



TOWN COUNCIL REGULAR MEETING

February 05, 2024 at 7:00 PM

Council Chambers – Town Municipal Center

AGENDA

CALL TO ORDER – *Mayor Leonard*

INVOCATION – *Councilman Taylor*

PLEDGE OF ALLEGIANCE – *Mayor Leonard*

CONSIDER REMOTE PARTICIPATION – *Mayor Leonard*

PUBLIC COMMENT – *Mayor Leonard*

AGENDA ADOPTION – *Mayor Leonard*

STAFF REPORTS - *Mr. Tolbert*

1. [General Government Report, January 2024](#)
2. [CPD Report, January 2024](#)
3. [Public Works Report, January 2024](#)
4. [Emergency Services Report, January 2024](#)

VILLAGE NEIGHBORS - *Ms. Lisa Cannon*

CHAMBER OF COMMERCE ANNUAL REPORT - *Ms. Evelyn Shotwell*

5. [Chamber of Commerce Annual Report](#)

COMMITTEE REPORTS – *Council*

6. [Recreation and Community Enhancement Report January 2024](#)

ADOPTION OF MINUTES - *Mayor Leonard*

7. [Council Meeting Minutes January 2, 2024](#)
8. [Workshop Meeting Minutes January 18, 2024](#)

APPROVAL OF FY 25 FEES - *Mr. Tolbert*

9. [FY25 Fee Memo](#)
10. [FY2025 General Government Fees](#)

MAYOR AND COUNCIL COMMENTS – *Mayor Leonard*

CLOSED MEETING - *in Accordance with § 2.2-3711, A3 of the Code of Virginia for the consideration of the acquisition of real property.*

CERTIFICATION OF CLOSED MEETING *in Accordance with § 2.2-3712 (D) of the Code of Virginia*

ADJOURN

General Government – January 2024

Chincoteague Center:

The center hosted 4 busy events in January, along with our morning walkers. A reminder that the Center is open for walking mornings from 9-10am, Monday through Friday.

January 3rd was the first Red Cross blood Drive of the year, and all appointments were filled! This event is held every other month and is sponsored by the Kiwanis club.



On Monday the 29th, the center hosted the Island Community House’s BINGO which was attended by 41 people. Everyone had a wonderful time.

This BINGO will be held at the center on the last Monday of every month (excluding July and December) from 1-3pm. Cards are \$5 to play all 20 games and snacks are available. All are welcome!

On the evenings of January 29th and 30th a resin art class was hosted by Stephanie Hale. The class was full with 16 people attending and was enjoyed by all!



January was a busy month for bookings and included 61 email requests for more information. We also booked weddings, a 50th anniversary party, 2 Quinceaneras, 1 celebration of life and 2 family reunions for later in the year.

Mary Esther has also organized a Job Fair to be held on March 23rd from 10AM to 1PM.

Interested parties should reach out to Mary Esther Leonard at the town office for an application. This will be a free event for any employers as well as those seeking employment whether it be full or part time, seasonal or internships. You do not have to be an Island resident to take part in the job fair!

For summer and permanent employment!

JOB FAIR

Saturday, March 23rd 10am-1pm
Chincoteague Community Center
6155 Community Drive

Join us at our Job Fair and discover incredible job opportunities that align with your skills and aspirations. No appointment needed. Interview rooms will be available onsite.

Who Should Attend?

- Students seeking summer employment.
- Recent graduates looking for entry-level positions.
- Professionals exploring new career opportunities.

Why Attend?

- Connect with leading employers in various industries.
- Explore summer job opportunities and internships.
- Network with professionals and expand your connections.
- Gain valuable insights into different career paths.

How to Register: Businesses can email the center @ center@chincoteague-va.gov to reserve your spot

Spread the Word! Tag a friend who needs a summer job or share this post to help someone kickstart their career journey.

Don't miss out on the chance to turn your summer into a stepping stone for future success! We can't wait to see you there!

On January 25th, I virtually attended HRSD's revised preliminary engineering review for the new treatment plants at Sunset Bay. The work is progressing steadily and sixty percent design should be completed by April. As I have reported previously, capacity at the plant will be increased in stages beginning with a combination of new and existing equipment and through modular additions will reach the ultimate capacity of 350,000 GPD with all new equipment and processes.

As the plant approaches capacity, all of the existing treatment equipment, as well as the generator and controls will be replaced. The new equipment will use state of the art processes to treat all effluent efficiently prior to discharge at the site. Of course, increased capacity relies on the securing of additional DEQ discharge permits. Current permitted capacity at the site is 76,500 GPD. The addition of the existing USCG permit would bring the total permitted capacity at the site to 82,500 GPD. HRSD will be applying to the DEQ for additional permits which would eventually increase the permitted discharge capacity to 350 GPD.



Sewer Collection System:

Davis Bowen and Friedel is now actively working on the collection system design for our initial public sewer system. In support of this work, the Town Office produced a listing of over 160 current and potential commercial customers by type along with verified water usage for design capacity confirmation. This work indicated that current commercial demand along the corridor of all types appears to be compatible with the planned future plant capacity.



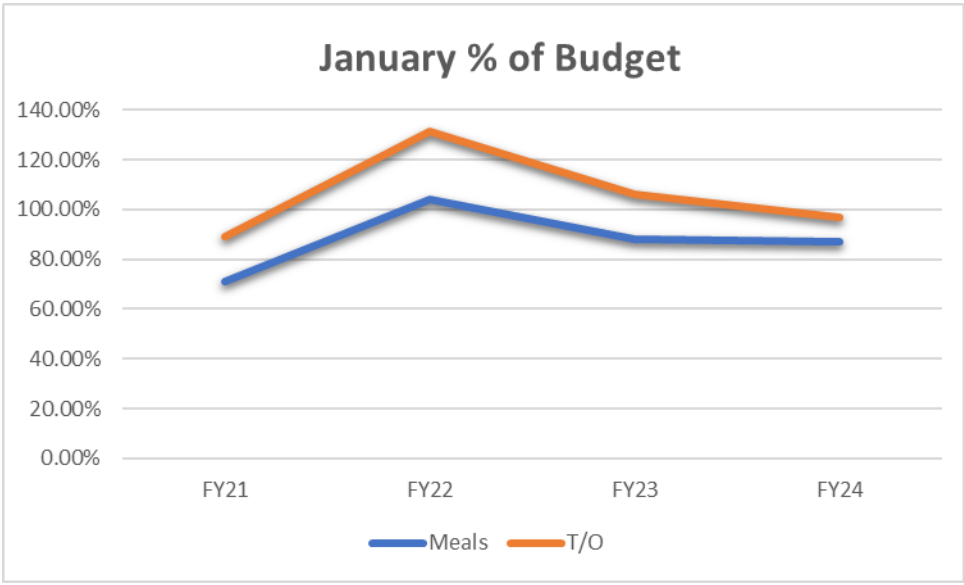
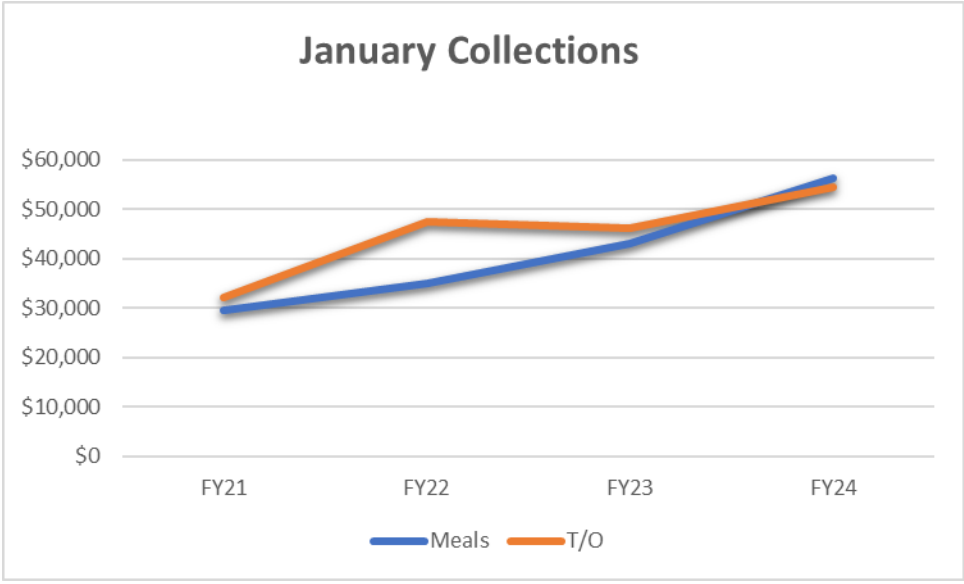
Food Serv	Exist	0	803	1,004	10,757	10,573	9,757	17,067	15,763	10
Food Serv	New	3	0	0	6,490	228,095	8,611	8,617	9,614	6
Retail	New	2,058	2,045	2,074	1,290	1,889	1,487	1,091	1,779	1
Hotel	New	1,554	974	9,155	12,366	12,435	20,456	29,297	18,526	11
Office	New	12,566	2,089	2,687	2,459	2,855	4,639	2,553	2,601	2
Industrial	New	31,889	40,419	26,738	24,232	20,391	27,294	34,944	34,319	32

