



TOWN COUNCIL REGULAR MEETING

August 01, 2022 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 – *If Required - Mayor Leonard*

PUBLIC COMMENT – *Mayor Leonard*

1. [Rules for Public Comment](#)

AGENDA ADOPTION – *Mayor Leonard*

STAFF REPORTS - *Mr. Tolbert*

2. [General Government Report July 2022](#)
3. [CPD Report July 2022](#)
4. [Emergency Services Report - July 2022](#)

COMMITTEE REPORTS – *Council*

5. [Budget and Personnel Committee](#)

ADOPTION OF MINUTES - *Mayor Leonard*

6. [July 4 Council Meeting Minutes](#)

EATERN SHORE BROADBAND UPDATE - *Mr. Robert Burlington*

COMMUNITY CENTER CAPITAL IMPROVEMENTS - *Mr. Tolbert*

7. [Community Center HVAC Improvements](#)

MAYOR AND COUNCIL COMMENTS – *Mayor Leonard*

CLOSED MEETING

8. [Closed Session Motion](#)

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

9. [Certification Motion](#)

ADJOURN



Rules for Public Comment:

1. All attendees wishing to speak shall sign up on the provided roster.
2. Speakers must preface all comments by stating their name and 911 address.
3. Comments shall be limited to (4) minutes per speaker.
4. A speaker cannot reserve or transfer time to another speaker.
5. Speakers must not use profanity, threatening language or otherwise be abusive of Council members or staff.
6. Speakers shall not address specific personnel matters which involve individual employees in a public meeting.
7. Members of the Council will not answer questions directly or engage with speakers.
8. Specific questions shall be directed to the Mayor who shall at his discretion shall solicit a response from the appropriate staff member.

Memorial Park:

As you know, we experienced a bulkhead failure on the Northern most end of our Memorial Park property on Friday July 15th. The failure affects about 50 linear feet of the old bulkhead and poses a potential loss of land mass behind the bulkhead.



A temporary safety fence was immediately erected around the failed depressed area and subsequent measures by the adjacent property owner have temporarily stabilized the area. I have notified the Army Corps of Engineers as well as the local Wetlands Board as to the need for an emergency repair and have been given the go ahead by the Corps to make the repair within limits and the procedure to apply for an after the fact permit. A marine contractor was contacted and a price obtained for the repair. Materials are available within the next 2 weeks.



Inlet Study:

As previously reported, the new biennial State budget contains the required non-federal match for our proposed ACOE Inlet Study. I spoke with Michell Hamor, ACOE Chief, Planning and Policy Branch, Norfolk District last week and we have scheduled a site visit for her team a few weeks from now to inspect and review the pertinent sites and discuss strategies for our study.



I will be inviting representatives from our neighboring federal agencies at NASA, USFW and USPS to attend as well.

Cigarette Tax

I have notified the County Administrator that the Town of Chincoteague intends to pursue the collection of a cigarette tax within the Corporate limits. Mr. Mason was most helpful in providing me with some helpful information on this process despite of the potential revenues that the County will not realize as a result.

You will notice that general fund revenues for the first month of the new fiscal year are already at 30% of our budget. This is due the second tranche of ARPA funds that were received last week. Those funds were expected prior to July 1 and therefore were not budgeted in FY23. This will be accounted for in a future budget amendment. In all other funds, revenues are at or near expected levels for July and expenses are at or below those of July for FY22.

