



TOWN COUNCIL REGULAR MEETING

February 03, 2025 at 7:00 PM

Council Chambers – Town Municipal Center

AGENDA

Call to Order - *Mayor Bowden*

INVOCATION – *Councilman Savage*

PLEDGE OF ALLEGIANCE – *Mayor Bowden*

CONSIDER REMOTE PARTICIPATION – *Mayor Bowden*

PUBLIC COMMENT – *Mayor Bowden*

AGENDA ADOPTION – *Mayor Bowden*

STAFF RECOGNITIONS - *Mayor Bowden*

STAFF REPORTS - *Mr. Tolbert*

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

COMMITTEE REPORTS – *Council*

5. [Public Works Minutes Jan 7, 2025](#)
6. [Budget and Personnel Committee Minutes Jan 14, 2025](#)

ADOPTION OF MINUTES - *Mayor Bowden*

7. [January 6 Council Meeting Minutes](#)
8. [January 16 Workshop Meeting Minutes](#)

CHAMBER OF COMMERCE ANNUAL REPORT - *Ms. Moore*

9. [Chincoteague Chamber of Commerce 2024 Annual Report to Council](#)

CONSIDER PERSONNEL POLICY MANUAL CHANGES - *Councilman McComb*

10. [Sick Leave Memo](#)
11. [Bereavement Leave Memo](#)

ADOPTION OF MINUTES - *Mayor Bowden*

12. [BZA Vacancy](#)
13. [BBA Appointment](#)
14. [Harbor Committee Vacancy Memo](#)
15. [Planning Commission Appointment](#)

MAYOR AND COUNCIL COMMENTS – *Mayor Bowden*

CLOSED MEETING *in Accordance with § 2.2-3711 (A,3) of the Code of Virginia for the purpose of acquiring real property for a public use.*

16. [Closed Meeting Motion](#)

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

17. [Certification Motion](#)

ADJOURN

Kiggans Office Hours:

I have been contacted by staff from Jen Kiggans office about hosting a “mobile office hours event” at our Town Office. These events provide constituent services for members of the public who may not be able to get to one of their offices. Generally, two to three members of Rep. Kiggans’ staff are in attendance.

Although not yet confirmed, the event is currently being planned for February 19 from 10AM to 2PM at the Town office.

Well Relocation:

I am currently working with the VDH on an available planning grant that would fund a preliminary engineering study for relocation of the Town’s wells from Wallops’ main base to a new yet to be determined location. Members of the Water Technical Assistance program from the University of Maryland are also assisting along with a well expert from Wallops.

Representative Kiggans is preparing a bill to be offered for

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(Original Signature of Member)

119TH CONGRESS
1ST SESSION

H. R. _____

To authorize the Administrator of the National Aeronautics and Space Administration to reimburse the Town of Chincoteague, Virginia, for costs directly associated with the removal and replacement of certain drinking water wells.

IN THE HOUSE OF REPRESENTATIVES

Mrs. KIGGANS of Virginia introduced the following bill; which was referred to the Committee on _____

A BILL

To authorize the Administrator of the National Aeronautics and Space Administration to reimburse the Town of Chincoteague, Virginia, for costs directly associated with the removal and replacement of certain drinking water wells.

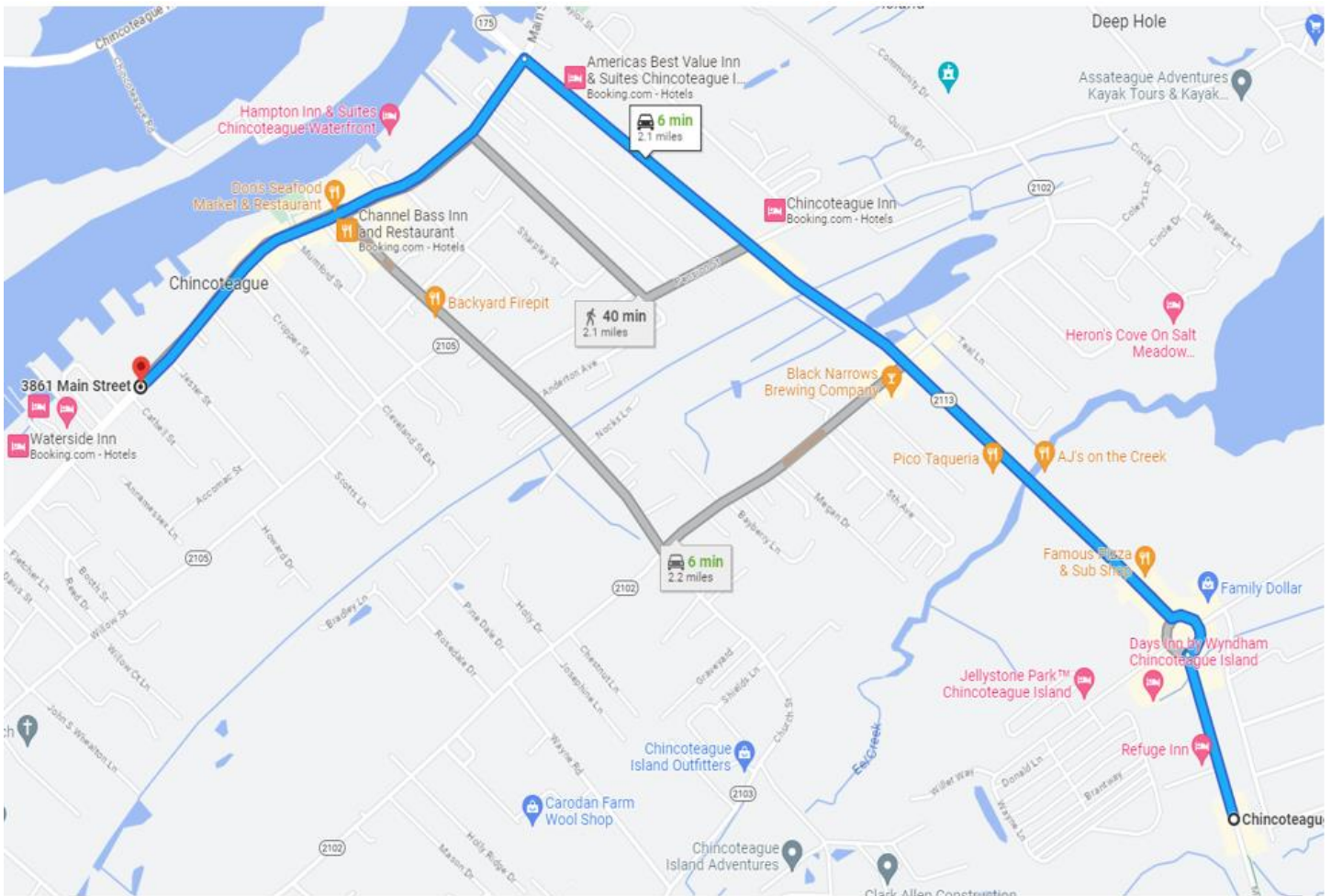
1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*
3 **SECTION 1. SHORT TITLE.**
4 This Act may be cited as the “Contaminated Wells
5 Relocation Act”.

the funding of an Engineering study that would locate a site for the relocated wells and do the preliminary engineering required to produce a valid estimate for the relocation project. The effort also has the support of Senators Warner and Kaine.

Sewer Collection System Project:

A preconstruction meeting was held at the Town office on Monday the 27th to kick off construction of the Town's first public sewer project. The meeting, attended by me, Wes, representatives from Davis, Bowen and Freidel, our Consulting Engineer and the Contractor, Underground Connections. We reviewed procedures, schedules payments, traffic control, safety and closures.

Notice to Proceed was issued to the contractor at this meeting. The contract allows 150 days for completion of the work and does not allow any work to proceed between Memorial Day and Labor Day. The contractor stated that he would like to staff the project so that all work can be completed prior to Memorial Day 2025. While this is not a contractual obligation, it is certainly acceptable to the Town as long as all other contractual terms and standards are met.



Legislation of Local Interest:

Each year the General Assembly considers multiple bills that affect the Town of Chincoteague, and this year is no exception. For the last 3 years, I have participated in the Commission on Local Government's Local Fiscal Analysis program. This allows local participating governments to provide input on the expected fiscal impact of proposed legislation. This information is compiled into a fiscal impact statement and is available for members of the general assembly prior to voting.

Some legislation of note this session includes a bill which would require 5 days' notice prior to applying pesticides for mosquitos. The construction of the bill would have included application from both our trucks and airplanes and would have devastated our mosquito control program. This bill, which was intended to protect pollinators, was killed at the committee level.

Proposed legislation intended to alleviate the affordable housing crisis forces inclusion of Auxiliary Dwelling Units (ADU's) in a Town's zoning ordinance and would require a town to include provisions for ADU's in all zones that allow single family residences. ADU's are defined as a dwelling unit placed on the same parcel as the main structure and would require any lease to be for a minimum of 30 days. This bill, however, does little or nothing to provide additional infrastructure to service the increased density of housing created by the addition of ADU's.

Several bills that effectively allow public employee collective bargaining have been introduced in both the Senate and House. The financial impact statements that accompany these bills are some of the highest that I have seen. Localities estimated a negative fiscal impact ranging from \$150,000 to \$366.4 million over the biennium. They anticipate that collective bargaining by public sector employees would result in massive increases in personnel costs, legal expenses, and operational expenses. Some localities offered potential estimates of increases to personnel costs of between 5% and 40%. Several localities also assume they will need to hire one or more staff members to manage the process of collective bargaining, upgrade systems, and change or increase benefits. VML expects at least a few of these bills to make it to a floor vote.

I have contacted Delegate Bloxom and Senator DeSteph and asked them to oppose all of this legislation.