Meals and TOT:

The data in the table below represent collections for the month of January which reflect the level of business by food and lodging establishments in Town for the month of December. Both meals and TOT are up significantly for the month year over year as is the 2-year average. TOT should exceed budgeted revenues in the month of February and meals tax totals should meet or exceed budgeted revenues in April.

Figures shown are for accounts posted by 01-31-31.

Meals and TOT January (December Activity)					
January Collections			Fiscal Year		
Meals Tax	Tax Collected	2 year average	Budget	YTD	% of Budget
FY21	\$29,574	\$38,996	\$1,100,000	\$782,775	71.16%
FY22	\$34,969		\$1,000,000	\$1,038,812	103.88%
FY23	\$43,022		\$1,200,000	\$1,055,575	87.96%
FY24	\$56,217		\$1,300,000	\$1,128,956	86.84%
Deviation from 2 yr. Meals Tax Avg.		\$17,222			
T/O Tax	Tax Collected	2 year average	Annual Budget	YTD	% of Budget
FY21*	\$32,108	\$46,836	\$1,290,000	\$1,146,943	88.91%
FY22	\$47,499		\$1,400,000	\$1,835,782	131.13%
FY23	\$46,173		\$1,700,000	\$1,802,565	106.03%
FY24	\$54,479		\$2,000,000	\$1,939,442	96.97%
Deviation from 2 yr. T/O Tax Avg.		\$7,643			
*Increase in T/O Tax from 4% to 5% effective 1-1-21					



The summary below reflects the Town’s overall budget picture as of January 31, 2024, for the first 7 months of FY24. The spring budget amendment that we will present in April will bring this summary more in line with previous years.

BUDGET vs ACTUAL - January 2024							
10 GENERAL FUND	FY 24 BUDGET	FY23 MTD	FY24 MTD	FY23 YTD	FY24 YTD	VARIANCE	%
GENERAL FUND REVENUE TOTAL	\$ 7,563,652.00	\$ 300,435.18	\$ 217,625.26	\$ 6,828,664.97	\$ 5,869,685.45	\$ (1,693,966.55)	78%
GENERAL FUND EXPENSE TOTAL	\$ 7,563,652.00	\$ 448,937.39	\$ 354,801.43	\$ 3,195,873.64	\$ 3,963,774.92	\$ 3,599,877.08	52%
GENERAL GOVERNMENT EXPENSE TOTAL	\$ 2,469,519.00	\$ 118,312.46	\$ 74,431.31	\$ 951,885.76	\$ 1,206,523.98	\$ 1,262,995.02	49%
EMS EXPENSE TOTAL	\$ 1,304,989.00	\$ 63,143.60	\$ 80,572.99	\$ 533,194.00	\$ 577,525.90	\$ 727,463.10	44%
PUBLIC WORKS EXPENSE TOTAL	\$ 1,302,870.00	\$ 154,549.89	\$ 77,692.56	\$ 712,202.35	\$ 764,607.18	\$ 538,262.82	59%
MOSQUITO CONTROL EXPENSE TOTAL	\$ 138,241.00	\$ -	\$ -	\$ 159,796.42	\$ 57,581.87	\$ 80,659.13	42%
ROADS EXPENSE TOTAL	\$ 705,160.00	\$ 12,173.47	\$ 10,176.17	\$ 133,946.64	\$ 417,679.92	\$ 287,480.08	59%
POLICE EXPENSE TOTAL	\$ 1,313,220.00	\$ 82,637.41	\$ 91,999.10	\$ 548,654.16	\$ 767,760.27	\$ 545,459.73	58%
DISPATCHERS EXPENSE TOTAL	\$ 329,653.00	\$ 18,120.56	\$ 19,929.30	\$ 156,194.31	\$ 172,095.80	\$ 157,557.20	52%
30 CURTIS MERRITT HARBOR	FY 24 BUDGET	FY23 MTD	FY24 MTD	FY23 YTD	FY24 YTD	VARIANCE	%
CURTIS MERRITT HARBOR REVENUE TOTAL	\$ 868,284.00	\$ 9,981.00	\$ 3,650.00	\$ 212,417.73	\$ 472,278.51	\$ (396,005.49)	54%
CURTIS MERRITT HARBOR EXPENSE TOTAL	\$ 868,284.00	\$ 19,158.56	\$ 8,975.29	\$ 573,857.29	\$ 368,070.23	\$ 500,213.77	42%
70 TROLLEY	FY 24 BUDGET	FY23 MTD	FY24 MTD	FY23 YTD	FY24 YTD	VARIANCE	%
TROLLEY REVENUE TOTAL	\$ 259,833.00	\$ -	\$ 4,997.94	\$ 35,253.46	\$ 225,001.39	\$ (34,831.61)	87%
TOLLEY EXPENSE TOTAL	\$ 259,833.00	\$ 4,755.50	\$ 3,239.54	\$ 38,078.85	\$ 48,389.39	\$ 211,443.61	19%
80 WATER	FY 24 BUDGET	FY23 MTD	FY24 MTD	FY23 YTD	FY24 YTD	VARIANCE	%
WATER REVENUE TOTAL	\$ 1,015,000.00	\$ 60,532.82	\$ 52,228.00	\$ 636,954.43	\$ 675,084.05	\$ (339,915.95)	67%
WATER EXPENSE TOTAL	\$ 1,015,000.00	\$ 68,768.31	\$ 29,000.70	\$ 363,730.53	\$ 391,862.01	\$ 623,137.99	39%
85 CENTER	FY 24 BUDGET	FY23 MTD	FY24 MTD	FY23 YTD	FY24 YTD	VARIANCE	%
CENTER REVENUE TOTAL	\$ 194,650.00	\$ -	\$ 15,660.95	\$ 312,620.17	\$ 139,139.92	\$ (55,510.08)	71%
CENTER EXPENSE TOTAL	\$ 194,650.00	\$ 3,378.00	\$ 8,332.59	\$ 83,016.16	\$ 381,746.55	\$ (187,096.55)	196%
REVENUE TOTAL	\$ 9,901,419.00	\$ 370,949.00	\$ 294,162.15	\$ 8,025,910.76	\$ 7,381,189.32	\$ (2,520,229.68)	75%
EXPENSE TOTAL	\$ 9,901,419.00	\$ 544,997.76	\$ 404,349.55	\$ 4,254,556.47	\$ 5,153,843.10	\$ 4,747,575.90	52%
Difference					\$ (2,227,346.22)	\$ 2,227,346.22	

Building and Zoning:

From December 28, 2023 to January 29, 2024, the Building and Zoning Department issued 30 building permits and conducted 35 inspections and 3 case activity cases inspections.

In addition,

5 - Business License site visits.

10 - Zoning site visits.

19 - Building permit plans' reviews.

31 - Walk-ins for building and zoning questions.

Mark performed the first review of a minor subdivision for three lots on Monarch Lane and a subdivision of one lot into two on Circle Dr.

*Mark is currently working on three complaints of existing structures with living areas below base flood elevation. The complaints emanated from FEMA after online advertisements with pictures for the sale of these structures indicated that a violation likely had occurred.

Mark attended three day code change training for the 2021 Building Codes.

The total value for the building cost of construction was \$6,838,066.00.

The total building permit fees collected were \$ 3,311.04.





