



TOWN COUNCIL REGULAR MEETING

May 06, 2024 at 7:00 PM

Council Chambers – Town Municipal Center

AGENDA

CALL TO ORDER – *Mayor Leonard*

INVOCATION – *Councilman Taylor*

PLEDGE OF ALLEGIANCE – *Mayor Leonard*

CONSIDER REMOTE PARTICIPATION – *Mayor Leonard*

PUBLIC COMMENT – *Mayor Leonard*

1. [Rules for Public Comment](#)

AGENDA ADOPTION – *Mayor Leonard*

STAFF REPORTS - *Mr. Tolbert*

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

RESOLUTION FOR NATIONAL PUBLIC WORKS WEEK - *Mayor Leonard*

6. [Resolution for Public Works Week](#)

RESOLUTION FOR NATIONAL EMS WEEK - *Mayor Leonard*

7. [Resolution for Emergency Medical Services Week](#)

COMMITTEE REPORTS – *Council*

8. [Harbor Committee Minutes](#)
9. [Planning Commission Minutes](#)
10. [Public Safety Minutes](#)
11. [Public Works Committee Minutes](#)

ADOPTION OF MINUTES - *Mayor Leonard*

12. [Council Meeting, April 1, 2024](#)

13. [Workshop Meeting April 18, 2024](#)

FY25 BUDGET PRESENTATION - Mr. Tolbert

FY25 PROPOSED BUDGET PUBLIC HEARING – Mayor Leonard

14. [Rules for Public Hearings](#)

MAYOR AND COUNCIL COMMENTS – Mayor Leonard

CONVENE CLOSED SESSION – Mayor Leonard

15. [Closed Session Motion](#)

MAYOR AND COUNCIL COMMENTS – Mayor Leonard

16. [Certification Motion](#)

ADJOURN

Town of Chincoteague, Inc.



Rules for Public Comment:

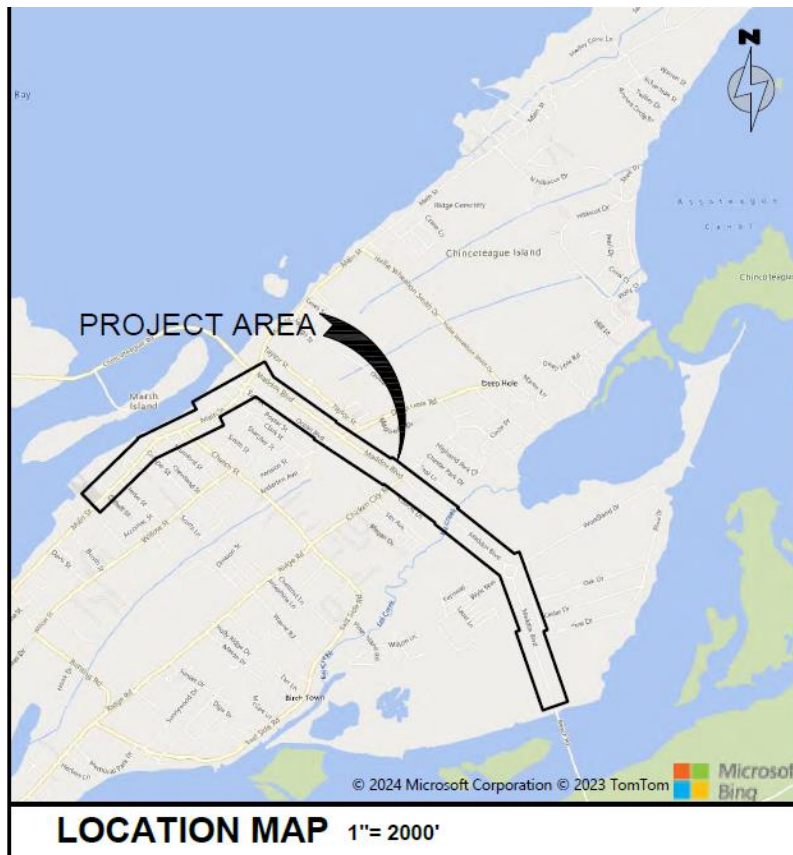
1. All attendees wishing to speak shall sign up on the provided roster.
2. Speakers must preface all comments by stating their name and 911 address.
3. Comments shall be limited to (4) minutes per speaker.
4. A speaker cannot reserve or transfer time to another speaker.
5. Speakers must not use profanity, 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, solicit a response from the appropriate staff member.