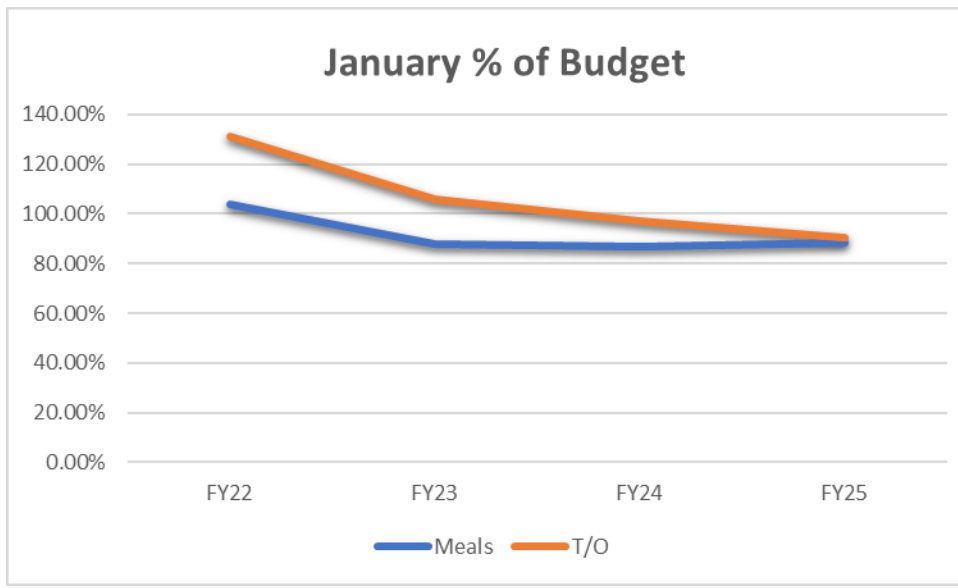
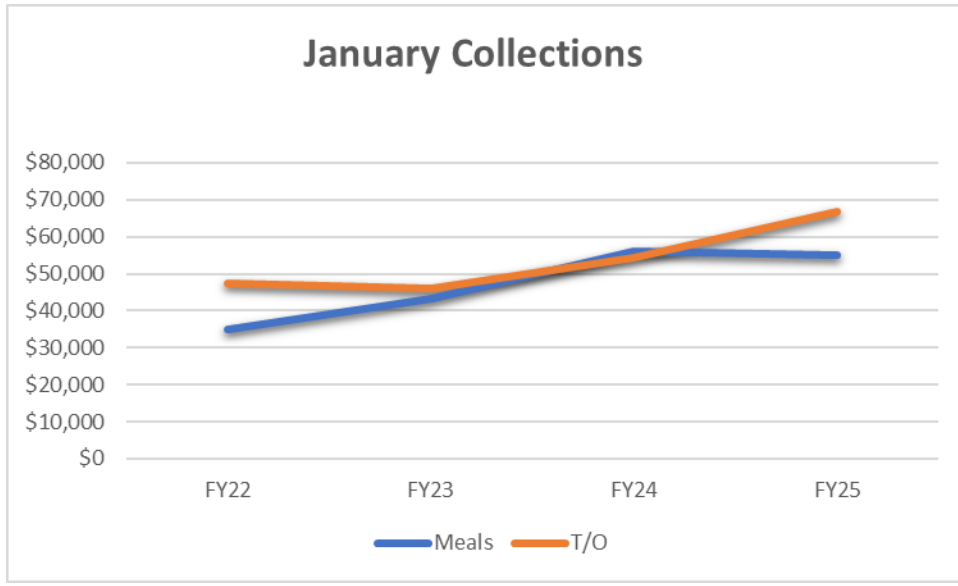
Meals and TOT:

Item 1.

The data in the table below represent excise tax collections for the month of January which reflect the level of business by food and lodging establishments in Town for the month of December. Meals Tax collections are down by 2% and TOT is up by 22.5% year over year. While the percentage of budget for Meals Tax remains “in the zone” for the month of January, TOT continues to lag recent years in this category. Although, the significant increase for this month has narrowed the gap considerably. That being said, the first half year indicators signal that both taxes will achieve their budgeted revenues prior to the end of FY25.

Meals and TOT January (Decmber Activity)					
January Collections			Fiscal Year		
Meals Tax	Tax Collected	2 year average	Budget	YTD	% of Budget
FY22	\$34,969	\$49,720	\$1,000,000	\$1,038,812	103.88%
FY23	\$43,222		\$1,200,000	\$1,055,575	87.96%
FY24	\$56,217		\$1,300,000	\$1,128,956	86.84%
FY25	\$55,143		\$1,300,000	\$1,147,301	88.25%
Deviation from 2 yr. Meals Tax Avg.		\$5,424			
T/O Tax	Tax Collected	2 year average	Annual Budget	YTD	% of Budget
FY22	\$47,499	\$50,326	\$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%
FY25	\$66,783		\$2,200,000	\$1,994,578	90.66%
Deviation from 2 yr. T/O Tax Avg.		\$16,457			

Figures shown are for accounts posted by 01-29-25.



Financial Report:

Item 1.

The financial snapshot for the month of January is below. We continue to move forward with appropriate levels of revenue and expenditures, typical for the month of January.

BUDGET vs. ACTUAL - Ending Date 01/28/2025							
10 GENERAL FUND	FY25 BUDGET	FY24 MTD	FY25 MTD	FY24 YTD	FY25 TYD	VARIANCE	%
GENERAL FUND REVENUE TOTAL	\$ 9,586,140.00	\$ 218,826.45	\$ 227,018.70	\$ 5,870,886.64	\$ 6,036,085.97	\$ (3,550,054.03)	63%
GENERAL FUND EXPENSE TOTAL	\$ 9,586,140.00	\$ 403,931.05	\$ 446,422.69	\$ 4,051,069.64	\$ 3,736,459.64	\$ 5,849,680.36	39%
GENERAL GOVERNMENT EXPENSE TOTAL	\$ 2,794,880.00	\$ 83,488.71	\$ 134,570.70	\$ 1,223,165.94	\$ 1,140,011.87	\$ 1,654,868.13	41%
EMS EXPENSE TOTAL	\$ 1,454,458.00	\$ 90,594.81	\$ 98,669.43	\$ 620,270.91	\$ 758,672.36	\$ 695,785.64	52%
PUBLIC WORKS EXPENSE TOTAL	\$ 2,453,895.00	\$ 88,603.04	\$ 74,786.29	\$ 796,325.22	\$ 665,568.04	\$ 1,788,326.96	27%
MOSQUITO CONTROL EXPENSE TOTAL	\$ 172,498.00	\$ -	\$ 10.00	\$ 57,581.87	\$ 29,996.26	\$ 142,501.74	17%
ROADS EXPENSE TOTAL	\$ 928,500.00	\$ 11,275.83	\$ 20,172.59	\$ 435,078.56	\$ 215,720.20	\$ 712,779.80	23%
POLICE EXPENSE TOTAL	\$ 1,445,335.00	\$ 106,301.16	\$ 102,224.11	\$ 731,268.26	\$ 772,585.93	\$ 672,749.07	53%
DISPATCHERS EXPENSE TOTAL	\$ 336,574.00	\$ 23,667.50	\$ 15,989.57	\$ 187,378.88	\$ 153,904.98	\$ 182,669.02	46%
30 CURTIS MERRITT HARBOR FUND	FY25 BUDGET	FY24 MTD	FY25 MTD	FY24 YTD	FY25 TYD	VARIANCE	%
CURTIS MERRITT HARBOR REVENUE TOTAL	\$ 822,269.00	\$ 3,650.00	\$ 6,206.00	\$ 472,278.51	\$ 421,389.78	\$ (400,879.22)	51%
CURTIS MERRITT HARBOR EXPENSE TOTAL	\$ 822,269.00	\$ 10,317.05	\$ 26,820.21	\$ 373,437.27	\$ 404,776.52	\$ 417,492.48	49%
70 TROLLEY FUND	FY25 BUDGET	FY24 MTD	FY25 MTD	FY24 YTD	FY25 TYD	VARIANCE	%
TROLLEY REVENUE TOTAL	\$ 92,803.00	\$ 4,997.94	\$ -	\$ 225,001.39	\$ 43,416.55		47%
TROLLEY EXPENSE TOTAL	\$ 92,803.00	\$ 3,239.54	\$ 3,104.45	\$ 48,389.39	\$ 58,630.89	\$ 34,172.11	63%
80 WATER FUND	FY25 BUDGET	FY24 MTD	FY25 MTD	FY24 YTD	FY25 TYD	VARIANCE	%
WATER REVENUE TOTAL	\$ 1,028,000.00	\$ 94,105.00	\$ 66,957.31	\$ 716,961.05	\$ 688,741.15	\$ (339,258.85)	67%
WATER EXPENSE TOTAL	\$ 1,028,000.00	\$ 32,888.86	\$ 45,983.93	\$ 407,414.65	\$ 453,442.30	\$ 574,557.70	44%
85 CENTER FUND	FY25 BUDGET	FY24 MTD	FY25 MTD	FY24 YTD	FY25 TYD	VARIANCE	%
CENTER REVENUE TOTAL	\$ 218,400.00	\$ 15,660.95	\$ 17,120.81	\$ 139,139.92	\$ 157,129.59	\$ (61,270.41)	72%
CENTER EXPENSE TOTAL	\$ 218,400.00	\$ 9,550.91	\$ 6,813.77	\$ 386,119.34	\$ 77,097.35	\$ 141,302.65	35%
	FY25 BUDGET	FY24 MTD	FY25 MTD	FY24 YTD	FY25 TYD	VARIANCE	%
REVENUE TOTAL	\$ 11,747,612.00	\$ 337,240.34	\$ 317,302.82	\$ 7,424,267.51	\$ 7,346,763.04	\$ (4,400,848.96)	63%
EXPENSE TOTAL	\$ 11,747,612.00	\$ 459,945.19	\$ 529,256.12	\$ 5,266,824.68	\$ 4,730,512.31	\$ 7,017,099.69	40%
Difference					\$ (2,616,250.73)	\$ 2,616,250.73	

Trolley:

At the January 6 meeting, Council voted to approve the Pony Express budget request for FY26 and on January 24, Billy submitted the 5311 Operating Assistance Grant application to DRPT. He is currently working with DRPT's consultant on this year's compliance review.

Billy is also preparing for the upcoming season which will kickoff at the Seafood Festival in May.

