



PUBLIC WORKS COMMITTEE MEETING

August 01, 2023 at 6:00 PM

Council Chambers – Town Municipal Center

AGENDA

CALL TO ORDER

PUBLIC COMMENT

AGENDA ADOPTION

APPEAL OF WATER BILL

1. Code of Chincoteague - Water Billing and Adjustments

CONSIDER STREET LIGHT REQUEST

2. Street Light Policy

3. Existing Streetlights Ridge Rd.

REVIEW OF FALL PAVING PROJECT

4. Fall Paving Memo

5. Ocean Breeze Roads -Sat View

6. Ocean Breeze Roads - Map View

CIVIC CENTER HVAC PROJECT UPDATE

COUNCIL CHAMBERS PROJECT UPDATE

ADJOURN

Sec. 62-58. Billing and other charges.

- (a) All water bills for residences, hotels, motels, rooming houses, cottages, trailer parks and all rental dwellings or rental property shall be charged to the property owner and not to the tenant.
- (b) Water meters shall be read quarterly, and water bills shall be delinquent 30 days after the end of the quarter. A customer shall receive a second notice granting ten days to either pay the delinquent bill or to appear before the town manager to present reasons why service should not be terminated. If the town manager makes the decision to terminate service, the customer may appeal such decision to the public works committee of the town council by filing the appeal, in writing, at least 24 hours prior to the date of termination. If such appeal is filed, service will not be terminated until after a hearing and decision by the public works committee. No service shall be reconnected without payment of all delinquent charges plus a reconnection charge as established by the town council. Services shall only be reconnected during regular town business hours between 8:00 a.m. and 5:00 p.m., with such business hours occurring from Monday through Friday, except on certain days observed as holidays by the town.
- (c) Any person having service disconnected by the town shall be charged a fee as established by the town council for each reconnection. Reconnections shall be made only during regular business hours described in subsection (b) of this section.
- (d) Any service disconnected on a seasonal basis shall be billed at the minimum quarterly rate or at an amount commensurate to the usage, during the period of disconnection.
- (e) A change of ownership fee as established by the town council shall be charged to a water account transferred due to such a change.
- (f) The property owner shall be liable for the cost of replacing damaged radio real meter components. Such charges shall be established by the town council.

(Code 1977, § 15-1-3; Ord. of 4-5-1999, § 15-1-3; Amended 4-19-2007, 5-7-2018)

Sec. 62-59. Water bill adjustments.

- (a) *Adjustments to correct inaccurate readings.* Adjustments to water bills to correct inaccurate readings shall be made in accordance with the following:
 - (1) Adjustments to water bills may be applied by the town to correct inaccurate reading of meters or incorrect readings caused by faulty meters. During the reading cycle, the town will automatically check anomalous readings to ensure accuracy.
 - (2) If a property owner wishes to contest the accuracy of a meter reading and subsequent water bill, he may request that the meter be checked or tested to verify the accuracy of the reading or the meter. If, after checking or testing the meter, the reading is found to be correct, the account will be charged a fee as established by the town council. If the meter or reading is found to be faulty or incorrect, the water bill will be adjusted accordingly.
- (b) *Adjustments for water leaks.* Adjustments for water leaks may be made in accordance with the following:
 - (1) In some cases, adjustments to a water bill may be granted for leaks in a property owner's water lines. The following minimum requirements shall be met to qualify for consideration of adjustment:
 - a. Underground pipe shall be buried a minimum of 18 inches in suitable material. Plastic pipe materials shall not be buried in shells, aggregate, or debris which may be abrasive to the pipe.

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- b. Generally, adjustments shall be granted for all plumbing systems and material types. Leaks which occur as the result of ruptured pipes at unoccupied properties with pressurized water systems shall not qualify for adjustment. Unoccupied for purposes of this provision shall be defined as having had no person present for greater than 72 hours.
- c. Water bills must be paid in full, prior to being considered for an adjustment.
- (2) To qualify for adjustment, the property owner shall contact the town upon discovery of the leak and request an inspection of the leak and subsequent repair work by water department personnel. In lieu of such inspection, the property owner shall submit a repair bill from a qualified plumber with a notarized statement describing the repair.
- (3) The property owner's request and supporting documentation shall be provided to the public works director for a decision, no later than the current billing cycle payment due date.
- (4) The property owner will be notified in writing of the decision. If an adjustment is granted, the owner will be given a refund or credit on the next bill. The pending decision in no way relieves the owner of full payment of the current bill.
- (5) Adjustments are made through the date that the repairs are made and inspected by the town to that of the corresponding quarter of the previous year.
- (6) Once an adjustment has been made, no further adjustment shall be considered for the same system for a period of five years. A system is defined as one meter or account number.