Grants:

DEQ – The Septic Local Partners Program was advertised in the Eastern Shore Post last Friday and we are now actively taking applications. The funding levels are 50% or 100% reimbursement for each project depending on the applicant’s income level. To be considered initially, applicants must be full time residents of the property they are applying for and the system cannot service any commercial activity. Awardees will be selected in the coming months by a committee through a local application process.

VMRC – In March, the Town was awarded \$60,000 by the VMRC’s Abandoned Derelict Vessel program to remove and dispose of several abandoned vessels that are still grounded in local waters. This work was advertised and we have received 1 quote to date. I expect at least one more price prior to awarding the work. The project should be completed prior to the end of this fiscal year.

Public Sewer – On April 11, we received the first submission of documents from Davis, Bowen and Friedel for our public sewer collection system. The recently completed survey data is depicted on this first submission as the horizontal and vertical locations of the main line. As envisioned, the line begins at the plant on Main St. and proceeds along Main and Maddox terminating at the Museum for a total of 11,700 linear feet. The project will be advertised as a base bid with 2 additive bid items effectively creating 3 zones. Contractors will be required to submit prices for each zone.



We have reserved the bulk of our ARPA funds for this project and I am working with the EPA’s Water Technical Assistance program for access to the DEQ’s State Revolving Fund to provide any additional funding that may be required to complete the project. Although the engineering work and construction documents will be completed for the entire project under this contract, we intend to award as much of the construction as there are available funds at the time.

At this point I feel that we are still on track for completion of construction documents in October. This leaves enough time to bid the job and have a contractor on board before the December 31 deadline to encumber our ARPA funds.

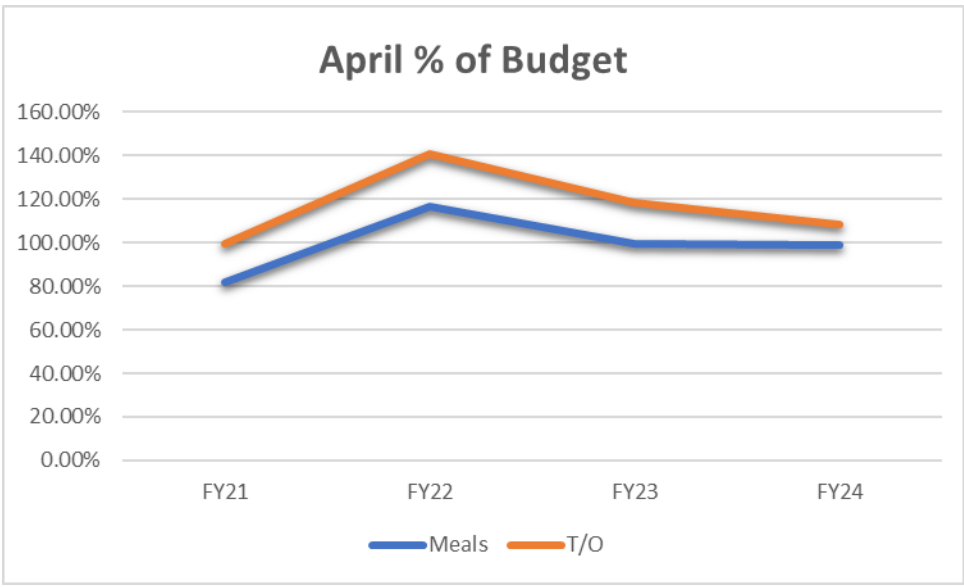
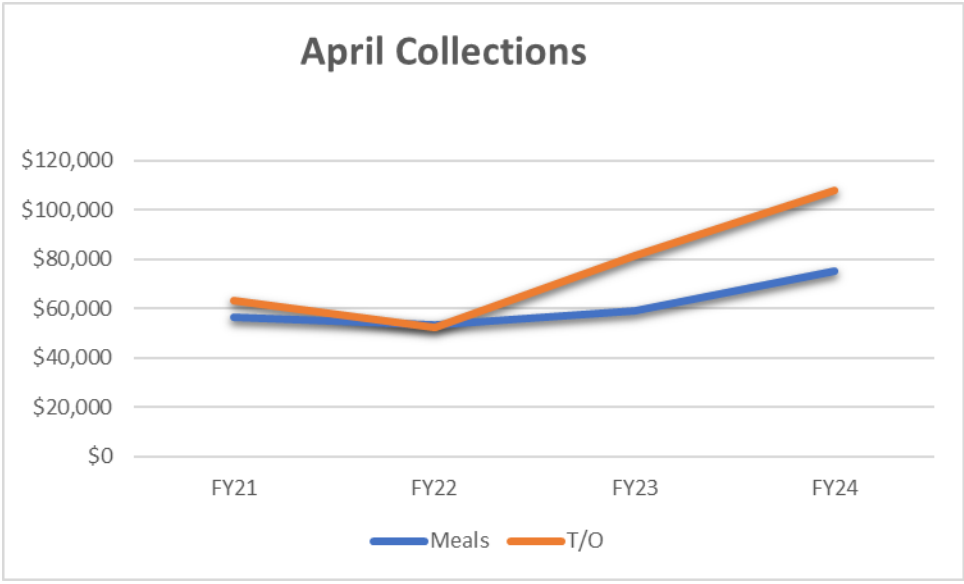
Applications can be obtained at the Town office or on the Town’s website.