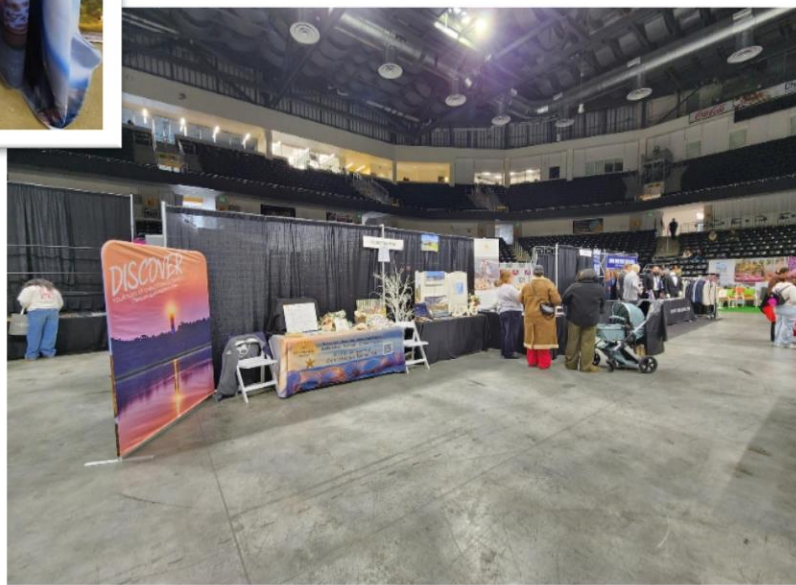
Chincoteague Center:

Due to the snow, there were a few January events which were rescheduled. Our first event was a fundraiser for a new ladder truck for our fire company. There were approximately 300 people in attendance, and it was quite successful. CVFC decided to make it an annual event so they will begin planning for next year soon.



Mary Esther attended 2 wedding shows during the month, one in Washington and the other in Baltimore. She talked to over 200 potential customers between the 2 shows.

She also promoted Chincoteague by handing out Chamber brochures at the shows.



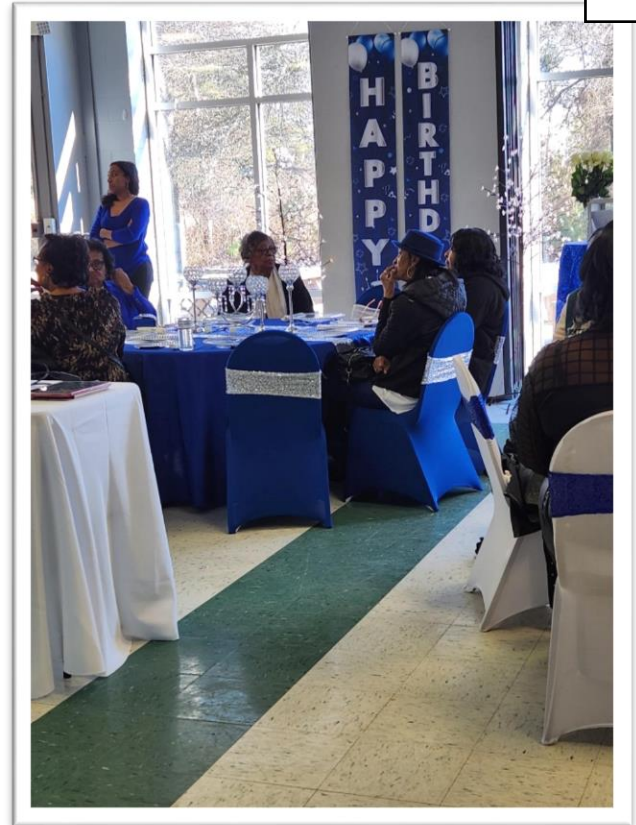
January 25th was the 93rd birthday of Ms. Emma and her grandchildren threw her a big celebration at the center.

On Monday from 1-3pm, we hosted our monthly BINGO for the Island Community House. Everyone is welcome to attend, and the cost is \$5 per card.

Tuesday the 28th was the rescheduled Red Cross blood drive. The next drive is slated for March 27th. These drives are sponsored by the Kiwanis.

February currently has 5 events booked. We are hosting the CVFC BINGO on Friday the 7th followed by the Fireman's banquet on the 8th. We have paint night on the 10th, annual Chincoteague Chamber of Commerce members luncheon/meeting on the 20th. On Monday, the 24th The Center is hosting the ESVA Tourism summit. This event has always been at the community college but this year they are going to come to Chincoteague.

The Center is open daily from 9am to 10am for walking. If you would like to walk but not outdoors in the cold, please come by.



Upcoming events for March are:

March 4th and the 25th – Marcie McComb will be doing “glass mosaic for beginners” classes 6:30-8:30pm. More to follow.

March 8th – Job Fair 9am-1pm

March 22nd- indoor yard sale 8am –12noon

Building Zoning Report:

Item 1.

From December 28, 2025 to January 28, 2025, the Building and Zoning Department issued 33 building permits and conducted 21 inspections and 1 activity cases inspection.

1-code case violation of working without a permit.

10- zoning site visits.

28 building permit plans reviews.

18 walk- ins for building and zoning questions.

Working with one motel to get sprinkler system back in service.

The total value for the building cost of construction. \$ 1,583.885.27

The total building permit fees collected were \$ 2,646.01

Permit Date	permit type	LOCATION ADDRESS	Permit Issuance Date	Total Building and Zoning	Total General	Estimated Cost of Construction	Primary Contractor
1/24/2025	BULKHEAD	5094 Richardson Street		168.00		18,000.00	LUKE BRITTON
1/22/2025	Fence	4210 Main Street	1/22/2025		54.00	3,800.00	OWNER
1/21/2025	ACCESSORY BUILDING	6218 Abell Lane	1/21/2025		54.00	5,997.00	BACKYARD ESCAPES
1/21/2025	Reroof	4452 Main Street	1/21/2025		54.00	12,000.00	FIRM FOUNDATION
1/20/2025	DECK	5334 Hibiscus Drive	1/20/2025	96.00		2,000.00	owner
1/20/2025	Reroof	4576 shelly cove Ln	1/20/2025		54.00	32,031.00	SPICER BROS CONSTRUCTION
1/20/2025	Reroof	4215 Main Street	1/20/2025		54.00	41,000.00	SPICER BROS CONSTRUCTION
1/20/2025	Reroof	5100 Twilley Drive	1/20/2025		54.00	9,100.00	FOX CONSTRUCTION
1/20/2025	ALTERATION	4426 Main Street	1/21/2025	96.00		20,500.00	SPANGLER CONSTRUCTION
1/16/2025	ACCESSORY BUILDING		1/16/2025		54.00	0.00	OWNER

1/15/2025	ALTERATION	6251 Taylor Street	1/15/2025	96.00		5,000.00	OWNER	Item 1.
1/15/2025	MANUFACTURE HOME	8238 Sea Breeze Drive	1/15/2025	609.28		228,827.00	CLAYTON HOMES	
1/14/2025	ACCESSORY BUILDING	8119 Leo Lane	1/14/2025		54.00	7,000.00	BACKYARD ESCAPES	
1/13/2025	ALTERATION	4491 Chicken City Rd	1/16/2025	72.00		500.00	OWNER	
1/7/2025	ADDITION	8134 Seashell Drive, Chincoteague, VA 23336	1/7/2025	156.00		10,000.00	Owner	
1/7/2025	PIER	3515 Main Street	1/7/2025	108.00		5,000.00	MARK ROSS	
1/7/2025	DECK	8211 Seahorse Drive	1/7/2025	96.00		3,500.00	OWNER	
1/7/2025	Fence	6527 Rosedale Drive	1/22/2025		54.00	3,500.00	OWNER	
1/2/2025	Reroof	6179 Ocean Blvd Chincoteague Island, VA 23336	1/7/2025		54.00	11,470.00	SPICER BROS CONSTRUCTION	
1/2/2025	MANUFACTURE HOME	5355 Mcclary Drive		211.20		154.90	CLAYTON HOMES	
12/30/2024	Renovations	4040 Main Street	12/30/2024	132.00		141,600.00	SPANGLER CONSTRUCTION	
12/28/2024	BULKHEAD	5352 Sunrise Shore Drive	1/7/2025	108.00		28,000.00	MARK ROSS	
12/28/2024	PIER	7462 Pony Swim Lane	1/7/2025	108.00		25,000.00	MARK ROSS	
				2,056.48	540.00	613,979.90		

CHINCOTEAGUE POLICE DEPARTMENT*Item 2.***MONTHLY REPORT TO COUNCIL****January 2024**

Category	Details
Total Calls for Service	350
Criminal Investigations	12 <ul style="list-style-type: none">- Assault: 1- Larceny: 1- Theft from Motor Vehicle: 1- Destruction of Property: 2- Other Arrestable Offenses: 5
Arrests Made	4 <ul style="list-style-type: none">- Assault: 1- Larceny: 1- Theft from Motor Vehicle: 1- Destruction of Property: 2
Other Calls/Activities	6 Alarms 6 Suspicious Activities 2 Domestic Disturbances 6 Assisting Other Agencies 7 Welfare Checks 9 Animal Complaints 2 Trespassing 2 Thefts 3 Fraud Incidents 3 Harassment/Threats 3 Open Door/Window Checks 2 Suspicious Persons 1 Control Burn Check
Security & Public Service	175 Security Checks 8 Public Service Calls
Traffic Enforcement	102 Traffic Stops <ul style="list-style-type: none">- Citations Issued: 70- Warning Tickets: 32

Chincoteague Police Department: January Highlights

Item 2.

We are pleased to announce that one of the two officers who recently graduated from the academy has successfully completed the Field Training Program and is now officially certified. This accomplishment marks an important milestone in the officer's career and enhances the department's ability to serve and protect the community effectively.

Public Works: January

Rip Rap was in installed along the shoulder of the road leading into Wildcat.



Christmas decorations were removed and stored.