(Code 1977, § 15-3; Ord. of 4-5-1999, § 15-3; Amended 4-19-2007, 2-1-2010, 6-6-2011, 4-6-2015, 4-3-2017)

STREET LIGHT INSTALLATION POLICY

The following guidelines shall apply to the installation of street lights by the Town of Chincoteague, Inc. on roads under the jurisdictional boundaries of the Town:

1) The Public Works Committee of the Chincoteague Town Council shall act on behalf of the Council to receive and consider all requests for the installation of street lights and through majority vote, grant or deny such requests. The Public Works Committee shall also consider and locate street lights as may be deemed necessary in the absence of any requests.

2) Requests for street lights shall be in writing. Such requests shall be considered at monthly Committee meetings.

3) Generally, street lights shall be installed on publicly owned streets, in accordance with the minimum requirements set forth in (5), below. Street lights may be installed on privately owned streets provided such streets serve more than one household and are publicly accessible. On privately owned streets without power poles, it shall be the responsibility of the requester(s) to provide the necessary electrical feed and poles for street lights; the Town shall provide the street lights and pay the monthly cost of such lights. The Town shall determine the placement of lights on such privately owned streets.

4) Developers of all subdivisions created after September 28, 1995, are required to provide the necessary electrical feed and poles for street lights and bear the expense of such, for the new subdivisions. The Town will pay the monthly cost of the subdivision street lights. Street lights shall be installed in subdivisions in accordance with the minimum requirements provided in (5), below.

5) The following requirements shall be observed in considering placement of street lights:

- a) Street lights shall be installed in such locations as would best illuminate fire hydrants.
- b) Street lights shall be installed at the intersections of streets, lanes, or other publicly accessible rights of ways.
- c) Street lights shall be installed not closer than on alternating power poles (every other pole), except as necessary to comply with the requirements of a & b), above. In the absence of existing power poles, lights and poles shall be placed not closer than 350' apart. The final location of lights or plans for such, shall be approved by the Committee or their authorized representative.
- d) In addition to the above stated minimum requirements, the Committee may consider on a case by case basis, the necessity of street lights to provide safety and security; e.g., a street light may be placed at the site of reoccurring vehicular accidents or repeated criminal events.



Measure distance
Click on the map to add to your path
Total distance: 624.66 ft (190.40 m)

Town of Chincoteague, Inc.



TO: Chairwomen Richardson and Members of Committee

FROM: Michael Tolbert, Town Manager

DATE: August 1, 2023

SUBJECT: Fall Paving

The Town's total revenue from our VDOT U-1 grant has increased for FY24 from the approved budget of \$787,000 to \$928,500. This increase is due to the addition of 4 Ocean Breeze Roads to our inventory and an overall increase in the allotment per lane mile. The increase outpaces increases in road crew salaries for FY24 allowing more funds for actual paving.

Potential paving projects for this cycle include the following;

1. Fall Paving.
 - a. South Main Street 5300 x 24 x 2inches 1,600 tons x \$168.75 = \$270,000
 - b. Sea Spray 550 x 16 x 2 inches 111tons x \$168.75 = \$18,730 (Non VDOT)
 - c. Sea Horse Drive 470 x 16 x 2inches 95tons x \$168.75 = \$16,030 (Non VDOT)
 - d. Sea Shore Drive 1,060 x 16 x 2inches 215tons x \$168.75 = \$36,280
 - e. Sea Breeze Drive 930 x 16 x 2inches 187tons x \$168.75 = \$31,556
 - f. Pavement Markings \$20,000

Total Non VDOT Paving \$34,000
Total VDOT Paving \$357,836
Grand Total \$391,836
2. Grade Work Before Paving
 - a. Drainage improvements South Main Street \$25,000
 - b. Grading On Sea Shore Drive \$50,000
 - c. Grading on Sea Horse and Sea Spray \$50,000 (Non VDOT)

Town of Chincoteague, Inc.

Recommendations:

South Main St. 1a., 2c. \$295,000

Paving of South Main St. has been delayed for 2 paving cycles to allow the completion of heavy construction in that area. Now that these activities have ceased, we have an opportunity to accomplish this project. The Scope of this project will include the addition of drainage structures near the Harbor entrance and Northward for several hundred feet. The road base in the area of the Harbor entrance will also be wedged up on the western edge improving the driving experience and assisting drainage of this area.

Ocean Breeze.

