

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

**Council Members Present:**

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

**Council Members Absent:**

**Staff Present:**

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

**Call to Order**

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

**Invocation**

Councilman Taylor offered the invocation.

**Pledge of Allegiance**

Mayor Leonard led in the Pledge of Allegiance.

**Public Comment**

Mayor Leonard opened the floor for public comment.

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

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

**Agenda Adoption**

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

**Staff Reports**

**General Government**

Town Manager Tolbert gave the Chincoteague Center Report for January. The Center hosted 4 busy events in January along with the morning walkers. January was a busy month for bookings which included 61 email requests for more information, weddings, a 50<sup>th</sup> anniversary part, 2

Quinceaneras, 1 Celebration of Live, and 2 family reunions. He added that Center Director Leonard has also organized a Job Fair to be held March 23<sup>rd</sup> from 10am – 1pm.

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

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

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

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

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

### Police Department

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

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

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

#### Public Works Department

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

#### Emergency Services

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

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

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

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

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

## **Village Neighbors**

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

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

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

## **Chamber of Commerce Annual Report**

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

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

## **Committee Reports**

### Recreation and Community Enhancement

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

## **Adoption of the Minutes**

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

## **Approval of FY25 Fees**

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

# Town of Chincoteague General Government Fees:

## FY 2025 Proposed Taxes and Fees

Category	Fee	Comments
<b><u>Building and Zoning</u></b>		B&Z fees increased 20% in FY23
<b>Residential Building</b>		
<b>New Construction:</b>		
- per sq ft	\$0.22	
- minimum fee	\$96.00	
<b>Remodeling &amp; Alterations:</b>		
- per sq ft	\$0.16	
- minimum fee	\$72.00	
<b>Commercial Building</b>		
<b>New Construction</b>		
- per sq ft	\$0.28	
- [plus \$5 per plumbing fixture (Chincoteague)]		
- minimum fee	\$132.00	
<b>Remodeling &amp; Alterations:</b>		
- per sq ft	\$0.22	
- minimum fee	\$108.00	
<b>Mobile Homes:</b>		
- per sq ft	\$0.22	
<b>Demolition of Structure:</b>		
- Residential	\$36.00	
- Commercial	\$36.00	

<b>Removal/Installation fuel tanks:</b>		
- 1000-3000 gallon capacity	\$138.00	
- Each additional 1000 gallon capacity	\$30.00	
<b>Installation of radio or communication tower:</b>		
- Up to 100 feet	\$138.00	
- Each additional 100 feet	\$54.00	
- Each Additional Attachment		
<b>Piers or Bulkheads:</b>		
- Up to 300 linear feet	\$108.00	
- Each additional 100 linear feet	\$13.20	
<b>New Docks:</b>		
- per sq ft	\$0.22	
- Boat ramps & groins	\$138.00	
<b>Swimming Pools:</b>		
- Permanent Above-ground	\$72.00	
- In-ground	\$96.00	
- Commercial	\$96.00	
<b>Re-roofing/siding</b>		
- (adding 1 layer to existing)	\$54.00	
- Installing New Sheathing-Residential while re-roofing		
- Installing New Sheathing-Commercial while re-roofing		
- Re-siding	\$54.00	
<b>Moved Buildings</b>	\$96.00	
<b>For other work not listed:</b>		
- Residential – Minimum Fee	\$72.00	

- Commercial – Minimum Fee	\$108.00	
<b>Certificate of Occupancy (except when issued in conjunction w/a building permit):</b>	N/A	
<b>No inspection required</b>	\$36.00	
<b>Inspection required:</b>		
- Per sq ft	\$0.16	
- Minimum fee	\$72.00	
<b>Appeals to the Building Board of Appeals</b>	\$540.00	
<b>Administrative Fees:</b>		
- Lost permit (reissue)	\$36.00	
- Permit amendment (reissue)	\$36.00	
- Change of use	\$60.00	
- Permit 6-month extension (2 ext. maximum)	\$36.00	
<b>For beginning constr. prior to obtaining Building Permit:</b>		
- First offense	\$60.00	
- Second offense	\$240.00	
- Re-inspection fee	\$60.00	
- State Code Academy Surcharge	2.00%	
<b>Refunds: (% of amount paid)</b>		
- Permit issued, no inspections	75%	
- Foundation inspection completed	75%	
- Framing & foundation inspection completed	25%	
<b>Subdivision Review Fees (per each submitted plat):</b>		
<b>Up to 10 lots:</b>		