Period Ending 07/29/2022	BUDGET VS. ACTUAL						VARIANCE	% of Bud
	FY 23 BUDGET	FY22 MTD	FY23 MTD	FY22 YTD	FY23 YTD			
10 GENERAL FUND								
GENERAL FUND REVENUE TOTAL	\$ 6,879,147.00	\$ 661,012.90	\$ 2,096,811.45	\$ 661,012.90	\$ 2,096,811.45	\$ (4,782,335.55)	30%	
GENERAL FUND EXPENSE TOTAL	\$ 6,879,147.00	\$ 599,021.01	\$ 482,162.25	\$ 599,021.01	\$ 482,162.25	\$ 6,396,984.75	7%	
GENERAL GOVERNMENT EXPENSE TOTAL	\$ 1,903,404.00	\$ 255,060.73	\$ 229,891.08	\$ 255,060.73	\$ 229,891.08	\$ 1,673,512.92	12%	
EMS EXPENSE TOTAL	\$ 1,198,226.00	\$ 75,096.86	\$ 68,709.06	\$ 75,096.86	\$ 68,709.06	\$ 1,129,516.94	6%	
PUBLIC WORKS EXPENSE TOTAL	\$ 1,366,281.00	\$ 109,296.98	\$ 73,887.01	\$ 109,296.98	\$ 73,887.01	\$ 1,292,393.99	5%	
MOSQUITO CONTROL EXPENSE TOTAL	\$ 133,838.00	\$ 17,117.10	\$ 13,327.84	\$ 17,117.10	\$ 13,327.84	\$ 120,510.16	10%	
ROADS EXPENSE TOTAL	\$ 742,722.00	\$ 12,996.67	\$ 3,877.17	\$ 12,996.67	\$ 3,877.17	\$ 738,844.83	1%	
POLICE EXPENSE TOTAL	\$ 1,241,208.00	\$ 106,982.32	\$ 62,413.87	\$ 106,982.32	\$ 62,413.87	\$ 1,178,794.13	5%	
DISPATCHERS EXPENSE TOTAL	\$ 293,468.00	\$ 22,470.35	\$ 30,056.22	\$ 22,470.35	\$ 30,056.22	\$ 263,411.78	10%	
30 CURTIS MERRITT HARBOR								
HARBOR REVENUE TOTAL	\$ 1,135,273.00	\$ 82,766.08	\$ 74,804.29	\$ 82,766.08	\$ 74,804.29	\$ (1,060,468.71)	7%	
HARBOR EXPENSE TOTAL	\$ 1,135,273.00	\$ 77,056.61	\$ 77,043.09	\$ 77,056.61	\$ 77,043.09	\$ 1,058,229.91	7%	
70 TROLLEY								
TROLLEY REVENUE TOTAL	\$ 262,652.00	\$ 720.97	\$ 26,492.56	\$ 720.97	\$ 26,492.56	\$ (236,159.44)	10%	
TROLLEY EXPENSE TOTAL	\$ 262,652.00	\$ 9,379.30	\$ 7,246.13	\$ 9,379.30	\$ 7,246.13	\$ 255,405.87	3%	
80 WATER								
WATER REVENUE TOTAL	\$ 1,144,400.00	\$ 69,765.21	\$ 70,197.01	\$ 69,765.21	\$ 70,197.01	\$ (1,074,202.99)	6%	
WATER EXPENSE TOTAL	\$ 1,144,400.00	\$ 61,294.13	\$ 31,715.39	\$ 61,294.13	\$ 31,715.39	\$ 1,112,684.61	3%	
85 CENTER								
CENTER REVENUE TOTAL	\$ 438,194.00		\$ 282,893.32		\$ 282,893.32	\$ (155,300.68)	65%	
CENTER EXPENSE TOTAL	\$ 438,194.00		\$ 5,134.08		\$ 5,134.08	\$ 433,059.92	1%	
REVENUE TOTALS	\$ 9,859,666.00	\$ 731,499.08	\$ 2,476,394.34	\$ 731,499.08	\$ 2,476,394.34	\$ (7,383,271.66)	25%	
EXPENSE TOTALS	\$ 9,859,666.00	\$ 746,751.05	\$ 603,300.94	\$ 746,751.05	\$ 603,300.94	\$ 9,256,365.06	6%	
Difference					\$ (1,873,093.40)	\$ 1,873,093.40		

FY22 Audit Review

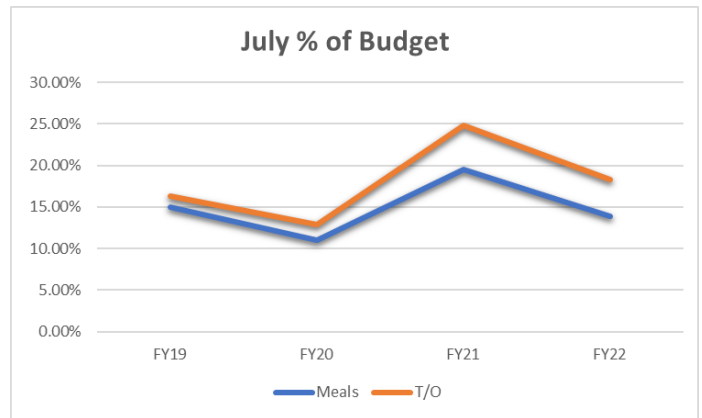
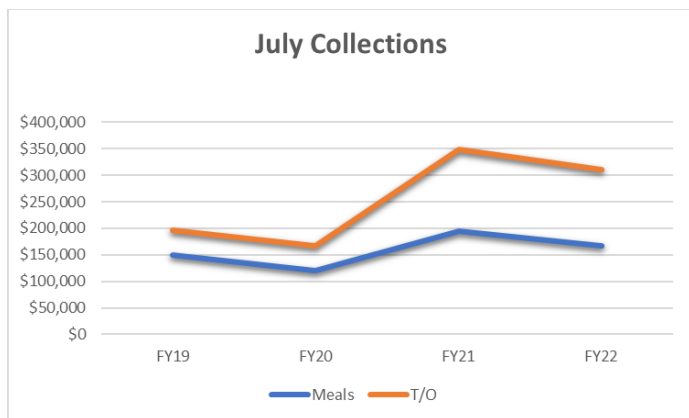
I have distributed a copy of the FY21 audit to each of you along with a copy of the governance letter from Robinson Farmer Cox summarizing their findings. The FY21 audit compares favorably with those of previous years and does not indicate the detection of any fraud, malfeasance or incompetence on the part of Town officials or management. If you have specific questions concerning the audit that I cannot answer, I will solicit an answer from our auditors .