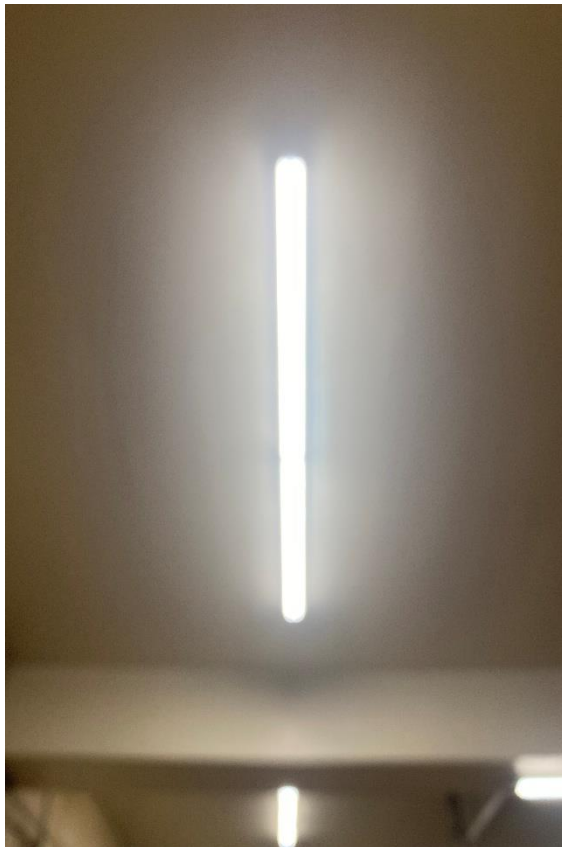
Snow removal was required several times this past month which led to many behind the scene activities.



Heater was replaced in Well 6 building.



Removed base board molding in preparation for new gym floor coming in March.



Many repairs were made at the old firehouse, including furnace work, fixing plumbing leaks, and improving lighting.

Items Planned to be completed in February.

- **Begin Repairs Memorial Park Pier**
- **Complete Harbor Clean up**
- **Monitor installation of Force Main Sewer.**
- **Continue routine maintenance of equipment and vehicles.**

TOWN OF CHINCOTEAGUE EMERGENCY SERVICES MONTHLY REPORT

EMERGENCY MEDICAL SERVICES DIVISION

Reporting Period: 01/01/2025 – 01/27/2025

TOTAL EMS RESPONSES: 53

(10 MORE THAN IN SAME PERIOD 2024): 43

ADVANCED LIFE SUPPORT: **12**

BASIC LIFE SUPPORT: **16**

OTHER: **25** (Fire Stand-by, Public Assist Calls, etc.)

HAZMAT: **0**

COMMUNITY SERVICE

BP SCREENINGS

One BP screening was conducted at the station this month as well as a B-12 shot.

PLANNING

MARYLAND STATE POLICE AVIATION

Participated in the annual meeting with Maryland State Police Aviation to discuss the missions of the last year. The purpose of the yearly review meeting is to identify successes and failures so that we can work together to improve service delivery.

REGIONAL DRUG KIT TOUCH BASE

Participated in the regional touch base conference calls to assist other agencies in developing their new drug kit programs. We shared our successes and failures to help them through the process and meet the new deadline of April 15, 2025.

LOGISTICS

DRUG KIT TRANSITION

The CEMS Drug Kit Program went live on January 6th. Staff have adapted very well to the change. Most comments reflect that the new process is much more efficient than what was being done.

TRAINING

CONTINUING EDUCATION

Staff participated in four hours of training on the following topics:

- Immunological Diseases
- EMS Research

EMERGENCY MANAGEMENT DIVISION

- Weather and situational awareness monitoring.
- Weather briefings to department heads and Council.
- Attended Wallops Monthly Range Schedule Workshop
- Facilitated meeting space for regional three-day Coast Guard training. Multiple stations were in attendance as well as the Captain of the Port, Sector Hampton Roads.
- Attended the quarterly meeting for the Eastern Shore Disaster Preparedness Coalition.
- Attended the quarterly meeting of the Delmarva Emergency Task Force.

**Public Works Committee Meeting
JANUARY 7, 2025
Council Chambers
Minutes
6:00 p.m.**

Members Present:

Mrs. Ellen Richardson, Chairperson
Mr. Nick Howard, Councilman

Absent:

Mr. Chris Bott, Vice Mayor

Staff Present:

Mr. Michael T. Tolbert, Town Manager
Mr. Wes Parks, Public Works Director

Call to Order

Chairperson Richardson called the meeting to order at 6:00 p.m.

Public Participation

There was none.

Agenda Adoption

Councilman Howard motioned, seconded by Councilwoman Richardson, to adopt the agenda as presented. All present were in favor and the motion was carried.

Review of Eel Creek Culvert Options

Public Works Director Parks explained that there is a very old concrete pipe where sections are separating. He reviewed the pricing for lining the pipe, dewatering, and camera view before and after. He added that this has a warranty for 50 years.

Town Manager Tolbert suggested box culverts and explained further.

There was discussion regarding what would be best, how long it would last, costs, and funding.

Town Manager Tolbert made suggestions for funding and plans to contact VDOT.

There were comments and the Committee will present this to Council at the workshop meeting next week. Discussion continued.

Committee Member Comments

Councilwoman Richardson discussed the Public Works schedule.

There was discussion regarding Harbor storage cleanup, and snow removal.

Adjournment

Councilman Howard motioned, seconded by Councilwoman Richardson to adjourn. All present were in favor and the motion was carried.

**MINUTES OF THE JANUARY 14, 2025
BUDGET AND PERSONNEL COMMITTEE MEETING
Municipal Building Conference Room**

Members Present:

Mr. William McComb, Chairman
Ms. Denise Bowden, Mayor
Mr. Jay Savage, Councilman

Members Absent:**Other Members Present:**

Mr. Christopher Bott, Councilman
Mr. Nick Howard, Vice Mayor
Mrs. Ellen Richardson, Councilwoman

Staff Present:

Michael T. Tolbert, Town Manager
Tyler Greenley, Chief of Police
Mary E. Leonard, Center Director

Call to Order

Councilman McComb called the meeting to order at 6:00 p.m.

Consider Remote Participation

Mayor Bowden motioned, seconded by Councilman McComb to allow Councilman Bott to participate remotely. Unanimously approved.

Public Comment

Councilman McComb opened the floor for public comment.

- Mr. Douglas Cleveland, 5123 Twilley Drive, informed the Committee of the road conditions on Twilley and asked what the process is to budget improvements.

Mayor Bowden asked if this was a public or private road.

Town Manager Tolbert advised originally it was platted in the County, and after annexation it became the Town's road.

Mr. Cleveland stated that there are others who asked about it that may come to the next meeting. He stated that he knows they have to plan for things and added that the road gets a lot of use with the rentals.

Town Manager Tolbert advised that at the workshop meeting Thursday, Council will discuss the General Government, Public Works, and Roads budget. He commented further regarding the budget review for the evening.

Agenda Adoption

Councilman Savage motioned, seconded by Mayor Bowden to adopt the agenda as presented. Unanimously approved.

Review FY26 Projected Revenues

Town Manager Tolbert reviewed all department revenue projections for FY26.

There was further discussion.

Review FY26 Proposed Fees

Town Manager Tolbert reviewed the fees for General Government, Building and Zoning, and Harbor.

Councilman Bott asked to put the Harbor fees on the next Harbor Committee agenda.

Discussion continued.

Review FY26 Proposed Tax Rates

Town Manager Tolbert advised Council reduced the real estate tax rates last year with the assessments. He added that Council cannot increase taxes as a result of assessments and cannot increase taxes of more than 1% in total tax collections from a reassessment. He explained that the reason that the tax revenue percentage of the budget has decreased is because the budget as a whole has increased. He explained further.

There was discussion.

Mayor Bowden motioned, seconded by Councilman Savage to recommend to Council to approve the proposed tax rates for FY26. Unanimously approved.

Review Current PTO Policy

Town Manager Tolbert reviewed the current employee personal time off policy. He advised that the Town's annual leave is competitive. Employees are notified by September to remind them they have leave to use before the end of the year.

There was discussion regarding carryover hours which are allowed on a case-by-case basis.

Town Manager Tolbert explained the proposed changes to annual leave.

The Committee discussed the expansion of the use of sick leave.

Mayor Bowden stated she has an issue with the Sick Leave Policy regarding children. She feels it should extend to children that do not live in the household.

Councilman McComb agreed and recommended making the change to state, "for illness, injury, or necessary care of family members, such as spouse, child, parents, and siblings", adding to not make a differential between the two.

Town Manager Tolbert stated that this is removing the phrase “living in the same household”.

There were further comments and Town Manager Tolbert was directed to write a sample to items 4 and 5 and forward to Council in February.

Mayor Bowden motioned, seconded by Councilman Savage to send to Council the recommendation to combine 4 and 5 of the Sick Leave Policy to include necessary care of family members such as spouse, child, parents, siblings, or in-laws, whether they live in the same household or not. Unanimously approved.

Town Manager Tolbert advised he will revise and send back out to Council.

Mayor Bowden also stated that those who retire are not getting paid for their sick leave and asked if this was standard practice.

Town Manager Tolbert advised that the School Board will pay up to 25% of their sick leave with a cap of \$7,200.

There was further discussion regarding the Town’s Sick Leave Bank.

Town Manager Tolbert stated that staff looked at sick leave. He explained that before he came to the Town, the Town had 3 long-time employees retire within a couple of months. They looked at the sick leave and what the Town would have to pay the retirees, which would have been \$52,000. The Town does allow the employees to accrue as much sick leave as they want. He feels that if you weren’t sick and you had plenty of leave, you’re blessed.

There were further comments, and the Committee reviewed the employee leave charts. They also discussed the current cap of accruing annual leave compared to other entities and who would be affected.

There was discussion regarding the increasing Bereavement Leave, the relationship requirement, and adding “domestic partner”.

Town Manager Tolbert was directed to speak with the attorney regarding the verbiage.

Mayor Bowden motioned, seconded by Councilman Savage to send to Council the recommendation to increase Bereavement Leave from 3 days to 5 days, increase from 1 day to 3 days for in-laws, and add “domestic partner” (with proof) in the 1st list. Unanimously approved.

Review CPD Fleet Requirements

Chief Greenley advised that in this fiscal year the patrol car was removed. He asked the Committee if there is any surplus that a patrol car be purchased.

There was further discussion.

Town Manager Tolbert advised that the Axon cameras cost \$152,000 and they went ahead with the purchase. He added that he also put \$152,000 into the FY26 budget in the case that a surplus in the FY25 budget doesn't materialize.

