

MINUTES OF THE MAY 02, 2022
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. Robby Fisher, Police Chief
Mr. E. Bryan Rush, Emergency Management Coordinator

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.

Agenda Adoption

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

Presentation by Team Brianna

Ms. Donna Leonard advised Ms. Cindy Faith presented the Recreation and Community Enhancement Committee with a check in the amount of \$48,602.76 for the Brianna's Kindness Park. She advised there have been many donors and their fundraising efforts have come to an end. As the Brianna's Kindness Park is still in the process for completion, she asked that this donation be earmarked for projects that have already been discussed by the RCEC. She listed: the addition of shades, planning of the hangout section, and making a handicapped accessible area on the playground. She also stated that if the need comes up in the future, they will be happy to step up to the plate. Ms. Leonard stated that the Town has done a tremendous job on this project as it is a tremendous asset to this community,

Public Comment

Town Manager Tolbert read the rules for public comment.

- Mrs. Pat Farley, 3243 Lisa's Lane, approached Council regarding murals. She explained

that she has been involved in art for many years. She asked Council to think of ways to bureaucratize the process to review murals, where they go, what the content is, and what materials are used. She advised she sent a current list of the process of approving all public art from Pittsburg. She feels it is a blueprint for the process. She commented that the Island is full of artist but there isn't a lot of art in the public realm. She also stated that the mural in Watson Park wasn't preapproved and done by the CCA. She offered copies of the documents she discussed. She also offered her assistance.

Staff Reports

General Government

Town Manager Tolbert reported on the GAC Plant testing. He advised that NASA wants the Town to move the wells off of their property and have written legislation to give the Town a sum of money for this. The Town purchased property just south of Wallops for this purpose. The legislation is before Congress and is at a point they can make changes to the language. They plan to ask for more time as they were advised by a geologist that 5 years is not enough time to do what they need to do. They would also like to look into a R. O. Plan (reverse osmosis plan).

Councilwoman Bowden stated that they are in talks about the language of the bill for \$14 million for the relocation of the wells. She asked if that would be enough and stated that in 5 years it could be \$20 million.

Town Manager Tolbert briefly quoted the amounts for each component of the relocation of the wells. He also reviewed the marijuana legislation passed that had a recommit clause in it and at this time it does not allow a municipality to mirror or create ordinances for this. He continued with the financial report, meals and transient occupancy taxes, building permits, and business licenses. Town Manager Tolbert advised that Public Works Director, Mr. Harvey Spurlock has retired from the Town. He wished Mr. Spurlock well and advised he will continue his career at the Wallops Flight Facility. The Public Works Director and Civic Center positions have been advertised on the Town's website, VML, and newspaper, with a closing date of June 1st.

Vice Mayor Bott asked about the transient occupancy tax from VRBO and reporting issues.

Town Manager Tolbert advised there is a problem. They send the tax but are not obligated to send a report with information of who the tax is for. Everyone in the state is having the same problem. He understands that there is a proposed law in this term that corrects this to give the information on the owners. They have asked owners to print the report from VRBO and submit it to the Town. He hopes the new law will come into play by the fall and they will send a report with the payment.

Police Department

Chief Fisher gave a couple of corrections to the monthly report. He advised the full-time dispatchers completed training in crisis intervention. Major Greenly is attending the FBI National Academy which is for 10 weeks. They have a new patrolman, Mr. Todd Matthews. They assisted the NALL with their opening day parade. The full-time dispatchers completed Crisis Intervention training.

Councilwoman Bowden asked for the law regarding e-bikes.

Chief Fisher advised that the Virginia state law states that on a state highway, 14 years and under must have someone 18 years old accompany them as they are riding. He added that this is for e-bikes and electric scooters.

Councilwoman Bowden asked if helmets were required.

Chief Fisher advised they are not required to have helmets.

Councilwoman Bowden stated that she is hearing a lot of chatter about the kids that are riding them are zigzagging in and out of traffic.

Chief Fisher feels that's why it's in the Virginia state law.

