

**MINUTES OF THE FEBRUARY 15, 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. Tyler Greenley, Acting Police Chief  
Mr. Bryan Rush, Director of Emergency Management

**Call to Order**

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

**Invocation**

Councilman Savage offered the invocation.

**Pledge of Allegiance**

Mayor Leonard led in the Pledge of Allegiance.

**Consider Remote Participation**

**Councilman Savage motioned, seconded by Councilman McComb to allow remote participation by Vice Mayor Bott. Unanimously approved.**

**Public Comment**

There was none.

**Agenda Adoption**

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

**Salary Study Results**

Town Manager Tolbert advised that they conducted a recent salary survey for the EMS and CPD which resulted in salary increases for both departments. He has completed a salary survey for the General Government and Public Works staff. This study resulted in an increase totaling \$25,000.

**Vice Mayor Bott motioned, seconded by Councilwoman Bowden to approve the budget for salary increases of \$25,000 as presented making it retroactive to December 2<sup>nd</sup>, 2023.**

## **FY25 Budget Review – Salaries, Benefits, and Capital Improvements**

Town Manager Tolbert reviewed the FY25 salaries comparing to past years, open and created positions in each department.

There were comments.

Town Manager Tolbert continued to review the benefit increases and decreases, and the 5-year Capital Improvements Plan in detail. He asked Council to review the costs and decide what they want to do.

There were brief discussions and comments.

### **Mayor and Council Comments**

Councilman Taylor commented that hopefully the people will still come visit the Island, motels, and the beach and they will be able to take care of the employees. He also expressed how blessed we are.

**Closed Meeting – In accordance with 2.2-3711(A) (1) of the Code of Virginia for the discussion of specific personnel and department performance.**

**Councilwoman Bowden motioned, seconded by Councilman McComb to go into a closed meeting in accordance with §2.2-3712 (A) (1) of the Code of Virginia for the discussion specific personnel and department performance. Unanimously approved.**

**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. Unanimously approved.**

### **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