There were further comments about ARPA funds, the sewage treatment plant funding, and funding for a new police vehicle.

Town Manager Tolbert suggested that Chief Greenley contact the dealership to order a new vehicle.

Councilman Savage motioned, seconded by Mayor Bowden to recommend to Council to allow Chief Greenley to contact the dealer for the potential purchase of a new police vehicle as long as the dealer agrees with the understanding that when the vehicle comes in, the Town can pay for the vehicle via surplus, and if there is no surplus it would be turned over to the lot. Unanimously approved.

Town Manager Tolbert advised that Chief Greenley will contact the dealership tomorrow to see if they can order without any obligation.

Review Community Center Capital Improvements

Town Manager Tolbert stated that they dissolved the CRCCA in 2022. Center Director Leonard came onboard in 2023. The rentals have increased and there is a lot more uses of the building. Council has approved 2 major projects which were replacement of the HVAC and audio-visual equipment. He added that there are a few other important items.

Center Director Leonard stated that the main part of the building has a high center and lighting was replaced with LED lighting. The classroom section of the center has recessed lights and square fluorescent lights that have not been touched. She advised that Mr. Tarr has given an estimate on the lighting and controls for all of the classrooms and the outside lighting where the canopy is, replacing with outdoor LED lights. She added that they would also like to replace the ceiling tiles. She advised that there is mold on the majority of them.

Town Manager Tolbert advised that the condensation from the old chiller system leaked on the ceiling tiles and caused mold.

Councilman McComb asked if they discussed removing the floating cloud panels and putting in a lower ceiling structure.

Town Manager Tolbert advised that it is a lot of money to go back with a ceiling. He suggested to fill in between the clouds with black material to hide the equipment and wires in the ceiling and prevent hot air from going into the rafters. He commented about contracting the project.

There were comments regarding the installation of removable sections to access the clouds.

Center Director Leonard stated that there was an estimate on the ceiling tiles, painting the whole facility, drywall repair, and the replacement of stackable chairs. She showed a chair sample, gave the cost.

Discussion continued about the priority being the lighting.

Town Manager Tolbert stated that it is their intention to put this in the capital improvement plan presented in the budget.

Center Director Leonard also added that she has someone interested in purchasing the old chairs. She stated that they also need a replacement stage. She feels it is a generous estimate of \$13,000, which includes additions.

Discussion ensued regarding stage types, size, and setup.

Mayor Bowden asked if there was anything on this list that Town Manager Tolbert would be putting into the FY26 budget.

Center Director Leonard feels the lighting is needed.

Town Manager Tolbert agreed as it is critical.

Committee Comments

Mayor Bowden stated that Councilman Savage is new to this Committee, and it is going to take a while to get the wording right. The Town has business to do and the Town needs things. She appreciates Town Manager Tolbert's frugality. She added that they'll get it done. She wants the departments to get what they need to work with.

Town Manager Tolbert stated that he has been working on the Employee Policy Manual. He is getting to the end of it. He plans to highlight the changes and get it to Council in the next couple of meetings. He wants to get the manual corrected and updated. There were things that the Attorney, Ann Sullivan wanted in there.

Councilman McComb thanked everyone for their patience adding that they got a lot done.

Adjournment

Mayor Bowden motioned, seconded by Councilman Savage to adjourn the meeting. Unanimously approved.

**MINUTES OF THE JANUARY 8, 2025
CHINCOTEAGUE TOWN COUNCIL MEETING
Council Chambers
7:00 p.m.**

Council Members Present:

Denise P. Bowden, Mayor
Christopher D. Bott, Vice Mayor
J. Nicholas Howard, Councilman
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, Chief of Police
Mr. Bryan Rush, Director of Emergency Services
Mr. Wes Parks, Public Works Director

Call to Order

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

Invocation

Councilman Savage offered the invocation.

Pledge of Allegiance

Mayor Bowden led in the Pledge of Allegiance.

Consider Remote Participation

Councilman McComb motioned, seconded by Councilwoman Richardson to allow Councilman Bott to participate remotely. Unanimously approved.

Public Comment

Mayor Bowden opened the floor for public comment.

- Chincoteague Chamber Executive Director, Mrs. Joanne Moore introduced herself in the new position. She advised it is an honor and privilege and looks forward to working with the Town to promote the growth and development of the Town. She is committed to fostering partnerships with local businesses, the community and government leaders with the goal of making Chincoteague a more vibrant place for visitors and residents. As well as a wonderful destination for Island guests to make memories last a lifetime. She thanked the Town, specifically Public Works, Emergency Management Services, the Police Department, and the Chincoteague Volunteer Fire Company for the support and participation during the Christmas parade. She advised of the December statistics for the Chamber. She advised she will present the 2024 Annual Report in February. She thanked Council for their time and hopes to reach out

individually about what the Chamber does for the community and hear insights of how they can work together.

Mayor Bowden congratulated Chamber Executive Director.

Agenda Adoption

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

Election of Vice Mayor

Mayor Bowden read the Code Section pertaining to the duties of the Mayor and Vice Mayor. She advised that in the past Vice Mayor has been the highest vote getter, but not necessarily the case. She opened the floor for nominations.

Councilwoman Richardson nominated, seconded by Councilman Taylor for Councilman Howard to serve as Vice Mayor. Mayor Bowden asked for any further nominations. There were none and the vote was called. The vote was unanimously approved

Announcement of Christmas Decoration Winners

Mayor Bowden announced the winners of the 2024 Christmas Decorated Homes:

1st place: David Taylor and Jean Jester at 4147 Ridge Road

2nd place: Mr. & Mrs. Delmas Mears at 4403 Chicken City Road

3rd place: Mr. & Mrs. Bill Birch at 7079 Bunting Road

Consider FY26 Budget Calendar

Town Manager Tolbert advised that the FY 26 Budget season is upon us and in order to allow Council sufficient time for review and input, he proposed the schedule for budget discussions. As in previous years, most budget work has been scheduled for Council Workshop and Budget and Personnel Committee meetings reserving first the Monday Council meetings for regular business. He intends to discuss the budget at each of the meetings for formal approval and appropriation on May 5th, 2025.

Councilwoman Richardson motioned, seconded by Councilman McComb to approve the FY26 budget calendar as presented. Unanimously approved.

Consider FY26 Trolley Budget

Town Manager Tolbert advised that the operating grant application for the Pony Express Trolley Service is due on February 1st. Council traditionally considers the Trolley budget at the first January Council Meeting. This allows time to make changes before the submission deadline. He added that this proposal contains funds for a new trolley replacement with a cost to the Town of approximately 4%. He added that the drivers will also receive an increase.

Councilwoman Richardson asked about the funds from the sale of the last trolley.

Town Manager Tolbert advised this new trolley will replace Stormy and then Stormy will be sold.

Councilman Taylor stated that the cost of \$10,000 for a new trolley and a \$0.50 raise is a good deal and worth every penny.

Transportation Director King stated that DRPT advised there is a possibility the Town would get more for the replacement trolley.

ACCOUNT	DESCRIPTION	FY26 PROPOSED BUDGET	FY25 APPROVED BUDGET
REVENUES - TROLLEY			
	TROLLEY		
704501.0100	TROLLEY GRANTS	\$64,871	\$62,341
704501.0110	PROGRAM INCOME	\$5,000	\$5,000
704501.0200	RTAP REIMBURSEMENTS	\$0	\$0
704501.0300	MISC. NONPROGRAM INCOME	\$0	\$0
704501.8900	TRANSFER FROM GEN. FUND	\$26,496	\$25,462
	FED GRANT – NEW TROLLEY	\$208,000	\$0
	STATE GRANT - NEW TROLLEY	\$41,600	\$0
	TR FR CAP - NEW TROLLEY	\$10,400	\$0
	SALE OF SURPLUS TROLLEY	\$40,000	
	TROLLEY TOTAL	\$396,367	\$92,803

ACCOUNT	DESCRIPTION	FY26 PROPOSED BUDGET	FY25 APPROVED BUDGET
EXPENDITURES - TROLLEY			
	SALARIES		
703010.0100	SALARIES	\$44,790	\$44,220
	TOTAL	\$44,790	\$44,220
	BENEFITS		
703010.2001	SOCIAL SECURITY	\$3,427	\$3,383
	TOTAL	\$3,427	\$3,383
	OPERATIONS EXPENSES		
703030.3401	INSURANCE & BONDING	\$3,400	\$3,400
703030.4400	COMMUNICATION SERVICES	\$800	\$800
703030.4401	PRINTING & REPRODUCTION	\$3,000	\$3,000
703030.4402	ADVERTISING	\$1,200	\$1,200
703030.4403	EDUCATION & TRAINING	\$2,000	\$2,000
703030.4404	CLEANING SUPPLIES	\$300	\$300

703030.4406	SUPPLIES, MATERIALS	\$500	\$500
703030.4407	MEMBERSHIPS & DUES	\$250	\$250
703030.4408	TRAVEL & MEALS	\$1,000	\$1,000
703030.4701	FUEL & LUBRICANTS	\$5,000	\$7,000
703030.4702	TIRES & TUBES	\$2,000	\$3,000
703030.4703	UNIFORMS	\$500	\$500
703030.4704	PARTS	\$1,200	\$750
703030.5201	DRUG TESTING	\$1,000	\$1,000
703030.6100	RTAP EXPENSES	\$0	\$0
703030.7302	REPAIRS/MAINT	\$10,000	\$4,500
703030.8505	RENT TO GENERAL FUND	\$16,000	\$16,000
	TOTAL	\$48,150	\$45,200
	CAPITAL IMPROVEMENTS		
703090.9001	TROLLEY & VAN PURCHASE	\$260,000	\$0
	TRANSFER TO TROLLEY CAP ACCT.	\$40,000	\$0
703090.9100	CAPITAL EXPENDITURES	\$0	\$0
	TOTAL	\$300,000	\$0
	TROLLEY TOTALS:	\$396,367	\$92,803

Total FY26 Trolley Operating Funds	\$96,367.00
Federal Grant (50% of non-fare revenue)	\$45,683.50
State Grant (42% of Federal Grant Contribution)	\$19,187.07
Local Match 58% of Federal Grant Contribution	\$26,496.43 (Cost to Town)

Councilman McComb motioned, seconded by Councilman Savage to approve the FY26 Trolley Budget. Unanimously approved.