Meals and TOT:

The data in the table below represent collections for the month of July which reflect the level of business in Town for the month of June. While Meals and T&O taxes continue to be strong with respect to pre-pandemic levels, they continue to lag behind last year’s June numbers, indicating a decline of 14.5% and 10.8% respectively. Percentage of budget indicates that we are about where we should be with respect to pre-pandemic June numbers.

Figures shown are for accounts posted by 07-28-22.

Meals and TOT July (June Activity)					
July Collections			Fiscal Year		
Meals Tax	Tax Collected	3 year average	Budget	YTD	% of Budget
FY20 (Pre-COVID)	\$149,590	\$155,254	\$1,000,000	\$149,590	14.96%
FY21	\$120,855		\$1,100,000	\$120,855	10.99%
FY22	\$195,317		\$1,000,000	\$195,317	19.53%
FY23	\$166,904		\$1,200,000	\$166,904	13.91%
Deviation from 3 yr. Meals Tax Avg.		\$11,650			
T/O Tax	Tax Collected	3 year average	Annual Budget	YTD	% of Budget
FY20 (Pre-COVID)	\$197,180	\$237,330	\$1,210,000	\$197,180	16.30%
FY21*	\$166,697		\$1,290,000	\$166,697	12.92%
FY22	\$348,112		\$1,400,000	\$348,112	24.87%
FY23	\$310,615		\$1,700,000	\$310,615	18.27%
Deviation from 3 yr. T/O Tax Avg.		\$73,285			
*Increase in T/O Tax from 4% to 5% effective 1-1-21					





From June 28, 2022, to July 28, 2022, the Building, and zoning Department issued thirty-nine building permits and conducted eighty-three inspections.

Twenty-two Business License site visits

Thirty-eight zoning site visits

Thirty-Nine building permit plans' reviews.

Thirty-eight office walk- ins for building and zoning questions.

Six Grass and weeds notices issued.

One building violation working without a permit \$ 60.00

The total value for the building cost of construction. \$ 713,377.34

The total building permit fees collected \$ 3,375.28



This past Friday, I signed a three-year contract with I-worQ Systems, Inc. to provide a cloud-based building and zoning permit service for the Town. Once it is up and running it will allow permit applications, requests for inspections, document submittals and other important permit functions to be completed and submitted online. The staff side will completely organize the permitting and inspection process reducing the overall workload and improving our efficiency, which you can see from the volume of work reported above is certainly needed. The set up and training will take about 60 days.

I-WorQ will also use GIS information from the County's Accomap GIS system to assist in completing forms and organizing permits and projects.

We have contacted several other localities in Virginia who report good results with I-WorQ Systems and are well satisfied with the product as well as the level of support.

The updated building fees which were approved in part to pay for this service were instituted on July 1. Most importantly, I-WorQ's annual fee of \$5,000 is completely within our stated budget for this project.

CHINCOTEAGUE POLICE DEPARTMENT

**MONTHLY REPORT TO COUNCIL
JULY 2022**

The Chincoteague Police Department received 454 calls for service which resulted in 15 investigations of criminal offenses that included: 3 driving under the influence, 2 -20 mph over speed limit, 2 grand larceny, 1 harassment by computer, 1 annoying phone calls, 1 attempt to elude police, 2 hit and runs, 1 shoplifting and 1 financial exploitation. There were 4 arrests with 8 charges as a result of these investigations.

The Department also responded to 7 animal complaints, 6 alarms, 10 suspicious activities, 6 civil problems, 1 control burn check, 20 assisting other agencies and 4 welfare checks.