Public Works Department

Town Manager Tolbert reported on the Brianna's Kindness Park, the sidewalks are completed, the restrooms are nearing completion, and the pad for the pavilion is completed. Paving operations are completed except for some striping. The stormwater grates have been adjusted to accommodate the additional asphalt, and prep work of the parking lot and pickleball courts at the Amrien Center has been done. Once this is completed the pickleball courts will be laid out and striped. He reported that the old firehouse now has a new stair chair, they will soon have all spaces rented in the firehouse, and installation of the new fuel system has been completed at the Harbor. He reported on the huge list of brush collection. He added that they should remind folks that the limit of brush collection is 1 pickup truck load per property. He continued that they have graded some of the Ocean Breeze roads, and routine equipment, park and office complex maintenance has been done, along with water supply and 14 new services. Larvaciding continues, resurfacing of the tennis and basketball courts will begin in a few weeks. Town Manager Tolbert stated that the Pickleball Association was informed that the Town did not plan to have the pickleball courts sealed and they are willing to donate the funds to have it sealed.

There was brief discussion about the utility charges included in the firehouse rent.

Emergency Services

Emergency Management Coordinator Rush updated the stats for April. He reviewed pictures of an accident on RT 13 that Chincoteague EMS responded to and were 1st on the scene coming back from another call. He reported that EMS Supervisor Barrs went through ICS400 in Chesapeake last week. EMS is busy and continuing weather and COVID monitoring, after action of the airplane crash, fireworks and pony penning planning, and the upcoming rocket launch August 15th. He stated that Chapter 13 of the Hazard Mitigation Plan is on the agenda for adoption later in the meeting. Also, this evening the recognition of Hurricane Preparedness Week, May 1st – 7th. He stated that you need to know your risk, evacuation plan, plan for your pets, assembling disaster supplies; food and water for 3-5 days, medication, cash, battery operated radios, insurance review, strengthen your homes, secure outdoor items, help your neighbors, and have a written plan. He stated that a written plan should include a contact list with one contact outside the impact area. He stated that you should have all your family

members contact that person. He reported on COVID numbers which is on the rise. He also encouraged everyone to get vaccinated.

Committee Reports

Harbor Committee

Mayor Leonard reported that they discussed the boat ramp at Memorial Park adding that they have preliminary drawings.

Town Manager Tolbert advised the engineer is working on the changes from the comments.

Mayor Leonard advised as soon as they get the drawings they will begin without delay. The Committee also discussed moving the wood pier for the floating dock. They’re waiting for Raven’s Marine to get them in. He stated that they should postpone the installation until fall as boating is getting busy. He advised that Memorial Park boat ramp is usable for smaller boats. The fuel systems have been replaced.

There was discussion about a temporary caution sign at the Memorial Park boat ramp.

Adoption of the Minutes of the April 4th and 21st Council Meetings

Councilwoman Bowden motioned, seconded by Councilwoman Richardson to adopt the minutes of the April 4th and April 21st Council meetings as. Unanimously approved.

FY23 Proposed Budget Presentation

Town Manager Tolbert conducted a full FY23 Budget presentation. He explained the individual departments, and services. He also reviewed and explained the funds of each department. He explained that each of the 5 funds have to balance independently. He advised of the budget process that begins in November. He advised of the advertising requirements and public hearing. He highlighted the FY23 Budget revenues, expenses, capital improvements, and he also summarized the budget by fund. He continued highlighting the revenues by fund. He compared the budgets and explained the budget amendment process. Town Manager Tolbert reviewed the long-term savings and reserve accounts. He listed the FY23 capital improvement projects, equipment, vehicles, bond payments, water filters, finger piers, the Center upgrades and maintenance.

There was brief discussion regarding changing local banks regularly, the Center’s kitchen and possible upgrades.

Councilwoman Bowden thanked Town Manager Tolbert for the review which helped in understanding the whole picture of the Town’s budget.

REVENUES		EXPENDITURES	
GENERAL FUND		GENERAL FUND	
GENERAL PROPERTY TAXES	\$ 897,307	GENERAL GOVERNMENT	
OTHER LOCAL TAXES	\$ 3,485,500	SALARIES & BENEFITS	\$ 600,198
PERMITS, FEES & LICENSES	\$ 316,392	EXPENSES	\$ 1,289,023
FINES	\$ 22,850	CAPITAL IMPROVEMENTS	\$ 14,183