Permit Fee Report

11/28/2023 - 12/27/2023

Permit #	Permit Date	permit type	LOCATION ADDRESS	Permit Issuance Date	Fee Date	Total 2% State Tax	Total Building and Zoning	Total General	Estimated Cost of Construction	Primary Contractor
203022	12/26/2023	POOL	4172 Sunrise Drive Circle	12/26/2023	12/27/2023	1.92	96.00		81,000.00	JOHNSONS ALL-SCAPES
203024	12/26/2023	Renovations	6341 MADDOX BLVD	12/26/2023	12/27/2023	1.44	72.00		200.00	OWNER
203019	12/21/2023	PIER	Lot 2 Woodland Drive 031001600000200	12/21/2023	12/21/2023	2.16	108.00		41,000.00	LEWIS HOME SOULTIONS
203021	12/21/2023	New Residential Construction	Parcel: 031B10300021700 Legal: OYSTER BAY SEC II LOT 217	12/21/2023	12/21/2023	12.19	609.28		320,000.00	BILLY REED CONSTRUCTION
203015	12/20/2023	ACCESSORY BUILDING	7066 Josephine Lane	12/20/2023	12/20/2023	1.08		54.00	4,913.00	BLANKENSHIP AUTO
203016	12/20/2023	DECK	6033 Old Mill Lane	12/20/2023	12/20/2023	1.92	96.00		9,320.00	TURNQUIST CUSTOM BUILDING LLC
203017	12/20/2023	ACCESSORY BUILDING	6030 Lewis Street	12/26/2023	12/20/2023	1.08		54.00	2,000.00	OWNER
203012	12/19/2023	ADDITION	6262 Marlin Street	12/19/2023	12/19/2023	2.16	108.00		50,000.00	DELMARVA VETERAN BUILDERS
203014	12/19/2023	Renovations	Parcel: 031A003000011B0	12/19/2023	12/27/2023	10.44	261.12		196,000.00	SPANGLER CONSTRUCTION
203014	12/19/2023	Renovations	Parcel: 031A003000011B0	12/19/2023	12/27/2023	10.44	261.12		196,000.00	SPANGLER CONSTRUCTION
203008	12/18/2023	MANUFACTURE HOME	5003 Fourth Avenue	12/18/2023	12/18/2023	4.07	203.28		100,000.00	CULVER & PIERSON
203009	12/18/2023	Renovations	4213 Main Street	12/18/2023	12/19/2023	2.35	117.60		10,000.00	JIM DEMARCO
203010	12/18/2023	ACCESSORY BUILDING	5372 Mc cleary Drive	12/18/2023	12/19/2023	1.08		54.00	5,000.00	BACKYARD BARNs
203011	12/18/2023	Fence	3399 Ridge Road	12/18/2023	12/19/2023	1.08		54.00	750.00	OWNER
203004	12/16/2023	BULKHEAD	3705 Main Street	12/20/2023	12/20/2023	2.16	108.00		26,800.00	MARK ROSS
203002	12/15/2023	RESIDENTIAL COTTAGE	5421 Deep Hole Road	12/15/2023	12/15/2023	11.34	567.04		213,000.00	BILLY REED CONSTRUCTION
203001	12/14/2023	Reroof	4059 Sunny wood Drive	12/14/2023	12/14/2023	1.08		54.00	9,500.00	FOX CONSTRUCTION
202994	12/13/2023	Reroof	4193 School Street	12/13/2023	12/13/2023	1.08		54.00	6,500.00	JORGENSEN CONSTRUCTION
202995	12/13/2023	SIDING	3806 Main Street	12/13/2023	12/13/2023	1.08	54.00		10,000.00	JOHN WHALEN
202998	12/13/2023	Reroof	7217 Oak Ridge Place	12/13/2023	12/13/2023	1.08		54.00	7,500.00	SPANGLER CONSTRUCTION
202999	12/13/2023	Renovations	3621 main st	12/15/2023	12/15/2023	4.20	210.00		2,000.00	OWNER
203000	12/13/2023	Fence	6280 Chester Park Drive	12/13/2023	12/13/2023	1.08		54.00	1,500.00	OWNER

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202985	12/8/2023	BULKHEAD	5394 Sunrise Shore Drive Chincoteague VA 23336	12/11/2023	12/11/2023	2.16	108.00		114,000.00	MARK ROSS
202986	12/8/2023	BULKHEAD	Vacant Lot 27B, Sunrise Shore Drive, Adjacent to 5394 Sunrise Shore Drive	12/15/2023	12/15/2023	2.16	108.00		11,200.00	MARK ROSS
202984	12/6/2023	Reroof	6527 Rosedale Dr.	12/12/2023	12/12/2023	1.08		54.00	9,975.00	TIGER ROOFING
202983	12/1/2023	New Residential Construction	6205 Taylor Street		12/1/2023	11.79	589.44		180,000.00	OWNER
202981	11/30/2023	SIDING	5560 Main Street	11/30/2023	11/30/2023	1.08	54.00		10,500.00	MATT DAISEY
202982	11/30/2023	Reroof	5123 Main Street	11/30/2023	11/30/2023	1.08		54.00	20,148.90	SPICER BROS CONSTRUCTION
202977	11/29/2023	ADDITION	5334 Hibiscus Drive	11/29/2023	11/29/2023	1.92	96.00		12,000.00	OWNER
202978	11/29/2023	Reroof	6243 Maddox BLVD	11/29/2023	11/29/2023	1.08	60.00	54.00	15,000.00	THOMAS DERRICKSON
202979	11/29/2023	BULKHEAD	31B1-2-23 Assateague West (Richardson's Landing Twilley Drive	12/1/2023	12/1/2023	2.16	108.00		20,000.00	MARK ROSS
202980	11/29/2023	Porch	7177 Janes Lane	12/19/2023	12/20/2023	1.92	96.00		10,000.00	LEWIS HOME SOULTIONS
202971	11/28/2023	Reroof	5186 Main St	11/28/2023	11/28/2023	1.08		54.00	9,950.00	TIGER ROOFING
202972	11/28/2023	Reroof	3289 Ridge Rd.	11/28/2023	11/28/2023	1.08		54.00	9,999.00	TIGER ROOFING
202973	11/28/2023	Reroof	6368 Vacation Park Lane	11/28/2023	11/28/2023	1.08		54.00	4,000.00	M&C ROOFING
202974	11/28/2023	Reroof	6462 Howard Drive	11/28/2023	11/29/2023	1.08		54.00	9,984.00	TIGER ROOFING
						107.26	4,090.88	810.00	1,729,739.90	

CHINCOTEAGUE POLICE DEPARTMENT

**MONTHLY REPORT TO COUNCIL
January 2024**

The Chincoteague Police Department received 267 calls for service which resulted in 7 investigations of criminal offenses that included 2 destruction of property, 1 hit and run, 1 breaking and entering, 1 unauthorized use, 1 assault and battery and 1 embezzlement of currency. There where 2 arrest with 3 charges as a result of the investigation.

The Department also responded to 4 animal complaints, 10 alarms, 5 suspicious activities, 1 civil problem, 1 control burn check, 3 assisting other agencies and 15 welfare checks.

In addition, 120 security checks and 15 public service calls were conducted.

The Department issued 4 citations and 10 warning tickets.

On January 3rd ,2024, Officers received training on Eyewitness I D. Officers also completed their P. T. Training.

On. January 18th, 2024, Cpl. Gladding attended a DMV Grant Workshop in Norfolk.

On January 22nd -24th, 2024, The Department had its 3rd Accreditation Re-Assessment.

Public Works: January

Cleaning Drop Inlets and jetting pipes in an effort to help drainage with the heavy rains this month.



Replacing the entrance to Hampton Inn on Main Street.





Replacing Finger Piers at Harbor.





Grading Roads in Ocean Breeze.



Items Planned to be completed in February.

- **Plan for Spring Paving Items**
- **Continue Finger Pier replacement at Harbor.**
- **Trail and Exercise Equipment @ Brianna's Park.**
- **Continue routine maintenance of equipment and vehicles.**

6

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TOWN OF CHINCOTEAGUE EMERGENCY SERVICES MONTHLY REPORT

EMERGENCY MEDICAL SERVICES DIVISION

Reporting Period: 01/01/2024 – 01/30/2024

TOTAL EMS RESPONSES: 45

(16 LESS THAN IN SAME PERIOD 2023): 61

ADVANCED LIFE SUPPORT: **18**

BASIC LIFE SUPPORT: **15**

OTHER: **12** (Fire Stand-by, Public Assist Calls, etc.)