In addition, 154 security checks and 9 public service calls were conducted.

The Department issued 36 citation and 17 warning tickets.

In support of the Fish and Wildlife Service in Virginia (Assateague) the department dispatched 6 assist to other agencies, 2 disabled motorist, 2 drunk in public, 1 fight in progress, 1 traffic control and 28 traffic stops.

July 4th and July 30th, 2022, The Department assisted CVFC with their carnival and fireworks display.

July 20th, 2022, The department held a departmental meeting for the upcoming Pony Swim.

July 20th, 2022, Sgt. Adams and Cpl. Butler completed an intoxilyzer operator re-certification class.

July 26th 2022, Chief Fisher, Major Greenley, Inv. Barnes, Mayor Leonard, Town Manager Tolbert and the Director of Emergency Services Rush met with personnel from the Virginia State Police assisting our department with the Pony Swim.

July 27th, 2022, The department assisted with the Pony Swim.

July 28, 2022, Chief Fisher, Major Greenley and Ptl. Matthews provided security for the Pony Auction.

July 29, 2022, The Department assisted CVFC with the return Pony Swim.

TOWN OF CHINCOTEAGUE EMERGENCY SERVICES MONTHLY REPORT

EMERGENCY MEDICAL SERVICES DIVISION

Reporting Period: 07/01/2022 – 07/25/2022

TOTAL EMS RESPONSES: 92

(5 LESS THAN IN SAME PERIOD 2021): 97

ADVANCED LIFE SUPPORT: **38**

BASIC LIFE SUPPORT: **37**

OTHER: **16** (Fire Stand-by, Public Assist Calls, etc.)

HAZMAT: **1**

COMMUNITY SERVICE

BP SCREENINGS

Seven BP screenings were conducted at the station this month.

PLANNING

PONY PENNING AND JULY 30TH FIREWORKS CELEBRATIONS

Additional staffing plan has been formulated to staff ambulances for the celebrations with a move up plan in the event our assets are depleted. Units will be strategically placed throughout the island.

PONY PENNING WEEK

Planning was completed for the event. Staffing and asset logistics were completed by July 22. A standby was conducted at the Monday morning “pony beach walk” with a post event incident at the coral area. The Medical Reserve Corps did not participate at this year’s event for first-aid responsibilities. Additional ambulances were staffed in lieu of MRC which gave us more logistical feasibility as they could do first-aid or handle life threatening emergencies.

US COAST GUARD OPEN HOUSE

The USCG held an open house on July 26, from 10 AM – 2PM. We were on-site with an ambulance and handouts for both adults and children concerning EMS and Emergency Management.

LOGISTICS

AMBULANCES

Pony swim and auction staffing consisted of Town employees staffing 3-1, 3-2 and 2-2 loaned from Greenbackville. Oak Hall 202, Bloxom 6-1, and Parksley 7-2 also participated with volunteer staffing from their agencies. Accomack County DPS sent their ARGO vehicle and 2 employees to handle the marshy swim area on swim day.

TRAINING

CONTINUING EDUCATION

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

- Stroke
- Left Ventricular Assist Devices (LVAD) in patients with hospital discharge
- Congestive Heart Failure
- EMS Culture of Safety

EMERGENCY MANAGEMENT DIVISION

- Daily weather and Covid-19 monitoring are ongoing.
- Participated in the NASA monthly Range Schedule Working Group.
- Participated in the first quarterly meeting of the Delmarva Emergency Task Force (DETF) since Covid began. Worked with regional NWS from Wakefield and Mount Holly to develop an “Events Weather Briefings” for individual localities such as our pony swim, fireworks, parade, etc.
- The planning continued for the July 30 fireworks show and Pony Penning response operations. Held a planning meeting on July 13 with Town staff and the CVFC Fire Chief, and the National Wildlife Refuge law enforcement.
- Completed July 4th Fireworks AAR which was used to plan for July 30.
- Participated in the annual hurricane awareness talk at WESR radio on their Shore Talk program.
- Completed the 2022 Local Capability Assessment Report and submitted to VDEM before the August 1 deadline.
- Continuing to work with the Eastern Shore 911 Center and NASA to develop an MOU to utilize NASA frequencies during launch events. This is necessary as not to overwhelm our dispatch and tactical channels.
- Continued monthly Covid-19 conference call with VDEM and VDH.
- Maintained weekly situational awareness with Accomack County, Northampton County, VDH, VDEM, FEMA and Joint Information Center.