Meals and TOT:

The data in the table below represent collections for the month of April which reflect the level of business by food and lodging establishments in Town for the month of March. Meals and TOT taxes are up significantly for the month year over year and exceed the two-year average as well. TOT has exceeded 100% of budgeted revenue and Meals should easily exceed 100% next month.

Figures shown are for accounts posted by 04-30-24.

Meals and TOT April (March Activity)					
April Collections			Fiscal Year		
Meals Tax	Tax Collected	2 year average	Budget	YTD	% of Budget
FY21	\$56,622	\$56,467	\$1,100,000	\$898,328	81.67%
FY22	\$53,550		\$1,000,000	\$1,167,044	116.70%
FY23	\$59,384		\$1,200,000	\$1,191,737	99.31%
FY24	\$75,118		\$1,300,000	\$1,286,109	98.93%
Deviation from 2 yr. Meals Tax Avg.		\$18,651			
T/O Tax	Tax Collected	2 year average	Annual Budget	YTD	% of Budget
FY21*	\$63,228	\$66,983	\$1,290,000	\$1,284,407	99.57%
FY22	\$52,439		\$1,400,000	\$1,968,412	140.60%
FY23	\$81,527		\$1,700,000	\$2,010,436	118.26%
FY24	\$108,095		\$2,000,000	\$2,163,206	108.16%
Deviation from 2 yr. T/O Tax Avg.		\$41,112			
*Increase in T/O Tax from 4% to 5% effective 1-1-21					



The summary below reflects the Town’s overall budget picture as of April 29, 2024 for the first 10 months of FY24. The spring budget amendment that we will be presented in May and will bring this summary more in line with previous years.