INTEREST	\$	12,000	EMERGENCY SERVICES		
LAND USE/RENT	\$	33,973	SALARIES & BENEFITS	\$	1,132,926
SERVICES	\$	12,500	EXPENSES	\$	65,300
MISCELLANEOUS	\$	212,946	PUBLIC WORKS (INCL MOSQUITO CTRL)		
GRANTS	\$	1,354,179	SALARIES & BENEFITS	\$	566,369
SOLID WASTE	\$	416,500	EXPENSES	\$	678,750
FUND TRANSFERS	\$	115,000	CAPITAL IMPROVEMENTS	\$	255,000
			ROADS DIVISION		
			SALARIES & BENEFITS	\$	173,722
			EXPENSES	\$	569,000
			POLICE DEPARTMENT (INCL DISPATCH)		
			SALARIES & BENEFITS	\$	1,289,876
			EXPENSES	\$	185,300
			CAPITAL IMPROVEMENTS	\$	59,500
TOTAL GENERAL FUND REVENUE			TOTAL GENERAL FUND EXPENSES		
	\$	6,879,147		\$	6,879,147
HARBOR FUND			HARBOR FUND		
HARBOR RENT/SUBLEASE/STORAGE	\$	162,500	HARBOR SALARIES & BENEFITS	\$	63,349
HARBOR INTEREST/MISC	\$	800	EXPENSES	\$	400,500
FUEL REVENUE	\$	375,000	CAPITAL IMPROVEMENTS	\$	671,424
VA PORT AUTHORITY GRANT	\$	201,166			
TRANSFER FR GENERAL FUND	\$	395,807			
TOTAL HARBOR REVENUE			TOTAL HARBOR EXPENSES		
	\$	1,135,273		\$	1,135,273
TROLLEY FUND			TROLLEY FUND		
TROLLEY GRANTS	\$	233,233	TROLLEY SALARIES & BENEFITS	\$	48,152
PROGRAM INCOME	\$	4,000	EXPENSES	\$	49,000
TRANSFER FROM GENERAL FUND	\$	25,419	CAPITAL IMPROVEMENTS	\$	165,500
TOTAL TROLLEY REVENUE			TOTAL TROLLEY EXPENSES		
	\$	262,652		\$	262,652
WATER FUND			WATER FUND		
WATER RENT/SERVICE	\$	966,000	WATER SALARIES & BENEFITS	\$	396,775
INTEREST ON WATER RESERVE	\$	400	EXPENSES	\$	439,328
AVAILABILITY FEES	\$	50,000	CAPITAL IMPROVEMENTS	\$	308,297
TRANSFER FROM ARPA	\$	128,000			
TOTAL WATER FUND REVENUE			TOTAL WATER FUND EXPENSES		
	\$	1,144,400		\$	1,144,400
CENTER FUND			CENTER FUND		

RENTAL / SERVICES / MISC	\$ 45,200	CENTER SALARIES & BENEFITS	\$ 51,921
SPONSORED EVENTS	\$ 10,400	EXPENSES	\$ 83,450
TRANSFER FROM MEALS/TOT/RESV	\$ 382,594	CAPITAL IMPROVEMENTS	\$ 302,823
TOTAL CENTER FUND REVENUE	\$ 438,194	TOTAL CENTER FUND EXPENSES	\$ 438,194
TOTAL ALL REVENUES	\$ 9,859,666	TOTAL ALL EXPENDITURES	\$ 9,859,666

THE FOLLOWING RATES HAVE BEEN PROPOSED FOR THE CURRENT TAX YEAR WITHIN THIS BUDGET:

REAL ESTATE TAX LEVY

PERSONAL PROPERTY

EXCISE TAX (MEALS)	5%	EXCISE TAX (TRANSIENT OCCUPANCY)	5%
MOTOR VEHICLE LICENSE	\$ 27		
PERSONAL PROPERTY TAX RELIEF	\$ 0.65	SOLID WASTE COLLECTION	\$2.10 PER WEEK

FY23 Budget Public Hearing

Mayor Leonard opened the FY23 budget public hearing. There were no comments and Mayor Leonard closed the public hearing. He advised they will be voting on the budget at the next Council workshop meeting.

Proclamation for National Public Works Week

Town Manager Tolbert read the Proclamation.



National Public Works Week Proclamation

May 15 – 21, 2022

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 **Chincoteague Island**; 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 on **Chincoteague Island** to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2022 marks the 62nd annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now

RESOLVED THAT , I, John A. Leonard, do hereby designate the week May 15 – 21, 2022 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand,

DONE at **Chincoteague Island, Virginia** this 2nd day of May, 2022.