HAZMAT: **0**

COMMUNITY SERVICE

BP SCREENINGS

Eight BP screenings were conducted at the station this month.

VILLAGE NEIGHBORS

Attended the Village Neighbors gathering on January 16 to present information to help individuals remain in their home as they age. Presented the topic “Weather Aware and be Safe in Your Home if You Dare”. Discussed risks for weather as well as in the home slips, trips and falls. Delivered information on where to learn about risks and how to mitigate them. Reviewed smoke detector/CO detector and fire extinguisher usage and maintenance. Also, encouraged participants to have emergency contacts, doctors and a prescribed medication list.

PLANNING

EMS ADVISORY BOARD

The EMS Advisory Board meeting in Richmond on February 1st and 2nd. Fitch and Associates will be onsite to report on the plan moving forward during the financial hardship. An update will be provided at the Council meeting as the Board meeting has not occurred at the time of this report submission.

LOGISTICS

NEW 3-1

The ambulance was inspected in Winter Park, Florida on January 29 and 30th. A punch list was developed and once the list is completed, the ambulance will be shipped to the dealer in Yorktown, VA for final installation work. The ambulance should arrive in Chincoteague February 24th and be in service by mid-March.

NEW 3-2

The Chincoteague Volunteer Fire Company signed a new production contract with Horton Ambulances in mid-January 2024. This contract will not be grant eligible and needs to be expedited as new builds are now 20 – 30 months on average.

NEW HIRES

The application deadline was January 22, 2024. We will have a hiring process on February 7 and 8 to hire four vacant full-time positions. The new employees should be on duty completing their orientation by mid-March.

NEMESIS v3.5 REPORTING

Patient care reporting software is being revised to meet the new NEMESIS v3.5 reporting standards. The deadline for implementation is March 31, 2024, but our timeline looks to be February 22 and we will be reporting the new required data to state and national data depositories. Staff members are doing a “shake-down” of the new report with the revised data elements by completing multiple “fake” incidents. An upload to a test site will allow us to see anything that we missed in the data elements and build it into the report.

TRAINING

CONTINUING EDUCATION

Staff participated in the following four hours of continuing education in November:

- Oxygenation
- Ventilation
- Capnography
- Advanced Airway Management

Dr. Wolffe, our operational medical director, joined us for his quarterly meeting with all staff with review of operations and service delivery.

EMERGENCY MANAGEMENT DIVISION

- Weather and situational awareness monitoring.
- Disseminated weather briefings to operational staff and Council during severe wind event.
- Attended quarterly NASA and Town planning meeting.
- Attended the quarterly meeting of the Eastern Shore Disaster Coalition.
- Attended the yearly advisory meeting with Maryland State Police Aviation Command.
- Sent a staff employee to the Basic Emergency Management L101 course in Stafford, VA
- Attended meeting with Accomack and Northampton emergency managers to discuss the denial from VDEM for a regional POD Exercise we had planned for 2024. We will be looking into a technical assistance grant to help us do a “one” POD per locality setup without distributing commodities.
- Attended meeting with VDEM Hurricane Planner to join a workgroup with Maryland and Delaware for a full-scale evacuation exercise to be conducted in

September 2025. Maryland has received a FEMA grant for the exercise but must include the region and is primarily focused on the Eastern Shore. Our workgroup will look at areas of feasibility, hurricane evacuation plans and eventually design the exercise.



ANNUAL REPORT 2023

WHO WE ARE

BOARD OF DIRECTORS

Chris Bott, President

Dustin Mears, Vice President

Jack Tarr, Treasurer

Angie Abell

Austin Brodin

Jocelyn Grover

Kate Moot

Jeannie Rose

Elaine Stitche

Jimmy Vasiliou

Cynthia Wilder

MISSION

The Chincoteague Chamber of Commerce is an organization whereby many different business interests have joined together in a combined manner to maximize their ability to attract and increase the number of visitors to Chincoteague Island.

The ultimate goal of the organization is to communicate the message that Chincoteague, the "Beautiful Land Across the Water," is the most desirable location to visit and/or vacation with family or friends.

Item 5.

THE STAFF

Evelyn Shotwell

Executive Director

Joanne Moore

Marketing & Event Coordinator

Membership & Visitor Services
Coordinator

Terry Gross

Part-Time Tourism Counselor

Lisa Kambarn

Part-Time Summer Tourism
Counselor

VIRGINIA IS FOR LOVERS

TOURISM BY THE NUMBERS ACCOMACK COUNTY 2022

Source: 2022 Economic Impact of Visitors in Virginia,
Virginia Tourism Corporation



\$166.4M

Visitor Spending
23.5% ↑ 2022/2019

Lodging = \$61.9M
Food & Beverage = \$47.5M
Transportation = \$24.8M
Recreation = \$17.4M
Retail = \$14.7M



\$10.4M

Visitors generated in
state and local taxes



**Supported 1,331
Tourism jobs**



Eastern Shore of Virginia (Accomack & Northampton Counties)
visitor spending grew 27% over 2019 levels – largest growth
compared to all other Virginia regions.

MARKETING



PRINT

COST = \$25,915
VALUE = \$83,423



DIGITAL

\$24,751

EARNED MEDIA \$75,000

(Conservative Estimate Based on VTC Media Tracking Analytics)

Earned media is content relating to a person or organization which is published by a third party without any form of payment to the publisher.

TRAVEL GUIDE DISTRIBUTION \$22,000

Tourism Partners include Eastern Shore of VA Tourism Commission; Virginia Tourism Corporation; Virginia Restaurant, Lodging & Travel Association; NASA; Eastern Shore of Virginia Chamber of Commerce; CNWR; NPS; Eastern Shore Community College; VA Space Flight Academy and others.

As the Destination Marketing Organization (DMO) for the Town of Chincoteague Island, the Chincoteague Chamber of Commerce is tasked with increasing visitation to the island to support hospitality and related businesses who depend on tourism for their livelihood. Tourism is the #1 economic driver on an island where wild ponies, natural attractions, and rocket launches are key tourism products.

The Certified Visitor Center staffed by the Chincoteague Chamber of Commerce assists the 1.3 million visitors annually coming to enjoy the Chincoteague National Wildlife Refuge and Assateague Island National Seashore--either in the office, by phone or email, or through a wealth of information on the chamber's website, chincoteaguechamber.com, outdoor digital kiosk, and mobile Apps.