**MINUTES OF THE JULY 12, 2022
BUDGET AND PERSONNEL COMMITTEE MEETING
Council Chambers**

Members Present:

Mr. Christopher Bott, Chairman
Mr. Arthur Leonard, Mayor
Ms. Denise Bowden, Councilwoman

Members Absent:**Others Present:**

Mrs. Ellen Richardson, Councilwoman

Staff Present:

Michael T. Tolbert, Town Manager
Robby Fisher, Chief of Police

Call to Order

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

Public Comment

There was none.

Agenda Adoption

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

FY 2022 Budget Review

Town Manager Tolbert advised that in May he reported there was an \$800,000 surplus. Council took the recommendations of the Budget and Personnel Committee and moved the surplus to the different reserve accounts. He listed the transfers. He advised that this left about a \$250,000 balance of non-allocated funds. He stated that after review of the current general ledger, the estimate of surplus is more in the line of \$1.4 - \$1.5 million. He advised there are still a few end-of-year transfers to make. Staff is reviewing to ensure transfers have been made. Town Manager Tolbert advised that the 2nd half of the ARPA money has not gone through. He also stated that when they finish proofing the numbers and transfers, he will have an additional recommendation on how to allocate the remainder of the surplus funds. He added that the general rule for surplus is not dedicating it to recurring costs, it should be dedicated to reserve accounts or one-time uses such as capital projects.

Closed Meeting

Closed Meeting pursuant to §2.2-3711 A,1 of the Code of Virginia for discussion of specific personnel issues.

Mayor Leonard, seconded by Councilwoman Bowden to go into a closed meeting pursuant to §2.2-3711 A,1 & 5 of the Code of Virginia for discussion of specific personnel issues.

Unanimously approved.

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

Mayor Leonard, seconded by Councilwoman Bowden to certify that to the best of each Committee Member's knowledge:

- 1. Only public business lawfully exempted from open meeting requirements was discussed and**
- 2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered.**

Unanimously approved.

Councilwoman Bowden motioned, seconded by Mayor Leonard to approve the title change for Mr. Bryan Rush from Emergency Management Coordinator to Public Safety Director.

Unanimously approved.

Adjournment

Mayor Leonard, seconded by Councilwoman Bowden to adjourn the meeting.

Unanimously approved.

MINUTES OF THE JULY 5, 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, Director of Emergency Services

Call to Order

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

Invocation

Councilman Taylor offered the invocation.

Pledge of Allegiance

Mayor Leonard led in the Pledge of Allegiance.

Public Comment

Mayor Leonard opened the floor for public comment.

- Mrs. Pat Farley, 3243 Lisa's Lane, advised Council that she has a neighbor who has a house that was abandoned. He began demolishing his home in January. She added that he is doing the demolition himself and without a dumpster. He has also removed 4 large trees. Although the neighbors are glad the property is being cleaned up it is causing problems. He is burning piles of debris. Nearby rentals had to leave and was reimbursed because of the burning, and hazard. She asked Council to consider new ordinances for burning laws and demolitions.

Agenda Adoption

Mayor Leonard asked to add EMS Personnel Citations to the agenda.

Councilman McComb motioned, seconded by Councilwoman Bowden to adopt the agenda adding EMS Personnel Citations. Unanimously approved.

EMS Personnel Citations

Director of Emergency Services read; on Sunday, May 15th, 2022, at 6:46 a.m. Chincoteague EMS providers, Paramedic Jamie Wheatley, EMT Madison Savage, and EMT Seth Jonczak were

dispatched for breathing difficulties at Jellystone Campground. While enroute the 911 Dispatcher advised the EMS crew the patient was unconscious. EMS crews arrived on the scene in 5 minutes after dispatch. They found a 66-year-old man in cardiac arrest. The EMS crew immediately began CPR and advanced life support care. After approximately 20 minutes of CPR and several rounds of medications, the patient regained a heartbeat and began breathing on his own. The patient was transported to Tidal Health emergency room for further treatment. Mr. Don Lukens was later discharged home and here with us this evening. He stated that Mr. Lukens is here with his family. He read the citations: and presented them to Mr. James Wheatley and Ms. Madison Savage. Mr. Seth Jonczak was unable to attend this evening.