BUDGET vs. ACTUAL - April 2024							
10 GENERAL FUND	FY24 BUDGET	FY23 MTD	FY24 MTD	FY23 YTD	FY24 YTD	VARIANCE	%
GENERAL FUND REVENUE TOTAL	\$ 7,563,652.00	\$ 410,870.09	\$ 345,039.91	\$ 8,056,024.14	\$ 7,106,148.80	\$ (457,503.20)	94%
GENERAL FUND EXPENSE TOTAL	\$ 7,563,652.00	\$ 369,257.97	\$ 320,201.04	\$ 4,311,852.82	\$ 5,303,224.33	\$ 2,260,427.67	70%
GENERAL GOVERNMENT EXPENSE TOTAL	\$ 2,469,519.00	\$ 110,003.27	\$ 71,309.39	\$ 1,269,018.41	\$ 1,554,304.38	\$ 915,214.62	63%
EMS EXPENSE TOTAL	\$ 1,304,989.00	\$ 61,846.97	\$ 89,044.54	\$ 741,701.84	\$ 869,143.31	\$ 435,845.69	67%
PUBLIC WORKS EXPENSE TOTAL	\$ 1,302,870.00	\$ 72,893.04	\$ 40,636.81	\$ 909,487.46	\$ 1,010,911.92	\$ 291,958.08	78%
MOSQUITO CONTROL EXPENSE TOTAL	\$ 138,241.00	\$ 3,610.38	\$ 148.39	\$ 166,753.12	\$ 68,188.57	\$ 70,052.43	49%
ROADS EXPENSE TOTAL	\$ 705,160.00	\$ 28,138.85	\$ 20,282.45	\$ 191,024.94	\$ 498,724.33	\$ 206,435.67	71%
POLICE EXPENSE TOTALS	\$ 1,313,220.00	\$ 72,957.95	\$ 76,716.80	\$ 809,288.65	\$ 1,060,358.03	\$ 252,861.97	81%
DISPATCHERS EXPENSE TOTAL	\$ 329,653.00	\$ 19,807.51	\$ 22,062.66	\$ 224,578.40	\$ 241,593.79	\$ 88,059.21	73%
CURTIS MERRITT HARBOR	FY24 BUDGET	FY23 MTD	FY24 MTD	FY23 YTD	FY24 YTD	VARIANCE	%
CURTIS MERRITT HARBOR REVENUE TOTAL	\$ 868,284.00	\$ 459,830.61	\$ 66,749.00	\$ 685,329.34	\$ 552,765.51	\$ (315,518.49)	64%
CURTIS MERRITT HARBOR EXPENSE TOTAL	\$ 868,284.00	\$ 158,598.59	\$ 17,437.48	\$ 987,726.73	\$ 434,696.23	\$ 433,587.77	50%
TROLLEY	FY24 BUDGET	FY23 MTD	FY24 MTD	FY23 YTD	FY24 YTD	VARIANCE	%
TROLLEY REVENUE TOTAL	\$ 259,833.00	\$ -	\$ 7,515.49	\$ 35,253.46	\$ 232,759.88	\$ (27,073.12)	90%
TROLLEY EXPENSE TOTAL	\$ 259,833.00	\$ 1,610.28	\$ 4,768.11	\$ 41,579.16	\$ 62,801.53	\$ 197,031.47	24%
WATER	FY24 BUDGET	FY23 MTD	FY24 MTD	FY23 YTD	FY24 YTD	VARIANCE	%
WATER REVENUE TOTAL	\$ 1,015,000.00	\$ 104,823.46	\$ 69,012.92	\$ 870,085.95	\$ 954,171.74	\$ (60,828.26)	94%
WATER EXPENSE TOTAL	\$ 1,015,000.00	\$ 46,948.63	\$ 39,868.72	\$ 517,655.88	\$ 516,632.33	\$ 498,367.67	51%
CENTER	FY24 BUDGET	FY23 MTD	FY24 MTD	FY23 YTD	FY24 YTD	VARIANCE	%
CENTER REVENUE TOTAL	\$ 194,650.00	\$ 15,058.11	\$ 15,449.94	\$ 449,902.80	\$ 183,465.96	\$ (11,184.04)	94%
CENTER EXPENSE TOTAL	\$ 194,650.00	\$ 8,608.21	\$ 46,558.91	\$ 97,750.34	\$ 505,846.44	\$ (311,196.44)	260%
REVENUE TOTAL	\$ 9,901,419.00	\$ 990,582.27	\$ 503,767.26	\$ 10,096,595.69	\$ 9,029,311.89	\$ (872,107.11)	91%
EXPENSE TOTAL	\$ 9,901,419.00	\$ 585,023.68	\$ 428,834.26	\$ 5,956,564.93	\$ 6,823,200.86	\$ 3,078,218.14	69%
Difference					\$ (2,206,111.03)	\$ 2,206,111.03	



Our first event in April was the Mayor's Spring Fling. We had appetizers and drinks along with a silent auction. We had 25 great items donated by locals and the band was paid for as well! Turnout was not as good as we were hoping for but everyone had a great time and we were able to donate \$4,000 to the after prom festivities.