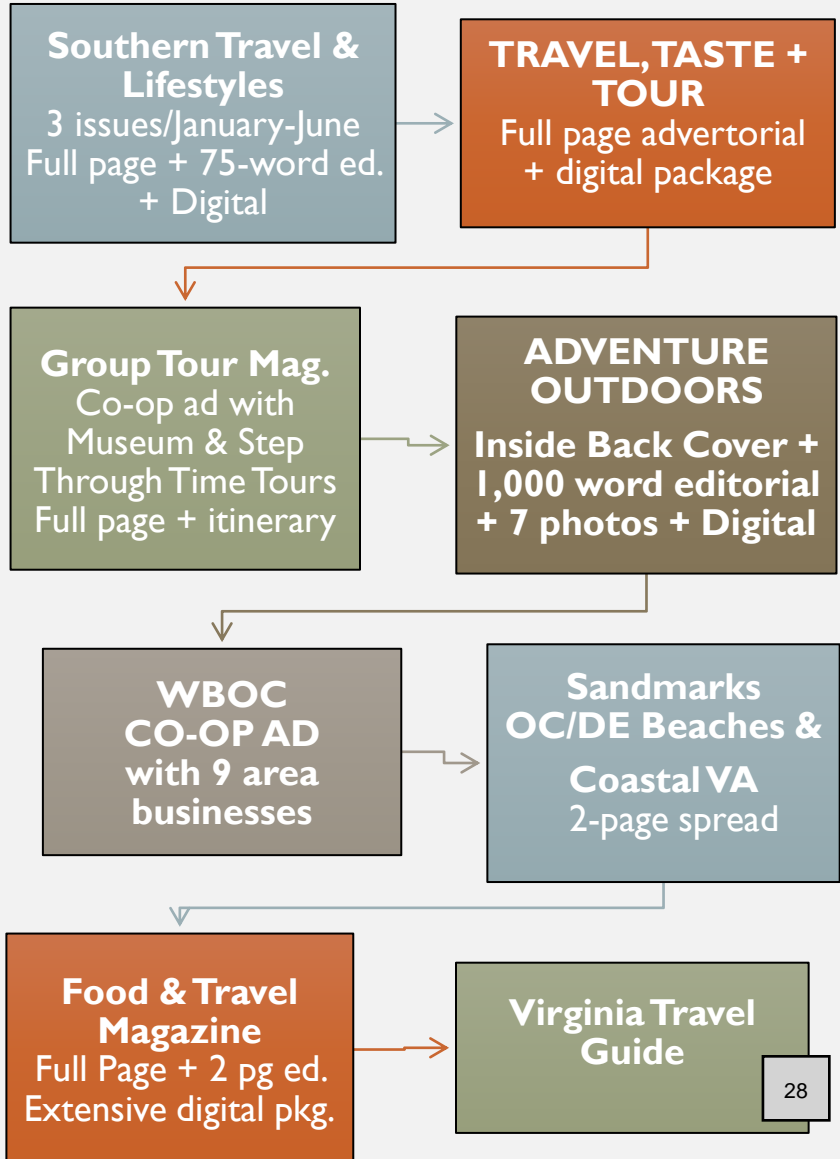
EARNED MEDIA

Coastal Living: Chincoteague “Olde” Salts
CountryLiving.com
Virginian Pilot
Shore Daily News
Eastern Shore Post
WBOC, WAVY, WTKR, WVEC, WRIC, 13NewsNow
UK TV—Pony Swim
Recreation News
Chesapeake Bay Magazine
Just About Horses
OnlyInYourState.com
The Price Is Right
Southern Living Magazine
Coastal Virginia Magazine
Cooperative Living Magazine
General RV TV Commercial
WHRO Public Media
VTC Blog Post—Vibrant Communities
AAA eNews articles
Lamers Tour & Travel Bus Tour of 10 states
Wild Ponies of Chincoteague Documentary
Washingtonian.com
Travelmag.com
Worldatlas.com---several times
USAToday.com
ArlingtonMagazine.com
Sierra Magazine
Baltimore Magazine
Outdoors Delmarva
International Travel Writers through VTC
TravelAndLeisure.com
Outdoors Maryland
Numerous websites.....

WE’VE BEEN SEEN!

PAID MEDIA

Item 5.



WE ARE GLOBAL

WIDGET STATS

(since April 2023)

Users: 15,038

Page Views: 141,523

MOBILE APP DOWNLOADS

(since April 2023)

5,712

KIOSK USERS

(since October 2023)

298

WEBSITE

Users: 269,989

Page Views: 956,833

ONLINE 52-PAGE VISITOR GUIDE

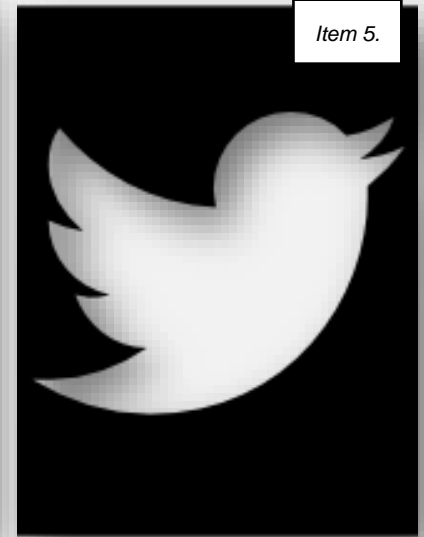
Users: 24,264

Page Views: 409,920



Reach: 12.9M

Engagements: 870,692



Impressions: 13,339

Engagements: 507



Impressions: 167,067

Engagements: 15,782



Video Views: 42,818

MEMBERSHIP

An integral part of growing the Chamber and growing the economic prosperity in the Town of Chincoteague is to cultivate entrepreneurs, meet with potential new business owners, and advocate for business relocation to Chincoteague Island. The Chamber assists business owners and potential new business owners as they navigate through Town, County, and State regulations and codes and serve as a valuable resource in the planning process.

Workshops, seminars, and ample opportunities to meet with fellow business professionals enables new owners to build strong networks of colleagues to offer guidance, assistance, advice, and moral support in the formative years of a new business venture.

Item 5.

MEMBERS STRONG

New Members in 2023 = 36

300+

RIBBON CUTTINGS

To welcome new members

4

Networking Opportunities

Luncheons, Business After Hours,
Open Houses, Festivals

25

Workforce Development

Job Fairs, Partnerships,
Collaboration

10

TOURISM DEVELOPMENT EVENTS

Item 5.

Shoulder season events, like the Chincoteague Seafood & Oyster Festivals & Chincoteague Old-Fashioned Christmas Parade were created decades ago to stimulate the economy during the off-season when tourism numbers typically lagged. They have grown to be destination events bringing weekend guests to eat, stay and play.



Easter Decoy & Art Festival

April 7 & 8, 2023 Held to showcase local decoy carvers and artists. Brings approximately 1500 folks to the area over Easter Weekend. Visitors enjoy spring waterfowl migration and perhaps early foaling.

Chincoteague Seafood Festival

May 6, 2023 Held the first Saturday in May to highlight the seafood industry and our watermen's heritage. Brings close to 3000 folks to the island prior to Memorial Day Weekend.



Chincoteague Oyster Festival

October 7, 2023 Held the Saturday of Columbus Day Weekend to celebrate the world-famous Chincoteague "Salt" oysters. The 2700 added visitors stay for the holiday weekend to enjoy the beautiful coastal fall experience.



Old-Fashioned Christmas Parade

December 2, 2023 Held the first Saturday in December to usher in the Holiday season.

Compliments Shop Small—Shop Local advertising campaigns.



TOURISM DEVELOPMENT VIRGINIA TOURISM CORPORATION ARPA FUNDS PROJECTS

13NewsNow/ABC
Hampton Roads
Targeted TV/streaming
commercials,
retargeting, native
Google & Facebook ads
30,000 ARPA
\$20,000 DMO Grant

Outdoor Digital Kiosk
\$12,348

Visitor Center Sign
\$9,476

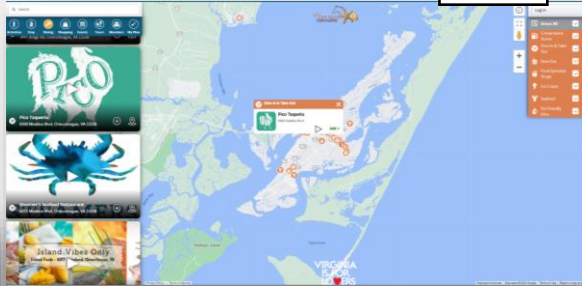
Instagram Influencer
\$3,404

Website Rebuild
\$19,500

**WBOC Co-op &
Small Town Series**
\$1,550

VisitWidget
Interactive map for
website, kiosk, and
App for iPhone &
Android
\$9,473

TOTAL ARPA SPEND
\$86,000



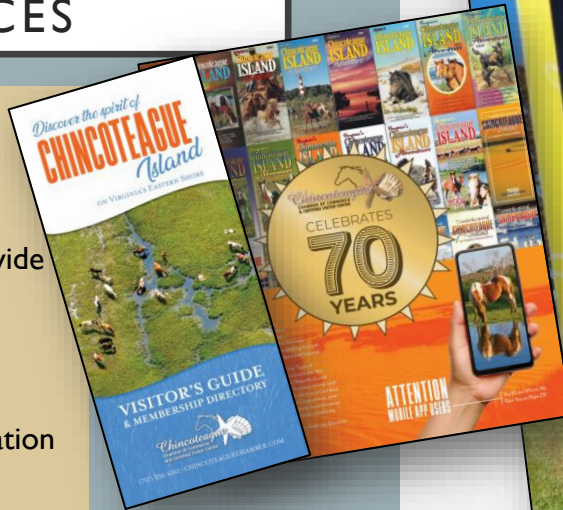
TOURISM DEVELOPMENT NEW PROJECTS & RESOURCES

*2024 Chincoteague Visitor's
Guide & Membership Directory
- 80,000 Print Distribution Worldwide
- Digital GoGuide on
ChincoteagueChamber.com

*Host 2024 Virginia Tourism Corporation
Visitor Centers Seminar
March 12-14, 2024
Welcome Center & Certified Visitor
Center Managers & Assistant Managers
from across the Commonwealth

*Work with Town & Museum of
Chincoteague Island to develop VA250
projects to celebrate the 250th birthday of
the US in 2026

- *New Technologies
- ~Visit Widget Software
- ~Digital Kiosk
- ~Mobile Apps
- ~Webcam



Item 5.