Staff Reports

General Government

Town Manager Tolbert reported that a few weeks ago a team from Old Dominion Electric Cooperative was in Town to perform surveys and locate utilities and underwater obstructions that may affect the construction of a new submarine cable to supply the Town of Chincoteague with electric service from the mainland. The project is in the early phases of approval and permitting and is currently slated to be completed by 2029.

Town Manager Tolbert also reported on the ARPA Project progress. He reminded everyone that the Town received over \$2.9 million in American Rescue Plan Act funds back in 2022. Since the original distribution of ARPA funds, the rules have changed. A lot of different things are allowed now to be done with those funds. However, all funds must be encumbered for these projects by December 31st, 2024, and completely expended by December 31st, 2026. He reported that the Town has encumbered over 100% of the \$2.9 million. He reported that the cost of construction of the sewer collection system is \$2.248 million, and almost \$300,000 in design cost. He added that there are a lot of legal fees. He advised that another thing that the funds can

be spent on is open space. He reported that anything after the funding that has been done at the Brianna's Kindness Park also qualifies.

Town Manager Tolbert also advised that the Town office has identified over 150 existing businesses located along the route of the initial sewer system. The sewer offerings will be limited to 37,000 gallons per day. They will have to make decision on how to allocate the capacity. HRSD is currently working on plans to upgrade and expand the plants at Sunset Bay along with obtaining additional discharge permits and construction upgrade should be completed by December of 2026. The collection system they are designing will max out at 350,000 gallons per day. This was chosen because of the maximum amount of allowable discharge permitted at Sunset Bay. If HRSD can obtain permits, at the end of the 3rd phase, the plant should be able to have the capacity of 350,000 gallons per day. He added that this will only be offered to businesses, not residents.

Town Manager Tolbert reported on the real and personal property tax collections to date. He reviewed the Meals and Transient Occupancy Tax Report as well as the Financial Report for December. He advised that the trolley operated on December 20th & 21st to assist the Museum with their holiday light tour. It was also used for Delegate Bloxom's New Year's Eve party. He added that the trolley service expanded to 7 days a week for 2 months over the summer. He gave the Building and Zoning Report for December.

There was brief discussion regarding the ARPA funds that were already spent.

Mayor Bowden stated that it looks like next year's budget is going to be \$11.7 million. She added that Real Estate and Personal Property Taxes don't even bring \$1 million in.

Town Manager Tolbert corrected that it is this year's budget, FY25.

Mayor Bowden stated that the money for the Transient Occupancy and Meals Taxes goes a long way in the Town. She added that Town Manager Tolbert and the staff do a good job keeping the budget lined up. She added that some people say their real estate taxes are high, and they might be to some and not to others. She added that no one wants to raise taxes of any kind. She commended staff for doing a fantastic job with collections of the real estate and personal property taxes.

Police Department

Chief Greenley was absent. The December Report was in the packet for review.

Public Works Department

Public Works Director Parks reported that the tie-in of the new watermain at Wildcat was completed. He stated that drywall repairs and painting was done in the foyer of the downtown bathrooms, new vents were installed at the Brianna's Kindness Park restroom all due to vandalism, the concrete floors were painted in the women's and men's bathrooms at the Brianna's Kindness Park and Memorial Park. VDOT installed a newer traffic signal cabinet at the intersection of Maddox and Deep Hole Road. He added that the Water Department sent a letter requesting waterline material and size information. He expressed his appreciation for

everyone calling in. Every call that comes in is one less “unknown” that the Town is reporting, and one less letter to mail out again next year. He reported that he has received 350 calls to date. He also reported that in January they plan to remove and store Christmas decorations, clean up at the Harbor, begin Taylor Street renovations, and continue with routine maintenance of equipment and vehicles.

Councilman Taylor stated that the Public Works staff has done a great job on the roads.

Vice Mayor Howard asked how the water pressure is at Wildcat now.

Public Works Director Parks advised he will look into it but feels it’s improved.

Councilwoman Richardson asked if the Wildcat waterline was a larger pipe.

Public Works Director Parks advised it was the same size.

Mayor Bowden asked about the vandalization, how often they are being reviewed, and if the cameras were working.

Town Manager Tolbert stated that the cameras are reviewed daily to ensure they are working and can store videos for several weeks. The Police Department uses the cameras to solve crimes. He added that a few more cameras are added in the upcoming budget.

Mayor Bowden asked if the restrooms were being locked nightly.

Town Manager Tolbert advised that they are being locked nightly and unlocked every morning by the Police Department.

Emergency Services

Director of Emergency Services Rush reported that they had 70 calls in December, which was 8 less than December of 2023. He gave the annual number of calls, 1,103 responses, which were 51 more calls in 2024 than in 2023. He gave response and on scene times stats for 2024. He commended staff on the top EMS calls: Wilson with 199 calls, Stoa with 168 calls, Drewer with 159 calls, Miles with 147 calls and D. Reed with 141 calls for 2024. He gave an update on the Drug Kit Program. He reported that all staff had to undergo training on the different kits and how to check them in and out each day along with the appropriate paperwork. Each drug they receive had to go into a computer program for tracking. He stated that at 2:00p.m. on Monday afternoon they went live. He thanked Dr. Wolffe for all of his support as the OMD. He thanked staff members Mr. Jamie Wheatley who was a big help in this project, along with Mr. Steve Wilson, and Mr. Ray Miles. Director of Emergency Services Rush stated that they continue with weather monitoring. He also advised they were awarded the VDEM grant this year to offset the CodeRed Program and satellite phones along with training. 2025 is the year they will be doing a complete revision of the EOP. They will also begin revisions to the COOP and Hazard Mitigation Plans. He added that they’ve been blessed with the weather situation and reminded everyone to get prepared.

Mayor Bowden stated that Director of Emergency Services Rush has done an outstanding job. She advised that the hospitals no longer provide replacement drugs that are used on the ambulances. She added that Director of Emergency Services Rush and staff has stepped up and providing the drugs that are used. She added that this was a great job by staff.

Committee Reports

RCEC

Councilwoman Taylor advised they met on December 12th and discussed putting fill at the Memorial Park baseball field. They also talked about possibly using it as a multi-purpose field. They discussed using the remainder of the donated funds for handicapped accessibility at the Brianna's Kindness Park. They also talked about Committee members and terms. Councilman Taylor stated they agreed to ask the Accomack County Director of Parks and Recreation to come and give his expertise on the uses at the Memorial Park as well.

There were comments about the past nomination process on the committees.

Councilwoman Richardson agreed with Mayor Bowden on how the vote was taken for the Vice Mayor by asking if there were any other nominations.

Mayor Bowden asked about the Community Participation Form.

Town Manager Tolbert stated that a form has been put on the Town's website and Facebook page for those interested in participating on any of the Committees. He stated they can fill it out, email it or drop it off to the Town Office and the applications will be given to the Council.

There was brief discussion about the applications which will be reviewed at the Council meeting next week.

Adoption of Minutes of December 2nd, 2024, Council Meeting

Councilman Savage motioned, seconded by Councilman McComb to adopt the minutes of the December 2nd, 2024 Council meeting as presented. Unanimously approved.

Mayor and Council Comments

Councilman Howard thanked the public for giving him the opportunity to serve. He added that he will do the best he can.

Councilman McComb stated that he is praying for the folks in California battling with the fires. He added that with all the weather here he wanted everyone to stay safe. He concluded with "Happy New Year".

Councilman Taylor stated that he prays for God's continued blessings for this Town.

Councilman Savage reiterated Councilman McComb's sentiments for prayers of protection from the fire for those in California. He stated that the Public Works staff did a great job with how they handled the snow adding to keep up the good work.

Mayor Bowden thanked those in attendance and participating, adding that the government only works when people participate. She also thanked those watching on the internet. She stated that the Public Works Department does a fantastic job adding to keep up the good work. She commended Director of Emergency Services Rush and his staff on a great job along with the Police Department. She added that she can never say enough about the Town employees. She added that they are blessed. She also stated that last month Councilman Bott listed a few things that Council accomplished under Mayor Leonard's tenure. She wants to see Council capitalize on those items and to keep moving forward. She is looking for good things to keep happening to the Town. She stated that the public put her here and she will give it the best she can give. She reminded everyone to be safe.

Closed Meeting in accordance with §2.2-3711 (A) (3) (7) for the consideration of the acquisition of real property for a public use and the briefing by staff pending litigation. Councilman Savage motioned, seconded Councilman McComb to go into a closed meeting in accordance with §2.2-3712 (A) (3)(7) of the Code of Virginia for the consideration of the acquisition of real property for a public use and the briefing by staff pending litigation. Unanimously approved.

Certification of Closed Meeting in Accordance with §2.2-3712 (D) of the Code of Virginia Councilman Savage motioned, seconded Councilman McComb to certify the Closed Meeting was in accordance with §2.2-3712 (D) of the Code of Virginia. Unanimously approved.

Adjourn

Councilman Savage motioned, seconded Councilman McComb to adjourn. Unanimously approved.

Denise P. Bowden, Mayor

Michael T. Tolbert, Town Manager

**MINUTES OF THE JANUARY 16, 2025
CHINCOTEAGUE TOWN COUNCIL WORKSHOP MEETING
Council Chambers**

Council Members Present:

Denise P. Bowden, Mayor
J. Nick Howard, Vice Mayor
Christopher D. Bott, Councilman
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, Chief of Police
Mr. Bryan Rush, Director of Emergency Services

Call to Order

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

Invocation

Councilman Taylor offered the invocation.

Pledge of Allegiance

Mayor Bowden led in the Pledge of Allegiance.

Consider Remote Participation

Councilman McComb motioned, seconded by Councilwoman Richardson to allow Councilman Bott to participate remotely. Unanimously approved.

Public Comment

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

Agenda Adoption

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

Review General Government, DPD and Emergency Services Budgets

Town Manager Tolbert reviewed the General Government expenses detailing the increases, grants, and capital improvements such as a new security system for the Municipal Center.