On April 16th, Island Roots hosted a paint and plant night. Everyone painted their own terracotta pot and then picked perennial plants to complete a cute project.



The center hosted the Chincoteague Chamber for their luncheon on April 22nd. The Lunch & Learn allowed chamber members to hear from insurance professionals on the Individual Coverage Health Reimbursement Arrangement (ICHRA), WiseChoice VA, and Wellness Plans and how they may benefit their business and employees.

Sandy Sky's held a paint night on April 23rd. The participants painted oysters on canvas with instruction by Skylar and they looked great!

Looking ahead, we are excited to be offering a 3-part series on stress management. You can attend any or all of the sessions as you wish.



We do still offer walking daily from 9am-10am Monday through Friday, and the Island Community House will have BINGO on the last Monday of each month from 1-3pm.

Grace Under Pressure:

A Christian Perspective to Stress Management

Wednesday evenings

May 1, 15 & 29th

7-8PM

Chincoteague Community Center

This Workshop Series is designed to provide practical strategies rooted in Christian faith to help participants effectively manage and alleviate stress. Through a blend of biblical teachings, psychological insights, and interactive activities, participants will gain valuable tools to navigate the pressures of everyday life with resilience and grace.

Cost: \$20/class or all 3 for \$50

15 spots available. Pre-registration is strongly encouraged

Inquiries & Registration:

corinne@corinnecoppola.com or 703-304-4255

Facilitated by Corinne Coppola, M.A.

Corinne has led and developed programs to help hundreds of people overcome depression, anxiety, negative patterning, and behaviors to live with confidence, peace and joy. Her clients have gained the courage to take on new adventures, overcome health challenges, deal with grief, take back control of their lives, regain love and connection in their most important relationships, and more. She is thrilled to lead this opportunity to apply Christian principles to stress management practices.

*A portion of the proceeds will be donated to ESCADV and the Pregnancy Center.

Building and Zoning:

From March 28,2024 to April 28, 2024, the Building and Zoning Department issued 51 building permits and conducted 51 inspections and 2 case activity cases inspections.

9 - Business License site visits.

2 - code case violation working without a permit \$120.00.

19 - zoning site visits.

32 - building permit plans' reviews.

41 - walk- ins for building and zoning questions.

The total value for the building cost of construction. \$2,469,986.78

The total building permit fees collected were \$ 7,780.88





Permit Fee Report

03/27/2024 - 04/28/2024

Permit Date	permit type	LOCATION ADDRESS	Permit Issuance Date	Total 2% State Tax	Total Building and Zoning	Total General	Estimated Cost of Construction	Primary Contractor
4/26/2024	Reroof	5322 Hibiscus Drive	4/26/2024	1.08		54.00	8,500.00	FOX CONSTRUCTION
4/26/2024	ACCESSORY BUILDING	4508 Third Avenue	4/26/2024	1.08		54.00	6,800.00	
4/24/2024	Reroof	3250 Main Street	4/24/2024	1.08		54.00	17,223.00	SPICER BROS CONSTRUCTION
4/24/2024	Reroof	4109 Ridge Road	4/24/2024	1.08		54.00	11,000.00	owner
4/24/2024	Reroof	7156 Bunting Road	4/24/2024	1.08		54.00	6,587.00	OWNER
4/24/2024	Reroof	6190 Taylor Street	4/24/2024	1.08		54.00	5,461.00	SPICER BROS CONSTRUCTION
4/24/2024	ACCESSORY BUILDING	6355 Circle Drive	4/24/2024	1.08		54.00	2,500.00	OWNER
4/24/2024	Reroof		4/24/2024	1.08	60.00	54.00	0.00	A HEIGHT ON HOMES LLC
4/24/2024	ACCESSORY BUILDING	5421 Deep Hole Road	4/24/2024	1.92	96.00		10,000.00	BACKYARD ESCAPES
4/23/2024	ALTERATION	7085 Maddox Boulevard	4/23/2024	2.64	132.00		20,000.00	OWNER
4/23/2024	DECK	3023 Sea Shore Drive	4/23/2024	1.92	96.00		9,500.00	PROJECT SERVICES UNLIMITED
4/22/2024	Fence	6470 Holly Drive	4/22/2024	1.08		54.00	3,500.00	LOWE'S POCOMOKE
4/22/2024	Reroof	4102 Main St	4/22/2024	1.08		54.00	43,600.00	PENINSULAR ROOFING COMPANY