Webcam
23,951 Views
since Sept 2023



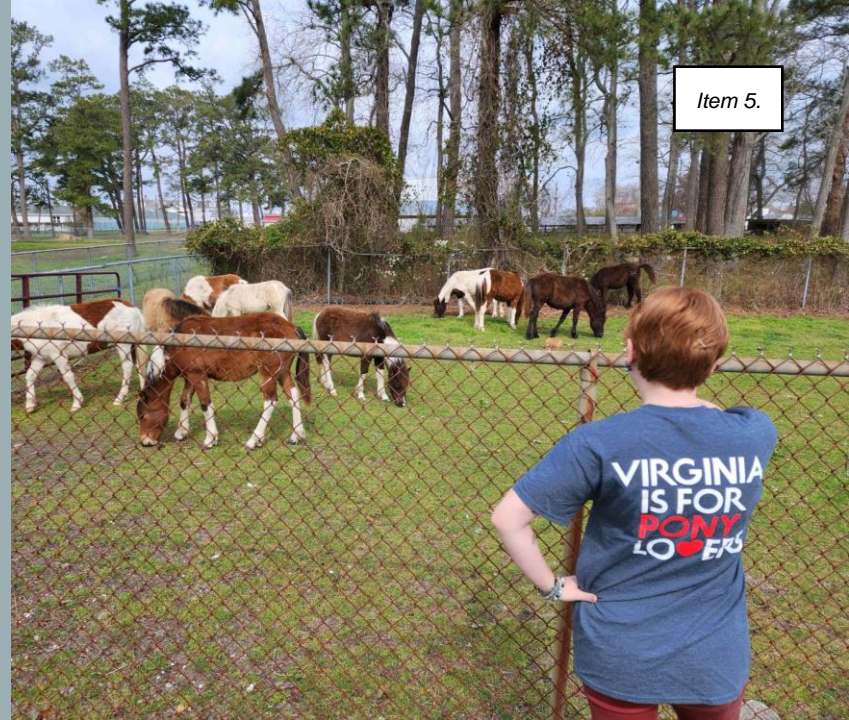
CHINCOTEAGUE PONY NAMED OFFICIAL STATE PONY OF THE COMMONWEALTH OF VIRGINIA

July 27, 2023 – “Surrounded by hundreds of visitors, locals, and dozens of ponies, Governor Glenn Youngkin and First Lady Suzanne S. Youngkin joined legislators, local leaders, first responders and Cabinet Secretaries as the Governor signed HB 1951 and SB 1478, to designate the Chincoteague Pony as the Official State Pony of the Commonwealth of Virginia at the 98th Annual Chincoteague Fireman’s Carnival.”

“Virginia’s Chincoteague ponies are emblematic of Virginia’s historic equine tradition,” said the First Lady of Virginia, Suzanne S. Youngkin. “Today we celebrate yet another important emblem of our Commonwealth’s uniqueness.”

Source: Governor Youngkin press release

Chincoteague Chamber requested creation of ‘Virginia is for Pony Lovers’ brand and exclusively offers VIFPL’s merchandise.



VIRGINIA IS FOR PONY LOVERS™

THANK YOU FOR YOUR CONTINUED SUPPORT

Town of Chincoteague

Accomack County Board of
Supervisors

Accomack-Northampton Planning
District Commission

Virginia Tourism Corporation

Chamber Membership

Chincoteague Volunteer Fire
Company

Chincoteague Police Department

Accomack Sherriff's Department

Virginia State Police

American Legion Post #159

Kiwanis Club of Chincoteague

Chincoteague Island Library

Accomack County Public Schools

US Coast Guard

US Navy

Festival Volunteers



**MINUTES OF THE JANUARY 23, 2024
RECREATION & COMMUNITY ENHANCEMENT
COMMITTEE MEETING
Town Council Chambers**

Members Present:

Mr. Gene Wayne Taylor, Chairman
Ms. Donna Leonard

Members Absent:

Mr. Chris Bott, Vice Mayor

Council and Staff Present:

Michael T. Tolbert, Town Manager

Call to Order

Chairman Taylor called the meeting to order at 6:00 p.m.

Public Comment

There was none.

Agenda Adoption

Ms. Leonard motioned, seconded by Councilman Taylor to adopt the agenda as presented. All present were in favor and the motion was carried.

General Discussion of Spring Projects

There was discussion regarding:

- Planting grass at the Donald Leonard Park, identifying and surfacing parking spaces.
- Preparing the baseball field for the upcoming tournament.
- Repair the guttering at the Donald Amrien Recreation Center.
- Constructing the walking trail around Brianna's Kindness Park.
- Removal of the batting cages from the gym when the Little League's facility is completed.
- Inspection/maintenance of the flooring at the Donald Amrien Recreation Center, and the possibility of installing rubber coating.
- Dock surfaces; maintenance and replacement.
- Riprap replacement and the possibility of installing a dock along the Carnival parking lot.
- Memorial Park ballfield grading and drainage.

Town Manager Tolbert advised that the USCG wants to reinstate the community service. He has ideas where they can help.

Adjournment

Ms. Leonard motioned, seconded by Councilman Taylor to adjourn the meeting. All present were in favor and the motion was carried.

**MINUTES OF THE JANUARY 2, 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 Chief of Police
Mrs. Mary E. Leonard, Center 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.

Christmas Lights Winners

Mayor Leonard announced the winners of the 2023 Christmas Decorated Homes:

Honorable Mention

Gene Jester & David Taylor
Dino Johnson

Winners

3rd Place: Richard & Carolyn Conklin
2nd Place: Matt & Janet Mason
1st Place: Delmas & Theresa Mears

Public Comment

Mayor Leonard opened the floor for public comment. There were none.

Agenda Adoption

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

Staff Reports**General Government**

Town Manager Tolbert advised that the Center's HVAC system installation has been completed. He added that the floors have been completely stripped and waxed. He reported that the Town has achieved its goal of obtaining the Sunset Bay sewage treatment plants and transferring them

to HRSD. The final documents were delivered to the Clerk's office in Accomac on December 19th. HRSD is the legal owner of the sewage treatment plants and associated properties sans HOA covenants and restrictions. The change in ownership will automatically void the lease between the Town and Sunset Bay Utilities. HRSD is well into the process of designing new plants to replace the existing dilapidated plants. The Town signed a contract with Davis Bower and Friedel on December 18th to provide design, construction administration, and inspection services for the Town's initial public sewage collection system. The contract is valued at \$283,600 and will be paid for with the Town's ARPA award. Design prep work began immediately and should be completed in September of this year. In addition to the ARPA funds, the Town will seek additional funding through the state's Clean Water Revolving Loan Fund to make sure the Town can obtain the construct the entire system at one time.

Town Manager Tolbert reviewed the Meals and Transient Occupancy Tax revenue for December. He then advised that things are slow at the Harbor. Harbormaster Merritt is working with Public Works to price material for the replacement of the wood finger piers at the traditional slips. They will begin working on this project this month for completion before the spring season. Water pedestals for the new floating piers have been ordered and will be installed over the winter. There is some subleasing in the winter months at the Harbor as well. The ACOE is also planning to dredge in the spring. He reviewed the December Financial Report advising that the Town is where they should be in December. He also gave the Building and Zoning Report for December. He stated Building and Zoning Administrator Bowden issued 36 building permits and conducted 40 inspections. The total value of building cost instruction of \$1.72 million, with fees collected of \$5,000. He also reported he received an email from Mr. Robby March of ANEC who received an email from an EV customer. The customer came to Chincoteague advising that it usually takes 50 hours to charge their battery to 100%. They reported they enjoyed the 90 minutes today contributing to the economy of Chincoteague by having lunch at Bill's Seafood Restaurant, visiting Sundial Books, and the Island Library while the car was charging. He added that it was astonishing to see the battery increase at that time.