Director of Emergency Services also advised that this patient was unable to be in attendance this evening. He read; on Saturday, June 19th, 2021, at 4:20 a.m. Chincoteague EMS providers, Paramedic Patty Drewer, and Paramedic Tom Copenhaver were dispatched for a pregnancy childbirth on Fleming Road in Atlantic. Upon arrival at the scene, the Chincoteague EMS met with the Accomack County Department of Public Safety Paramedic, who advised that the baby has been delivered and was in cardiac arrest. Once in the residence crews immediately began life saving efforts to include CPR and utilizing a bag valve mask to breathe for the patient. It was learned that the baby was delivered prematurely at approximately 6 months gestation and weighing approximately 2 pounds. Shortly after the EMS crew began transporting the infant to Tidal Health emergency room, the infant began to breathe on her own and gained a heartbeat. The EMS providers continued providing oxygen to the baby and chest compressions until the infant's heartrate increased to a viable rate. Mucus secretions were noted in the baby's airway that would require immediate suction. Once the airway was clear of mucus secretions the baby began to breathe better and began to cry spontaneously. The patient was delivered to the emergency room where she received further treatment and now baby Arura is living a healthy life at home with her family. He read the citations and presented them to Paramedic Patty Drewer and Paramedic Tom Copenhaver.

Council thanked them for all they do.

Staff Reports

General Government

Town Manager Tolbert reported on the floating dock will be installed in the fall. He also advised of the new kayak floating platform will be placed at Memorial Park. They received the permit last week. He advised they didn't have a Financial Report and would have it at the Budget and Personnel Committee meeting next week. He reported that he spoke with Mr. Jeremy Acres with Goddard to discuss the well legislation. They have included in the language that the Town will receive \$14 million to move all 10" wells off of NASA property. There were 2 changes necessary: 1) Extension from 5 years to 10 years as it will take some time for permitting and moving. 2) Generalize language to include desalination as source as well as ground water. They're working on these changes and the bill is in Conference Committee. He reported that Meals Tax is down 11.7% from the same month last year and Transient Occupancy Tax is down 18.5% from the same month last year.

Town Manager Tolbert advised that the Building Department is busy and getting closer to deciding on the online permit service that Council approved. He reported that the tennis courts

are done and beautiful along with the basketball and pickleball courts. They have finished the roof decking on the pavilion at Brianna's Kindness Park and the metal roof should be done within the next few weeks. The kayak launch platform has been installed. They're working on the gangway and should be completed in the next few weeks as well. They have ordered the materials for the FY23 Project Virginia Port Authority Grant material to replace the final wood pier at the Harbor. They have created no parking zones and participated in the 4th fireworks celebration. He congratulated Director of Emergency Services Rush and Chief Fisher for getting this going and doing a great job. He added that the mosquito count has dropped since the flight on the 30th.

Police Department

Chief Fisher gave an update to the report in the packet. He stated that June was busy. They assisted in traffic control for the final CVFC clam fritter fundraiser. They also held safety classes at the Chincoteague Elementary and Middle Schools for e-bikes and e-scooters. He added that Captain Greenley completed the FBI Academy 10-week training. They were approved for the SRO Grant with no Town match. Captain Greenley has applied for another SRO Grant for an officer at each school.

Councilwoman Bowden asked how long it would be to know if they are approved for the grant for the SRO in the elementary school.

Chief Fisher hopes this month.

Mayor Leonard asked if the elementary school was the only school in Accomack County that doesn't have an SRO.

Chief Fisher advised that none of the elementary schools have an SRO.

Emergency Services

Director of Emergency Services Rush advised that they finished June with 110 calls which is up 15 from last year. He stated that July 4th was a successful event because of everyone's engagement. Everyone knew their role and executed it well. This was the quickest year clearing traffic after the fireworks. They will begin the After-Action Report to plan with fireworks scheduled for July 30th. They had some community engagement with the 3C's about medications, emergency management and preparing for storms. They had CPR, ACLS, and PALS recertification. He added that those kinds of trainings pay off. He added that the training pays off because of the engagement of Council. COVID statistics are up with the 7-day average of 21.6% compared to last year's average of 5.6%. He advised of the new CDC approval of vaccines for 6 months and up.

Councilwoman Bowden asked about if the Health Department had any changes regarding quarantine.

Director of Emergency Services Rush advised that quarantine is 5 days once symptoms begin. They should be masked and considered cleared when they are 24 hours without fever. Those

who are in close contact should be quarantined. He stressed the importance of recognizing the symptoms and protect those who are immunocompromised.

Budget and Personnel Committee

Vice Mayor Bott advised that everything was discussed at the June 16th Council meeting.

Adoption of the Minutes of the June 6th, and 16th Council Meetings

Mayor Leonard read a memo from Finance Director Lewis regarding changes in the minutes. 1) Mayor Leonard was absent and didn't lead in the Pledge of Allegiance. 2) Councilman Savage was also absent and didn't offer the invocation.