There were questions regarding vehicle maintenance, Social Security totals, and website design to be done in FY25.

Town Manager Tolbert continued with the EMS Department expenses along with the upcoming grants. He then reviewed the Police Department expenses which included a patrol vehicle, StarLink satellite internet as a backup, academy dues, bulletproof vests and equipment, breathalyzers, digital cameras, and a patrol vehicle.

Councilman Bott feels they should budget 2 police cars over FY25 and FY26 as they have 2 that are over 125,000 miles. Council concurred.

Review Eel Creek Culvert Options

Town Manager Tolbert advised that at the Public Works Committee they discussed the single culvert crossing Maddox Blvd. at Eel Creek has settled after years of service and has developed leaks due to the resulting separated joints. The leaks cause sporadic holes in the new pavement and base material is siphoned into the culvert. He listed the repairs. At the January 7th Public Works Committee meeting they were presented with 2 options: Option 1. Slip line the existing RCP and repair the overlining pavement. The cost is \$200,000 and guaranteed for 50 years. Repaving would be done under the spring paving contract. There would be a 30-day construction period which includes daily single lane closures. Option 2. Design a precast box culvert to replace the RC. This method would increase the size of the existing opening allowing water to pass more freely. It would also extend the width of the road at Eel Creek allowing the construction of sidewalks or bike trails over the creek, greatly enhancing pedestrian and bike traffic along Maddox Blvd. This option requires approximately 90 days of construction time and would require 24-hour single lane closures at certain stages of construction. The estimated cost of this option is \$1.6M. Due to the design and material procurement, this project could not begin until the fall of 2025.

Town Manager Tolbert advised that the recommendation from the Public Works Committee is Option 2 due to its superior access along Maddox, greater water flow in the creek and its longevity. He added that they have determined that a good portion of the costs of either option can be supported by the Town's U-1 grant.

Discussion ensued about the projects that would have to be put off if they use the U-1 grant.

Councilman Taylor commented about longevity of the precast culvert adding that they would be wasting their money if they did the slip line.

Vice Mayor Howard feels it's important to go with this option to widen the bike paths and this being the lifeline to not only the residents but to the beach. He added that it is important to do it and do it right. He commented further adding it's a safety factor.

Councilman McComb suggested contacting the campground making sure they'll be closed when they do this project.

There were further comments.

Councilman Taylor motioned, seconded by Councilman Savage to approve Option 2 as presented. Unanimously approved.

Award Filter Media Replacement Contract

Town Manager Tolbert stated that the FY25 adopted budget includes \$120,000 for the replacement of the filter media in the raw water filter at the water plant. He explained the replacement indicators. Bids for the replacement of the filter media specialty sand were accepted on January 8th, 2025. One bid was received from Summerset Well Drilling for \$125,000. This item was budgeted for FY25 in the amount of \$120,000. He added that after reviewing the bid and staff recommends the award of this contract.

Councilwoman Richardson motioned, seconded by Councilman McComb to approve the bid for replacement of the filter media to Summerset Well Drilling of Westover, MD in the amount of \$125,000. Unanimously approved.

Mayor & Council Announcements

There were none.

Closed Meeting in accordance with §2.2-3711 (A) (3) of the Code of Virginia for the purpose of purchasing real property for public.

Councilwoman Richardson motioned, seconded by Councilman McComb to go into a closed meeting in accordance with §2.2-3712 (A) (3) of the Code of Virginia for the purpose of purchasing real property for public use. Unanimously approved.

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

Councilwoman Richardson 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.

Adjournment

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

Denise P. Bowden, Mayor

Michael T. Tolbert, Town Manager



2024

Annual REPORT

PREPARED BY
JOANNE MOORE
EXECUTIVE DIRECTOR

ChincoteagueChamber.com
757-336-6161
director@chincoteaguechamber.com

1954 – 2024
70 Years of Supporting Businesses
& Creating Memories

CHAMBER 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.

DESTINATION MARKETING ORGANIZATION

AS DESIGNATED BY VIRGINIA TOURISM CORPORATION

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.

BOARD OF DIRECTORS

Cynthia Wilder, President
Refuge Inn / Bike Depot /
The Rookery at the Refuge

Dustin Mears, Vice President
NFP Property & Casualty Services

Jack Tarr, Treasurer
Jack Tarr Electrical

Angie Abell - Beach Bay Realty

Austin Brodin - Island Foods Great Valu
Grocery Store

Lee Chisholm - Taylor Bank

Jocelyn Grover - Chincoteague Cultural Alliance

Kate Moot - Pico Taqueria

Jeannie Rose - Comfort Suites Chincoteague
Island Bayfront Resort / Key West Cottages

Elaine Stitcher - Seaside Vacations & Sales

Jimmy Vasiliou - Capt. Steve's Bait & Tackle

TEAM MEMBERS

Joanne Moore
Executive Director

Moriah Lemming
Marketing & Event Coordinator

Shellie Menzoff
Membership & Visitor Services Coordinator

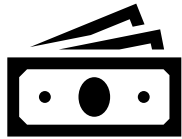
Brenda Harris
Tourism Counselor

Beth Mills
Summer Tourism Counselor

We would like to express our gratitude to Evelyn Shotwell, who served as Executive Director for the last ten years. Under her leadership and dedicated service, the organization reached several key milestones, and her contributions were integral to the success of our members, business community, and Town.

TOURISM BY THE NUMBERS ACCOMACK COUNTY 2023

Source: 2023 Economic Impact of Visitors in Virginia,
Virginia Tourism Corporation



\$179.6M

Visitor Spending

33.3% ↑ 2023/2019

8.0% ↑ 2023/2022

\$67.8M - Lodging

\$51.3M - Food & Beverage

\$25.8M - Transportation

\$18.6M - Recreation

\$16.1M - Retail



\$11.2M

Visitors generated in
state and local taxes



1,420

Tourism jobs supported

EASTERN SHORE OF VIRGINIA

(Accomack & Northampton Counties)

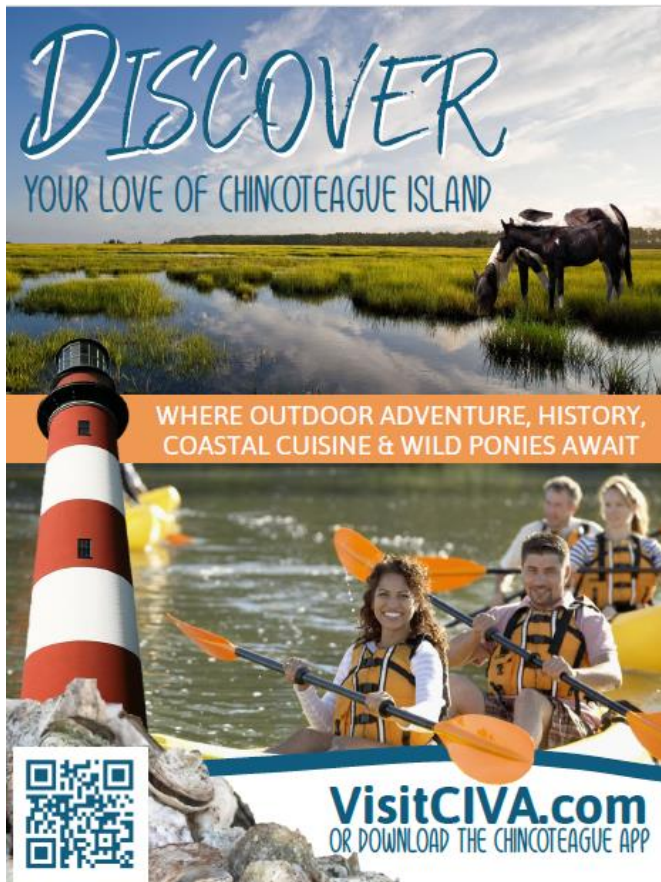
Visitor Spending grew 35% 2023/2019 and 6.7% 2023/2022



MARKETING SPEND

TOTAL SPEND - \$ 78,412

TOTAL VALUE - \$327,600



PRINT COST
VALUE

\$ 16,992

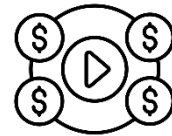
\$ 41,680

112M potential reach



DIGITAL

\$ 36,364

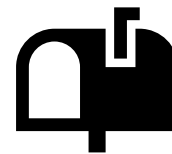


EARNED MEDIA

\$224,500

300 outlets featured Chincoteague
Island/Assateague Island, VA in
print and/or digital

(Value based on VTC Media Tracking Calculator)



TRAVEL GUIDE
DISTRIBUTION

\$ 16,948

80,000 copies

Shipped to VA Welcome & Visitor Centers,
AAA Offices, Welcome Centers in NJ, MD,
NOVA, DE & PA, & to Visitation Inquiries



RADIO

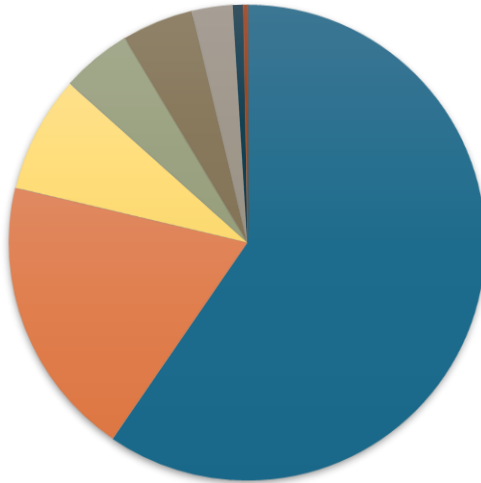
\$ 1,600

Shop Local Campaigns & Festivals

BY THE NUMBERS

5.5M TOTAL REACH

TOURISM & MEMBERSHIP ENGAGEMENT




- WEBSITE - 292,113 users / 612,289 page views
- EMAIL DISTRIBUTION - 93,919
- WEBCAM - 38,841
- ONLINE VISITOR GUIDE - 23,503 users / 360,273 page views
- VISIT WIDGET - 23,848 users / 201,251 page views
- OFFICE INTERACTIONS - 13,699
- CHINCOTEAGUE APP - 3,419
- KIOSK - 1,205

The Certified Visitor Center, staffed by the Chincoteague Chamber of Commerce, assists 1.3 million visitors annually who come to enjoy the Chincoteague National Wildlife Refuge and Assateague Island National Seashore.