- Base fee	\$240.00	
- Each lot (in addition to base fee)	\$12.00	
<b>Over 10 lots or required new road construction:</b>		
- Base fee	\$600.00	
- Each lot (in addition to base fee)	\$24.00	
<b>Zoning Fees:</b>		
- Zoning inspections	\$0.00	
- Special use permit	\$540.00	
- Conditional use permit	\$1,800.00	
- Conditional use permit for Windmills	\$540.00	
- Variance application	\$180.00	
- Special use permit & variance application processed & presented at same time.	\$648.00	
- Appeal decision of Zoning Administrator	\$540.00	
- Proposed rezoning change	\$876.00	
- Amendment to the zoning ordinance	\$396.00	
- Vacating any subdivision plat or any part thereof	\$300.00	
- Certification of zoning compliance (includes home occupation)	\$36.00	
- Site evaluation (subdivision)	\$120.00	
<b>Travel Trailer Park Fees:</b>		
- Up to 25 trailers	\$600.00	
- 26-49 trailers	\$1,200.00	
- 50 or more trailers	\$2,400.00	
- Base fee		



- Each lot if over 4 lots (plus base fee)		
<b>Sign Permit Fees:</b>		
- Less than or equal to <b>25</b> square feet	\$54.00	
- Each sq ft in excess of <b>25</b> sq ft	\$1.20	
<b>Mobile Home Park Fees:</b>		
- 4-25 mobile homes	\$1,200.00	
- 26-40 mobile homes	\$2,400.00	
- 41 or more mobile homes	\$6,000.00	
- Base fee		
- Each lot if over 4 lots (plus base fee)		
<b>Transcript Fees (per page)</b>	\$14.40	
<b>Document Fees:</b>		
- Comprehensive Plan	\$24.00	
- Zoning Ordinance	n/a	
- Subdivision Ordinance	n/a	
- Complete ordinances, incl zoning & subdivision	\$42.00	
- Excerpts from Ordinances & Other Town Documents: per page and/or double sided per page	\$0.12	
- Maps 36" x 44"	\$66.00	
- Contractors List (Class A & B)	\$0.00	
<b>Miscellaneous Building Fees</b>		
- New Address Fee	\$30.00	
- New Road Fee (at cost per MSAG)	cost	
- Elevators/Escalators/Lifts	\$72.00	
- Mobile Offices/Pre-manufactured Units	\$72.00	
- Tent/Air Support Structures (over 900 sq ft)	\$96.00	

- Carport or Garage: per sq ft	\$0.22	
- Accessory building/structure (<150 sq ft)	\$54.00	
- Deck: per sq ft	\$0.22	
- Fence (> 8 linear ft. Total)	\$54.00	
- Fireplace	\$0.00	
- Foundation	\$72.00	
- Fill Permit	\$0.00	
<b><u>General Government Taxes and Fees</u></b>		
- Real Estate Tax	\$0.059	
- Tangible Property Tax	\$0.72	
- Tangible Property Tax Relief		
- Qualified Personal Use Vehicle under \$15,000	65%	
- Qualified Personal Use Vehicle under \$1,000	100%	
- Excise Tax; Meals	5%	
- Excise Tax; Transient Occupancy	5%	Increased 1% Jan. 2021
- Vehicle Decals (Tax)	\$27.00	
- Road Subdivision Review Fee	\$250.00	
- Sidewalk Administrative Fee – Maximum of \$200 or	25%	
- Solid Waste Collection Fee	\$2.30	Increased \$0.20 in FY24
- Drainage Administrative Fee – Maximum of \$200 or	25%	
- Robert Reed Park, Fishing Vessels – (Mon – Fri)	\$15.00	
- Robert Reed Park, Fishing Vessels – (Sat & Sun)	\$30.00	
- Robert Reed Park, Recreational Vessels	\$1.00	

- Dog Park License	\$35.00	
- Boat Ramp User Fee	-	
- First Boat	\$20.00	
- Each Additional Boat	\$1.00	
- Park Usage Fee	\$50.00	
- Business License – (Minimum/Maximum)	\$50/\$500	
- Retail, Repair, Personal, Business, Construction	\$0.13	
- Wholesale	\$0.05	

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

**Council Comments**

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

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

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

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

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

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

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

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

**Nays: None**

**Absent: None**

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

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

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

**Nays: None**

**Absent: None**

**Adjourn**

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

**Unanimously approved.**

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager