksgiving.

Mayor Bowden thanked everyone for attending and speaking on behalf of various issues. She addressed Ms. Leonard and agreed there are items that need taken care of. She explained that things are being worked on behind the scenes. She agreed there are more items that need to be worked on. She mentioned it can be embarrassing for her when things are not done. She stated that we are very blessed, the Town is in a good place. She stated the Town is probably in the best place financially that it's been in many, many years. She explained that is why we can consider purchasing the property on South Main Street. She feels it speaks to the Town's evolution that the Town has continued to thrive without the need to raise real estate and personal property taxes. She stated there is a good group of people from the top to the bottom who work very hard for the Town. She stated the loss of Center Director Leonard's mom and Mr. George earlier that day. She spoke about how tough it can be to lose someone that you've known your entire life but that it is great we were able to enjoy the time that they had with us. She mentioned there will be people will be visiting the Island for Thanksgiving weekend. She recommended that people enjoy their family time. She concluded by wishing everyone a Happy Thanksgiving and thanking them again for their attendance.

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