Councilwoman Bowden asked about possibly putting in a floating pier with finger piers off of it.

Town Manager Tolbert advised they have discussed this, but once they put a floating pier there it is more difficult to access as it will run the entire length, parallel with the bulkhead.

There was brief discussion.

Councilman Taylor asked about the sewer collection system and the state Clean Water Revolving Loan Fund.

Town Manager Tolbert advised it is a loan fund with low interest of less than 1%. This is not something they would want to do, however, would be by act of Council. He added they wouldn't have to fund the entire project with this. He stated they would be collecting connection fees.

Councilman Taylor stated that if they do this in phases and charge the same amount in hookup fees that were being charged by Sunset Bay Utilities, then those fees would pay for the next

person's fees. He explained that for those people who aren't tied into the sewer at all wouldn't be funding it.

Town Manager Tolbert agreed that this is an option.

Mayor Leonard advised that at the Legislative meeting, they were advised that some of the ARPA funds would come back.

Town Manager Tolbert stated that they don't expect everyone to expend all the funds. He added that they will stand in line for these funds. By the time this would become available the design would be complete.

Police Department

Acting Chief Greenley reported that the Department held its annual Christmas Toy Ride with 50 bikers. They went shopping on the 13th and were able to give toys to 33 children. They donated the extra toys to Atlantic Volunteer Fire Company. They assisted with traffic control for the annual Christmas parade, and on December 5th Pfc. Matthews, Pfc. Renas, and Pfc. McGee completed Speed Measurement Training. Acting Chief Greenley reported that the white Durango, and the white Dodge Ram have the police lettering. The white Durango is currently getting interior equipment installed, the Dodge Ram is next and should be done soon. He added that all of the officers have been issued with bullet proof vests, that are lighter, better design, and protection on the side. They also received new pepper guns. Both were issued through a grant.

Public Works Department

Town Manager Tolbert reported that Public Works Director Parks met with a company today that was able to give a price on replacing the sand in the sand filters at the water plant. As soon as Public Works Director Parks gets a good price, they'll be issuing this. He added that the money is in the budget. They a tree removed at the Greenwood Cemetery by a local tree removal contractor. He reported that the Brianna's Kindness Park restrooms are completed and open to the public. He added that the porta-johns will be removed from the Park as well. Public Works Director Parks found a contractor that paid the Town to scrap the chiller and boiler. They also took the gas water heater, the ductwork, and will cleanup the piping in the mechanical room. He stated they planned OSHA 10 training course for the 17th and 18th. This is a basic safety course for outside and construction work. They plan to remove and store Christmas decorations, replace finger piers at the Harbor, install an alarm system for the drain pumps at the traffic circle, and continue routine maintenance of equipment and vehicles.

Chincoteague Center

Center Director Leonard reported that for the month of December there were 10 events, which was an increase of 22% from last year. She advised of upcoming events scheduled and announced that walking at the Center has started back Monday through Friday from 9am – 10am, beginning today. She reported on the classes, and events during the month. She stated that Delegate Bloxom's New Year's Eve event went well. They were able to secure the trolleys, which were a huge success. Center Director Leonard reported that with the help of the Chamber, they submitted a proposal to the Virginia Tourism Commission to have Chincoteague host the annual 2024 Virginia Visitor Center Seminar Summit and was awarded this opportunity. There

will be at least 100 people to come from visitor and welcome centers across the state. The seminar will be held in March and the attendees will be touring the Island, Wildlife Refuge, and NASA via the Island Trolleys. They will be spending money on motels and restaurants on the Island. During the seminar they plan to utilize local people like decoy carving. She welcomed suggestions for events, classes, etc. She also reported that she met with the Island Community House who requested to have bingo at the Center. It is the last Monday in the month from 1:00p.m. – 3:00p.m. Since July they have 1,500 new followers on Facebook. They plan to bring back the Decoy Show Thanksgiving.

Councilwoman Bowden asked if they have what they need with an audio-visual system.

Center Director Leonard advised they have nothing.

Town Manager Tolbert responded that it's in the works.

Councilwoman Bowden feels that with the Tourism Summit, they will need it.

Town Manager Tolbert stated that the object, this winter is to have a permanent system installed.

Center Director Leonard stated her email is on the report and invited comments and ideas.

Councilwoman Bowden stated that she is doing an awesome job.

Mayor Leonard invited everyone to do the walk in the morning to see what has been done at the Center.

Councilwoman Bowden asked why they didn't complete the kitchen and why the Community House can have a full kitchen.

Center Director Leonard believes it because of the Health Department.

Town Manager Tolbert stated that the permit restricts no more than 2 food events within a certain amount of hours. He is unsure why, but believes it has to do with the capacity of the drainfields. He stated it would be beneficial to look into this to change it.

Center Director Leonard stated that some of the caterers bring food carts.

Emergency Services

Town Manager Tolbert reported that they responded to 62 calls in December. He stated that Emergency Services Coordinator Rush is on the EMS Advisory Board for the state. Governor Younkin has directed \$8 million surplus in the General Fund to be redistributed to EMS. The new ambulance is scheduled for inspection by the end of January. He advised that they have 1 new hire, and 2 letters of intent for the full-time positions.

Adoption of the Minutes

Councilman Savage motioned, seconded by Councilman McComb to adopt the minutes of the December 4th, and 11th Council meetings. Unanimously approved.

Consider FY25 Trolley and Grant Application

Town Manager Tolbert advised that Council reviews the Pony Express budget annually at the January regular meeting allowing the grant application to be submitted on time. He stated that this year's Trolley operations budget is \$92,803 of which federal and state grants will fund about 73% with the Town's local match covering the remaining \$25,400 (27%). The budget includes a raise in salaries to attempt to lure and retain enough drivers to operate a full schedule for the first time since Covid. The new schedule will provide service 7 days a week during the months of July and August. They also do specials for the Oyster and Seafood Festivals.

Town Manager Tolbert also stated they plan to surplus the 4th vehicle during the spring or summer. They propose to purchase the trolley outright. This direct purchase will take it out from under the guise of the DRPT and into the Town's to use as they see fit. DRPT has restrictions, and between Center Director Leonard and Transportation Director King, DRPT allowed a trolley to be used for the Delegate's Ball and lining it up for the Summit in March. DRPT was agreeable to these items because one was for a sitting Delegate(s) and the other involves a Department of the State of Virginia. It was very popular. He feels if the Town owned one, it would be popular as well and feels it would be worthwhile that the Town consider purchasing it so there would be no restrictions. He further advised they don't know the process of purchasing it.

They discussed naming the new trolley allowing the elementary school children to vote on the name. There was discussion regarding the salaries, the recruitment of an excellent group of school bus drivers from Accomack County Schools.

Councilwoman Bowden motioned, seconded by Councilwoman Richardson to approve the FY25 Trolley Budget as presented as well as the submission of this information for the FY25 – 5311 Trolley Operations Grant. Unanimously approved.