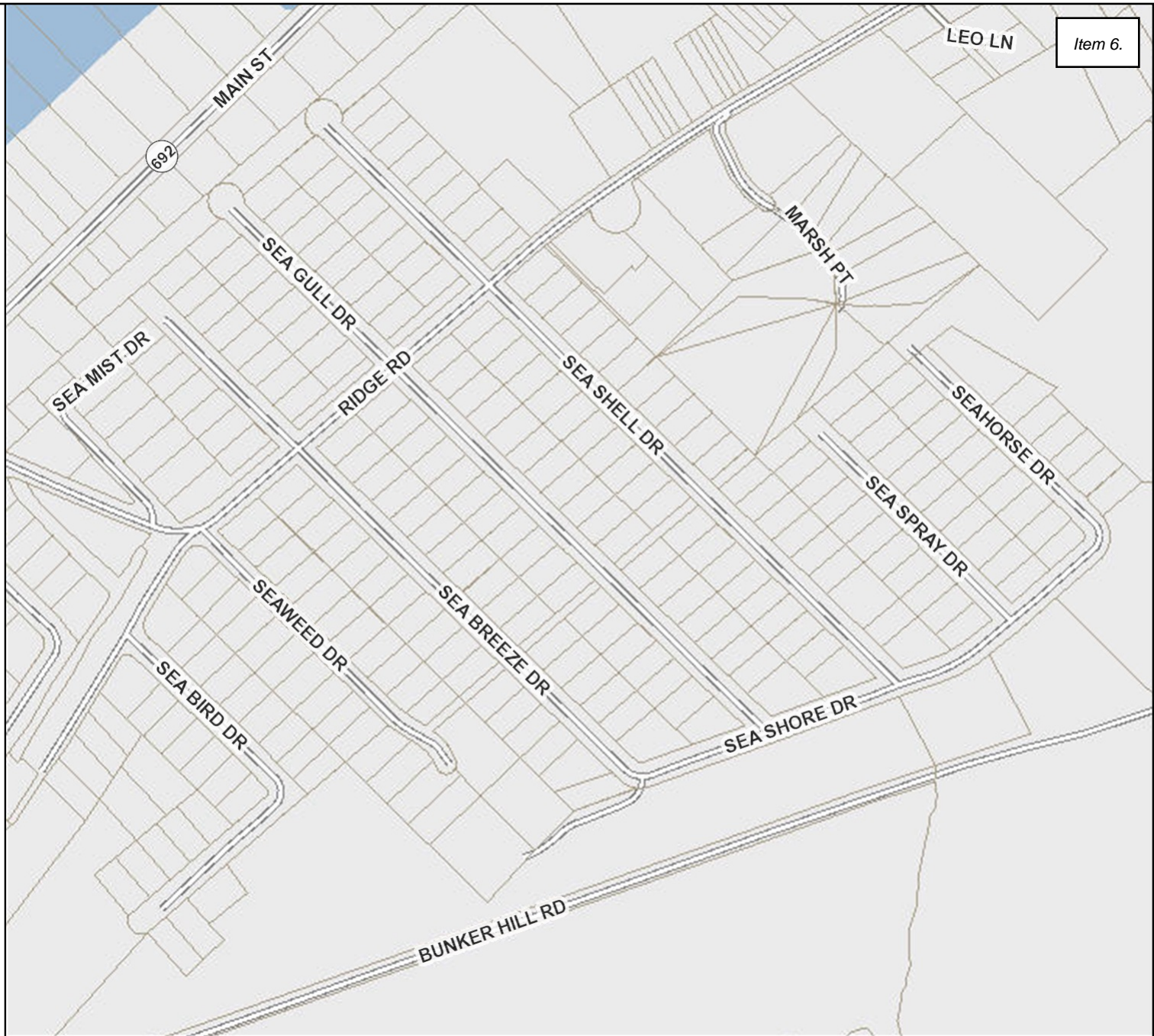
VDOT has approved 4 of the 10 streets in Ocean Breeze to be included in the U-1 grant. The four are Sea Breeze, Sea Gull, Sea Shell and Sea Shore. Of these, Sea Shore is in the worst condition and should be addressed first. Prior to paving this road however, we will need to place and compact a significant amount of base material. Sea Shore also leads to Sea Spray and Sea Horse which are not included in the grant and at this point would require the use of unbudgeted town funds to complete. For this reason, we are not recommending any paving work in Ocean Breeze this fall. We will evaluate Ocean Breeze roads for funding in the spring.



Accomack County, Virginia

Legend

Parcels



Map Printed from AccoMap

<https://parcelviewer.geodecisions.com/Accomack>

Feet



1:3,500 / 1"=292 Feet

Title: Ocean Breeze Roads

Date: 7/27/2023

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Accomack County is not responsible for its accuracy or how current it may be.