Vice Mayor Bott motioned, seconded by Councilman McComb to adopt the minutes of the June 6th, and 16th Council meetings as corrected. Unanimously approved.

Mayor and Council Comments

Councilwoman Bowden stated that she can't say enough about Director of Emergency Services Rush and Chief Fisher along with all other agencies for the 4th of July traffic control. She feels everyone was in a good mood and happy. She stated that this was very well appreciated by the Fire Company, and all other agencies and who came to help get it done. She asked that the Town consider planning for a ribbon cutting ceremony in November for the 100th anniversary of the bridge to Chincoteague. She stated that it brought us to the world and the world to us. She asked Director of Emergency Services Rush to possibly recognize the 2 who saved the hunters in the winter boating accident. She concluded that she hopes everyone had a good July 4th and thanked the Fire Department, EMS, and Police.

Councilman Savage reiterated what Councilwoman Bowden stated and added that he appreciates the effort of the EMS, Fire Company, and Town employees. He appreciates their dedication and service.

Councilwoman Bowden added that the Town employees did well.

Closed Meeting in Accordance with §2.2-3711 (A) (1 & 8) of the Code of Virginia to discuss evaluation of senior staff, discussion of specific personnel and cost estimates for potential sale of real property.

Councilman McComb motioned, seconded by Councilwoman Bowden to go into a closed meeting in accordance with §2.2-3711 (A) (1 & 8) of the Code of Virginia to discuss evaluation of senior staff, discussion of specific personnel and cost estimates for potential sale of real property.

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 Councilwoman Bowden in accordance with §2.2-372 (D) of the Code of Virginia that the Council certify that to the best of each Council Member's knowledge.

(1) only public business matters lawfully exempted from opening meeting requirements under this chapter and only such public business matters were identified in the motion by which the closed meeting was convened, were heard, discussed, or considered. 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 Councilwoman Bowden to adjourn.

Unanimously approved.

J. Arthur Leonard, Mayor

Michael T. Tolbert, Town Manager

Town of Chincoteague, Inc.



TO: Mayor Leonard and Members of Council

FROM: Michael Tolbert, Town Manager

DATE: August 1, 2022

SUBJECT: Civic Center HVAC

For the last several years, the Civic Center’s heat and air conditioning systems have been inadequate and unreliable. For this facility to remain viable and an asset to the Town, immediate replacement of these systems is imperative.

The original R-series Trane chiller dates from 1996 and is beyond reasonable repair. It is operating on only 1 of 2 circuits due to the loss of the discontinued refrigerant in the 2nd circuit. In addition, it’s heat dissipating elements have been deteriorated by the salt environment requiring constant external sources to cool its coils. Further, the original time-of-day controls are inoperative. Control is now 100% manual, contributing to the inefficiencies.