FY25 Trolley Budget

ACCOUNT	REVENUE	FY25	FY24	FY 23 Actual
	OPERATIONAL REVENUE			
704501.0100	TROLLEY GRANTS (5311 Operations)	\$62,340	\$68,913	\$33,630
704501.0110	PROGRAM INCOME	\$5,000	\$4,000	\$1,829
704501.0200	RTAP REIMBURSEMENTS	\$0	\$0	\$0
704501.0300	MISC. NON-PROGRAM INCOME	\$0	\$0	\$0
704501.8900	TRANSFER FROM GEN. FUND	\$25,463	\$28,148	\$25,419
	SUB TOTAL	\$92,803	\$101,061	\$60,878
	CAPITAL REVENUES AND GRANTS			
704501.0100	FEDERAL GRANT (New Trolley)	\$0	\$132,400	\$0
704501.0100	STATE CAPITAL GRANT (New Trolley)	\$0	\$26,480	\$0
704501.0100	TRANSFER FROM TROLLEY CAPITAL ACCT.	\$0	\$0	\$0
	SURPLUS TROLLEY SALE	\$40,000		
	EXPENDITURES			
	SALARIES			
703010.0100	SALARIES	\$44,220	\$49,980	\$19,476
	SUB TOTAL	\$44,220	\$49,980	\$19,476
	BENEFITS			
703010.2001	SOCIAL SECURITY	\$3,383	\$3,831	\$1,489
	SUB TOTAL	\$3,383	\$3,831	\$1,489
	OPERATIONAL EXPENSES			
703030.3401	INSURANCE & BONDING	\$3,400	\$3,400	\$0
703030.4400	COMUNICATION SERVICES	\$800	\$500	\$0
703030.4401	PRINTING & REPRODUCTION	\$3,000	\$3,000	\$1,253
703030.4402	ADVERTISING & PROMOTION	\$1,200	\$1,200	\$825
703030.4403	EDUCATION & TRAINING	\$2,000	\$1,000	\$0
703030.4404	CLEANING SUPPLIES	\$300	\$300	\$0
703030.4406	SUPPLIES & MATERIALS	\$500	\$500	\$0
703030.4407	MEMBERSHIPS & DUES	\$250	\$250	\$250
703030.4408	TRAVEL & MEALS	\$1,000	\$1,000	\$100
703030.4701	FUEL & LUBRICANTS	\$7,000	\$8,000	\$2,237
703030.4702	TIRES & TUBES	\$3,000	\$3,000	\$0
703030.4703	UNIFORMS	\$500	\$1,000	\$0
703030.4704	PARTS	\$750	\$750	\$602
703030.5201	DRUG TESTING/BACKGROUND CHECKS	\$1,000	\$750	\$67
703030.6100	RTAP EXPENSES	\$0	\$0	\$0
703030.7302	REPAIRS/MAINT	\$4,500	\$6,500	\$9,123
703030.8505	RENT TO GENERAL FUND	\$16,000	\$16,000	\$15,000
	SUB TOTAL	\$45,200	\$47,150	\$29,457
	Total Operating	\$92,803	\$100,961	\$50,422
	CAPITAL EXPENSE			
703090.9001	NEW TROLLEY	\$0	\$148,626	
	TRANSFER TO TROLLEY CAPITAL ACCT.	\$40,000	\$10,254	
703090.91	CAPITAL EXPENSE	\$0	\$0	
	Total Capital	\$40,000	\$158,880	\$0
	Total Trolley Budget	\$132,803	\$259,841	\$50,422

Council Comments

Councilwoman Bowden wished everyone a Happy New Year. She hopes and prays that the Town will continue on the path to continue welcoming our visitors and the citizens who live here. She stated they have issues to address and take care of. She agrees with Councilman Taylor about being kind. She also stated they need to make sure the employees are being taken care of in the Town. She advised to pray for Councilman Savage's mother. She added to also pray for Councilman Taylor's son-in-law who was in a serious ATV accident.

Councilman McComb agreed and echoed Councilwoman Bowden's comments.

Councilman Taylor stated that he prays for blessings in 2024.

Councilman Savage wished everyone a Happy New Year.

Mayor Leonard stated that 2023 is over and 2024 is rolling along. He concluded with "2024 is a new season, so, Roll Tide".

Closed Meeting – In accordance with §2.2-3711(A) (1, 4) of the Code of Virginia for the discussion of specific personnel and the protection of the privacy of individuals in personal matters not related to public business.

Councilman McComb and Councilman Savage motioned, seconded by Vice Mayor Bott to go into a closed meeting in accordance with §2.2-3712 (A) (1, 4) of the Code of Virginia for the discussion of specific personnel and the protection of the privacy of individuals in personal matters not related to public business. 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 Councilman McComb motioned, seconded by Vice Mayor Bott 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

Councilman McComb motioned, seconded by Vice Mayor Bott to adjourn. Unanimously approved.

J. Arthur Leonard, Mayor

Michael T. Tolbert, Town Manager

**MINUTES OF THE JANUARY 18, 2024
CHINCOTEAGUE TOWN COUNCIL MEETING
Council Chambers**

Council Members Present:

J. Arthur Leonard, 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:

Christopher D. Bott, Vice Mayor

Staff Present:

Mr. Michael T. Tolbert, Town Manager
Mr. Tyler Greenley, Acting Chief of Police
Mr. Bryan Rush, Director of Emergency Services

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.

Public Comment

There was none.

Agenda Adoption

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

Review of FY25 Revenues and Fees

Town Manager Tolbert reviewed the draft FY25 Budget Revenues and Fees in detail. He advised that there are no increases in fees at this time.

There was a brief discussion regarding water service costs and expenses to be paid from the ARPA funds.

Mayor and Council Comments

Councilman Taylor reminded everyone to stay strong.

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.

J. Arthur Leonard, Mayor

Michael T. Tolbert, Town Manager

Town of Chincoteague, Inc.



TO: Mayor Lenoard and Members of Council
FROM: Michael Tolbert, Town Manager
DATE: February 5, 2024
SUBJECT: Approval of Fees

At the January 18, 2024 workshop meeting, council reviewed a list of all general government fees for FY2025. At that time however, no action was taken to approve the list as presented. The list is presented here again for your review and approval.

Council is asked to vote to approve or amend the FY2025 list of General Government Fees.

Town of Chincoteague General Government Fees:

FY 2025 Proposed Taxes and Fees

Category	Fee	Comments
<u>Building and Zoning</u>		B&Z fees increased 20% in FY23
Residential Building		
New Construction:		
- per sq ft	\$0.22	
- minimum fee	\$96.00	
Remodeling & Alterations:		
- per sq ft	\$0.16	
- minimum fee	\$72.00	
Commercial Building		
New Construction		
- per sq ft	\$0.28	
- [plus \$5 per plumbing fixture (Chincoteague)]		
- minimum fee	\$132.00	
Remodeling & Alterations:		
- per sq ft	\$0.22	
- minimum fee	\$108.00	
Mobile Homes:		
- per sq ft	\$0.22	
Demolition of Structure:		
- Residential	\$36.00	
- Commercial	\$36.00	
Removal/Installation fuel tanks:		
- 1000-3000 gallon capacity	\$138.00	
- Each additional 1000 gallon capacity	\$30.00	
Installation of radio or communication tower:		
- Up to 100 feet	\$138.00	
- Each additional 100 feet	\$54.00	
- Each Additional Attachment		
Piers or Bulkheads:		
- Up to 300 linear feet	\$108.00	
- Each additional 100 linear feet	\$13.20	
New Docks:		
- per sq ft	\$0.22	
- Boat ramps & groins	\$138.00	
Swimming Pools:		

- Permanent Above-ground	\$72.00	
- In-ground	\$96.00	
- Commercial	\$96.00	
Re-roofing/siding		
- (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	
Moved Buildings	\$96.00	
For other work not listed:		
- Residential – Minimum Fee	\$72.00	
- Commercial – Minimum Fee	\$108.00	
Certificate of Occupancy (except when issued in conjunction w/a building permit):	N/A	
No inspection required	\$36.00	
Inspection required:		
- Per sq ft	\$0.16	
- Minimum fee	\$72.00	
Appeals to the Building Board of Appeals	\$540.00	
Administrative Fees:		
- Lost permit (reissue)	\$36.00	
- Permit amendment (reissue)	\$36.00	
- Change of use	\$60.00	
- Permit 6-month extension (2 ext. maximum)	\$36.00	
For beginning constr. prior to obtaining Building Permit:		
- First offense	\$60.00	
- Second offense	\$240.00	
- Re-inspection fee	\$60.00	
- State Code Academy Surcharge	2.00%	
Refunds: (% of amount paid)		
- Permit issued, no inspections	75%	
- Foundation inspection completed	75%	
- Framing & foundation inspection completed	25%	
Subdivision Review Fees (per each submitted plat):		
Up to 10 lots:		
- Base fee	\$240.00	
- Each lot (in addition to base fee)	\$12.00	
Over 10 lots or required new road construction:		
- Base fee	\$600.00	
- Each lot (in addition to base fee)	\$24.00	
Zoning Fees:		
- 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	
Travel Trailer Park Fees:		
- 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)		
Sign Permit Fees:		
- Less than or equal to 25 square feet	\$54.00	
- Each sq ft in excess of 25 sq ft	\$1.20	
Mobile Home Park Fees:		
- 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)		
Transcript Fees (per page)	\$14.40	
Document Fees:		
- 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	
Miscellaneous Building Fees		
- 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	
<u>General Government Taxes and Fees</u>		
- 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	