Item 9.

SOCIAL MEDIA

 4,921,834

 136,240

 52,919

 3,038

MEMBERSHIP ENGAGEMENT

313

Chamber Members
24 New Members in 2024
87.2% Retention Rate
(National Average 76%)

34

Workforce Development
Job Fairs, Partnerships, &
Collaborations

17

Networking Opportunities
General Membership Meeting, Awards
Luncheon, Member Luncheons, Business
After Hours, Open Houses, & Festivals

5

Ribbon Cuttings



OFF-SEASON TOURISM DRIVERS

Easter Decoy & Art Festival

**1,500
Attendees**

**Easter
Weekend**

Showcases local & national decoy carvers & artists. Complements spring waterfowl migration and early pony foaling.



Chincoteague Seafood Festival

**2,700
Attendees**

**First Saturday
in May**

Held to highlight the seafood industry & watermen heritage.



Chincoteague Oyster Festival

**2,700
Attendees**

**Columbus Day
Weekend**

Held to celebrate the world-famous Chincoteague "Salt" oysters & welcome oyster season.



Old-Fashioned Christmas Parade

**Onlookers line a
mile of Main Street**

**First Saturday
in December**

Ushers in the holiday season & compliments our "Shop Small. Shop Local." radio & social media advertising campaigns.



ACHIEVEMENTS

2024 Virginia Tourism Corporation Visitor Centers Seminar

March 12-14, 2024

Hosted 70+ Welcome Center & Certified
Visitor Center Managers & Assistant
Managers from across the Commonwealth
for FAM Tour & professional development

VA250

Working with Town & Museum of
Chincoteague Island to develop engagement
to celebrate USA's 250th birthday in 2026

100th Anniversary of Pony Penning

Working with CVFC to develop and
promote events to celebrate milestone

Completed VTC DMO Spring Grant
Professional images focused on outdoor
activities, cultural experiences, events &
shopping for use in advertising, media
share & membership marketing

2025 Chincoteague Visitor's Guide & Membership Directory

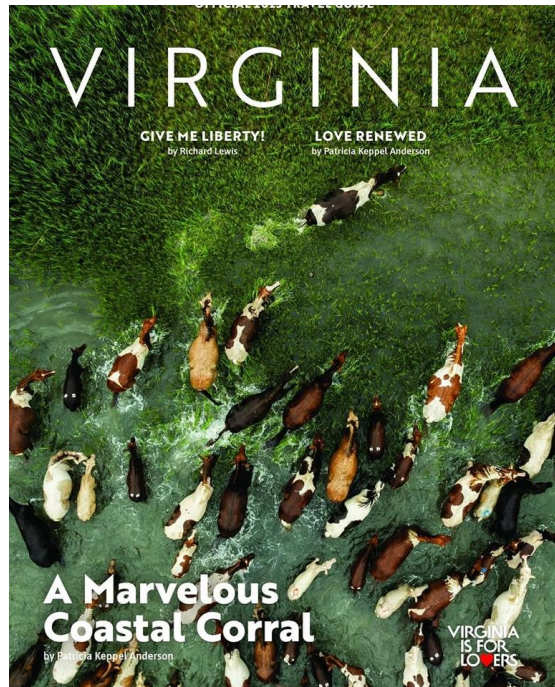
Created tourism guide w/ 80,000 print
distribution worldwide & digital guide
on ChincoteagueChamber.com



2025 OUTLOOK

100th Pony Swim Featured on Virginia Travel Guide

Chamber pitched idea to Virginia Tourism Corporation for event to be featured on one of the covers five years ago and have continually stressed importance of showcasing historical event



100th Pony Swim Festivities

Continue work with CVFC & community to develop & promote special events & attractions throughout the year to celebrate.

Engage Stakeholder Involvement in Chamber Strategic Plan Development

Grow Chamber Membership & Membership Opportunities

Evaluate & Improve Website for Enhanced User Experience

Professional Development

Offer opportunities for staff to grow in their chamber & tourism knowledge to better serve our membership & guests.



6733 Maddox Boulevard
Chincoteague Island, VA 23336

ChincoteagueChamber.com
757-336-6161

THANK YOU

for your commitment and continued support of the Chamber and for empowering us to make an impact on Chincoteague Island's business community and tourism development. We look forward to forming collaborations and working alongside our community, state, and federal partners and stakeholders to achieve even greater success in 2025 and beyond.

LEARN
MORE



Town of Chincoteague, Inc.



TO: Mayor Bowden and Members of Council

FROM: Michael Tolbert, Town Manager

DATE: February 3, 2025

SUBJECT: Personnel Policy Manual Changes

At its January 14 meeting, the Budget and Personnel Committee considered changes to current Sick Leave policy to include illness, injury or medically necessary care of relatives whether they live in the employee's dwelling or not. The recommended policy as revised is as follows;

B. Sick Leave

Sick leave shall accrue at the rate of 4 hours per pay period, and, when taken, shall be used on an hour for hour basis. Sick leave shall be used:

1. In conjunction with FMLA leave (section 6);
2. For an illness or injury incapacitating the employee and preventing the employee from performing assigned duties,
3. For doctor, or dental appointments during working hours, and
4. For **illness, injury or** medically necessary care of family members, such as spouse, child, parents, siblings, or in-laws. ~~living in the same household as the employee.~~
5. ~~For illness, injury or necessary care of parents (mother and/or father) of the employee not living in the household~~

Council is asked to vote to approve this change.

Town of Chincoteague, Inc.

Item 11.



TO: Mayor Bowden and Members of Council

FROM: Michael Tolbert, Town Manager

DATE: February 3, 2025

SUBJECT: Personnel Policy Manual Changes

At its January 14 meeting, the Budget and Personnel Committee considered changes to current Bereavement Leave policy increasing the allowable paid bereavement leave from 3 to 5 days. The committee voted unanimously to recommend this change.

The recommended change is as follows;

A. Bereavement Leave

An employee shall be granted up to ~~three~~ **five** days of paid bereavement leave in the event of the death of a spouse, child, grandchild, parent, grandparent, sibling (or comparable step relations) **or legal domestic partner**. An employee may be granted up to ~~one~~ **three** days of paid bereavement leave in the event of the death of a father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

Council is asked to vote to approve the recommendation of the committee.

Town of Chincoteague, Inc.

Item 12.



TO: Mayor Bowden and Members of Council

FROM: Michael Tolbert, Town Manager

DATE: February 3, 2025

SUBJECT: BZA Vacancies

The Board of Zoning Appeals currently has 2 vacancies. One vacancy was created by the expiration of the term of Mr. David Quillen in December of 2024 and the second by the death of Mr. Eddie Moran. All members of the Board of Zoning Appeals are appointed by the Circuit Court for a term of 5 years. It is customary however, for Council to recommend a candidate to the Court for appointment. Upon Council's selection of a candidate, I will prepare a request for the Circuit Court for their appointment.

Council is asked to consider selecting members from the list of available candidates that includes but is not limited to, existing members with expired terms and those that submitted letters of interest at the Town's request for citizen participation. Mr. Quillen has expressed an interest in being reappointed to the Board.

Nominations and voting of membership shall follow the procedure as outlined by Mayor Bowden.

Town of Chincoteague, Inc.

Item 13.



TO: Mayor Bowden and Members of Council

FROM: Michael Tolbert, Town Manager

DATE: February 3, 2025

SUBJECT: Board of Building Appeals

The Board of Building Appeals currently has 2 vacancies. The vacancies were created by the expiration of the term of Mr. John Whalen and Ms. Sonya Watson-Conser. All members of the Board of Building Appeals are appointed by the Circuit Court for a term of 5 years. It is customary however, for Council to recommend a candidate to the Court for appointment. Upon Council's selection of a candidate, I will prepare a request for the Circuit Court to appoint the candidate without delay.

Council is asked to consider selecting members from the list of available candidates that includes but is not limited to, existing members with expired terms and those that submitted letters of interest at the Town's request for citizen participation. Both Mr. Whalen and Ms. Watson-Conser have expressed an interest in being reappointed to the Board.

Once selected by Council, I will prepare a request for the Circuit Court for their appointment.

Nominations and voting of membership shall follow the procedure as outlined by Mayor Bowden.

Town of Chincoteague, Inc.

Item 14.



TO: Mayor Bowden and Members of Council

FROM: Michael Tolbert, Town Manager

DATE: February 3, 2025

SUBJECT: Harbor Committee Vacancies

The Harbor Committee currently has 1 vacancy. This vacancy results from the expiration of the term for Mr. Danny Bowden which expired in December of 2024.

Council is asked to consider selecting a member from the list of available candidates that includes but is not limited to, existing members with expired terms and those that submitted letters of interest at the Town's request for citizen participation.

The Town Code requires membership of the Harbor Committee to contain 2 members of Council, 1 working waterman and 1 recreational fisherman. Mr. Bowden is the working waterman member of the committee. Each member is appointed for 2 years.

Nominations and voting of membership shall follow the procedure as outlined by Mayor Bowden.

Town of Chincoteague, Inc.

Item 15.



TO: Mayor Bowden and Members of Council

FROM: Michael Tolbert, Town Manager

DATE: February 3, 2025

SUBJECT: Planning Commission Vacancies

The Planning Commission currently has 4 vacancies. These vacancies result from the resignations of Mr. Ray Rosenberger and Mr. Bob Shendock as well as the expiration of the terms for Mr. Steve Katsetos and Mr. Mike Dendler.

Council is asked to consider selecting 4 members from the list of available candidates that includes but is not limited to, existing members with expired terms and those that submitted letters of interest at the Town's request for citizen participation. Each Member is appointed for a term of 4 years.

Nominations and voting of membership shall follow the procedure as outlined by Mayor Bowden.



February 3, 2025 Council Meeting:

CLOSED MEETING MOTION:

**In accordance with Section § 2.2-3711, A - 3 of the Code of Virginia,
I move that the Council convene a closed session for the discussion
and consideration of the purchase of real property for a public
purpose.**

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 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.