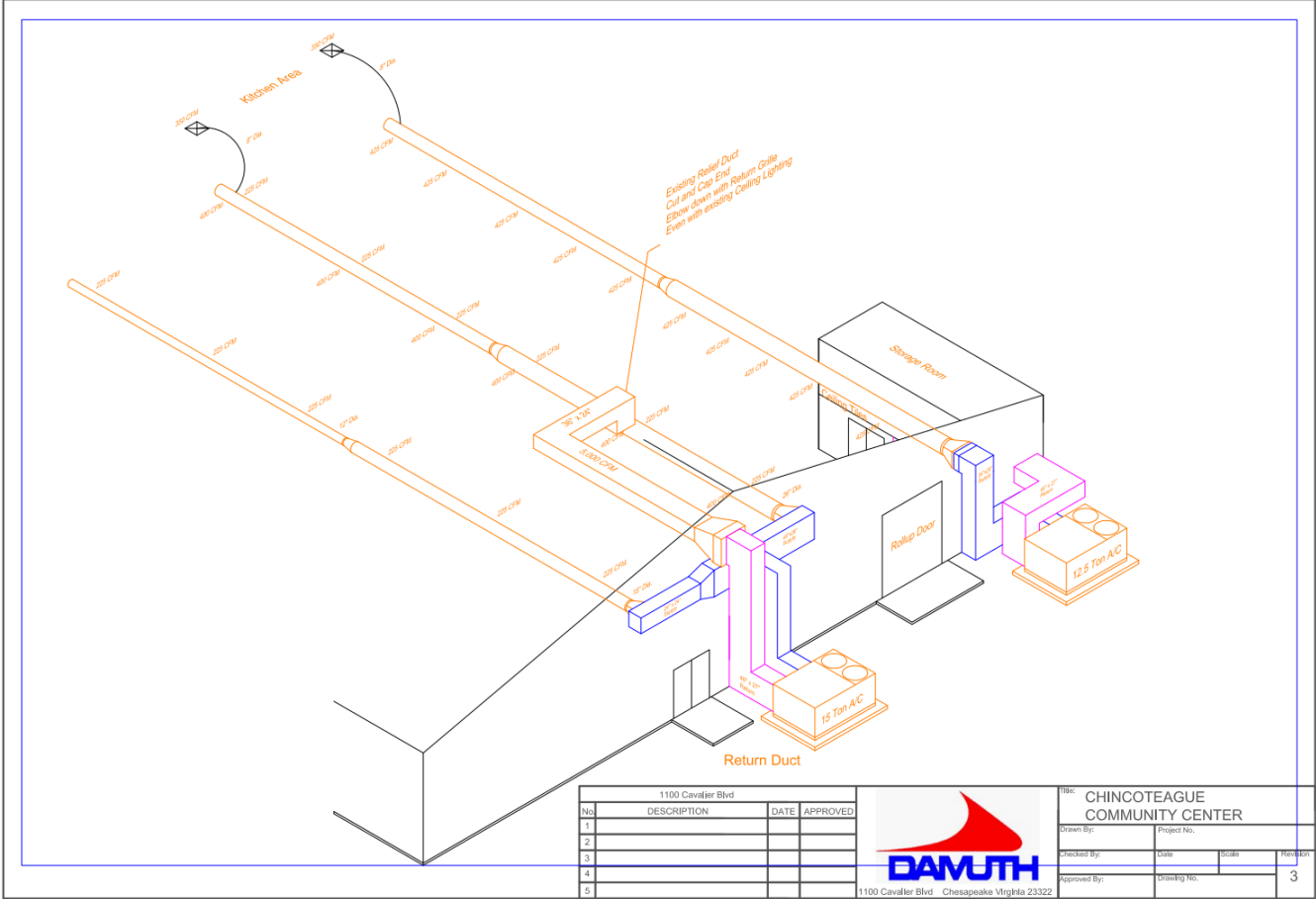
The original propane fired boiler, while not past its useful life, is also in need of updates and is inefficient when compared to modern equipment.

Damuth Trane, Inc. of Chesapeake, Va. to performed an onsite engineering review of the existing systems last month and they have likewise proposed a new system for the Center that would increase both reliability and efficiency.

Damuth’s recommendation is to install new 12.5- and 15-ton heat pumps outside the center on the North side to both heat and cool the building. These heat pumps would be high efficiency units and would be controlled by new electronic remote access thermostats that integrate with the building’s WiFi and could be easily programmed for multiple time of day schedules as well as adjusted at will from any internet connection. The existing spiral duct would be removed, swapped end for end, reinstalled and reused as distribution for the new systems saving considerable time and money.

Town of Chincoteague, Inc.

These heat pumps would provide both heating and cooling to the large hall when the moveable partitions are stowed (95% of events). When the moveable partitions are deployed, we would initially be using the existing systems. Phase 2 of this project, to be done at a later date, would install additional smaller heat pumps to service the partitioned rooms again reusing existing ductwork. These smaller heat pumps would be controlled by the same remote access control system.



In addition to the installation of this new equipment, we would begin to seal the gaps between the “clouds” in the ceiling thus retaining conditioned air nearer the occupied space. This work would be done in house by our Public Works crew during our less busy times.

The cost for phase 1 of this project would be \$167,038 and includes all work with the exception of electrical power wiring and concrete bases for the equipment.

As the CRCCA was dissolved, all funds and bank accounts were transferred to the Town which included an LGIP investment account balance of \$282,893. I am proposing to use the funds from this account to complete this project. Procurement would be done through the Omnia (formally US Communities) purchasing agreement. This item is budgeted for FY23 at \$213,000.

Council is asked to review and approve this expenditure.

Executive Session Motion:

Closed Meeting Motion:

I will entertain a motion that the Council convene a closed meeting pursuant to Sec. 2.2-3711 A1,5 Code of Virginia for discussion and review of senior staff and potential business opportunities.

Certification Motion:

In accordance with section 2.2-3712(D) of the Code of Virginia, I will entertain a motion that the Council certify that to the best of each Committee members' knowledge:

1. Only public business lawfully exempted from open meeting requirements was discussed and
2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered.

Ask for a vote by show of hands