Signed: _____

John A. Leonard,
Mayor

Attest: _____

Michael T. Tolbert,
Town Manager

Resolution for National EMS Appreciation Week



RESOLUTION

Emergency Medical Services Appreciation Week 2022

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 15th – May 21st, 2022, as "Emergency Medical Services Appreciation Week: in the Town of Chincoteague, with this year's theme being "EMS: Rising to the Challenge".

Signed: _____

John A. Leonard,
Mayor

Attest: _____

Michael T. Tolbert,
Town Manager

Resolution for National Hurricane Preparedness Week



RESOLUTION

Hurricane Preparedness Week 2022

Whereas, The Town of Chincoteague hurricane season officially begins June 1st and ends November 30th of each year; and

Whereas, with the Town of Chincoteague being an Island, it is vulnerable to the devastating effects that a hurricane or tropical storm can cause. With the average land elevation of 3.5 feet above mean high tide it could face loss of life and property if such a disaster occurs; and

Whereas, both public and private entities should develop emergency response and recovery plans in accordance with the local jurisdiction and the local emergency management office. Such preventative action could save lives; and

Whereas, the Town of Chincoteague Emergency Management Division, the National Weather Service, and the Commonwealth of Virginia strongly suggest that all residents and visitors of the Town of Chincoteague be aware of the high winds, flooding and severe weather that may occur in conjunction with a tropical storm or hurricane.

Now, Therefore, Be It Resolved, that the Town Council' of the Town of Chincoteague, Virginia does hereby proclaim the week of May 1st – May 7th, 2022 as "Hurricane Preparedness Week: in the Town of Chincoteague.

Signed: _____

John A. Leonard,
Mayor

Attest: _____

Michael T. Tolbert,
Town Manager

Consider Adoption of Updated Hazard Mitigation Plan Chapter 13

Emergency Management Coordinator Rush advised this was nearly a 2-year project with the ANPDC taking the lead. They met with the ANPDC in April of last year who was made aware of the flooding at the base of the bridge. He hopes that some day this can be referenced, and changes can be made.

Councilwoman Bowden commented that it states several ambulances stored in the firehouse are owned by the Town of Chincoteague. She asked for a correction to be made that the ambulances are owned by the Fire Company.

Emergency Management Coordinator Rush advised this will be corrected. He asked if Council wanted the correction to be made before the adoption or the adoption could be made this evening noting the correction.

Councilwoman Bowden asked how often this has to be updated.

Emergency Management Coordinator Rush stated that an update is required every 4 years, it has to go to FEMA for their final approval as well.

Councilwoman Bowden advised she has read through most of it and compared Chincoteague to other towns. She commented on how amazing the number of hours that have been put into this. She thanked Emergency Management Coordinator Rush on a great job.

Emergency Management Coordinator Rush advised it was a team effort.

Councilwoman Bowden motioned, seconded by Councilman McComb to adopt the Updated Chapter 13 Hazard Mitigation Plan with the correction of the ownership of the ambulances as the Fire Company. Unanimously approved.

Mayor and Council Comments

Councilman Savage commended Town Manager Tolbert on a great job with the budget. He stated it is a true relevance and definition of what is going on and how the funds are spent. He thanked staff for their assistance in the budget as well.

Councilman Taylor thanked Emergency Management Coordinator Rush for pointing out that Chincoteague EMS isn't just for challenges and calls on the Island. They are there and anywhere for people in need. He stated that it is great both ways, when Chincoteague needs help, they send ambulances here. He commented on people being able to stay in their homes because they know help is only a phone call away.

Councilwoman Bowden stated that she is always impressed with the Town employees, and there's times when she's extra impressed. She stated that she really liked the presentation Town Manager Tolbert gave. She expressed her appreciation. She also commended Chief Fisher, Emergency Management Coordinator Rush, and the Public Works staff. She stated that it takes everyone to make this Town work. She advised that there are a great number of people that approach her about a great job the employees do. She expressed her love for this Town adding that the people that make it run are top notch. She asked everyone to keep Mr. Edwin Taylor and his family in their prayers as he just lost his father. She also asked everyone to keep Mrs. Kelly Lewis in their prayers as her family is going through a tremendous amount right now with sickness and they're going to need all the prayers and support everyone can give them. She concluded with, "Go Yankees!".

Mayor Leonard reminded that summer is coming, get ready.

Adjourn

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

J. Arthur Leonard, Mayor

Michael T. Tolbert, Town Manager