4/22/2024	POD		4/22/2024	1.08		54.00	0.00	EBY BROS CONSTRUCTION IIC	Item 2.
4/22/2024	Reroof	7454 Drumfish Lane	4/22/2024	1.08		54.00	5,500.00	FOX CONSTRUCTION	
4/19/2024	Fence	4260 Pine Street	4/19/2024	1.08		54.00	750.00	OWNER	
4/19/2024	Fence	6195 Taylor Street	4/19/2024	1.08		54.00	2,500.00	LEWIS HOME SOLUTIONS	
4/18/2024	New Residential Construction	3511 Ridge Road		8.42	421.12		175,000.00	LEWIS HOME SOLUTIONS	
4/17/2024	Reroof	3300 Main st.	4/24/2024	1.08		54.00	9,899.00	TIGER ROOFING	
4/17/2024	ADDITION	8281 Bay Side Drive	4/17/2024	2.46	122.88		2,000.00	OWNER	
4/17/2024		6344 teal land	4/24/2024	1.08		54.00	9,999.00	TIGER ROOFING	
4/17/2024		8261 Bay Front Lane Chincoteague Island, VA 23336	4/30/2024	1.92	96.00		5,000.00	CULVER & PIERSON	
4/11/2024	Reroof	7231 Oak Ridge Place	4/17/2024	1.08		54.00	7,100.00	TIGER ROOFING	
4/10/2024	FOUNDATION REPAIR	6352 Church Street	4/17/2024	1.92	96.00		15,000.00	JES CONSTRUCTION	
4/9/2024	Renovations	6294 Cropper Street	4/24/2024	5.46	273.00		43,577.00	OWNER	
4/8/2024	Reroof	6027 Savage St.	4/16/2024	1.08		54.00	9,899.00	TIGER ROOFING	
4/5/2024	Demolition	8111 Leo In	4/5/2024	0.72	36.00		5,000.00	OWNER	
4/5/2024	Reroof	6166 Quillen Drive	4/5/2024	1.08	60.00	54.00	4,900.00	OWNER	
4/5/2024	Sign	4054 Main Street	4/5/2024	1.42	70.80		500.00	OWNER	
4/5/2024	Reroof	5007 Koerner Drive	4/5/2024	1.08		54.00	9,000.00	VIRGINIA CAROLINA BUILDERS	
4/5/2024	PIER	3621 MAIN STREET	4/5/2024	2.16	108.00		40,000.00	BIC INC	

4/5/2024	Reroof		4/5/2024	1.08		54.00	0.00	VIRGINIA CAROLINA BUILDERS	Item 2.
4/4/2024	New Residential Construction	Parcel: 030A101000003 00 Legal: MADDOX LOTS S MAIN ST	4/4/2024	22.89	1,144.64		1,036,125.00	ALLEN CLARK JR	
4/4/2024	Reroof	5421 Misty Meadows Drive	4/4/2024	1.08		54.00	3,500.00	OWNER	
4/4/2024	Reroof	3023 Sea Shore Drive	4/4/2024	1.08		54.00	9,600.00	PROJECT SERVICES UNLIMITED	
4/4/2024	Reroof	6298 Circle Drive	4/4/2024	1.08		54.00	10,971.00	SPICER BROS CONSTRUCTION	
4/3/2024	ACCESSORY BUILDING	8208 Beebe Road LOT j-69	4/3/2024	1.08		54.00	979.78	OWNER	
4/3/2024	Reroof	4302 Main Street	4/3/2024	1.08	60.00	54.00	5,000.00	OWNER	
4/3/2024		8128 Beebe Rd, Chincoteague, VA 23336; I18		0.72	36.00		1,000.00	OWNER	
4/2/2024	New Residential Construction	3424 Main Street	4/2/2024	23.68	1,184.00		370,000.00	LEWIS HOME SOLUTIONS	
4/2/2024	Reroof	6216 Ocean Blvd Chincoteague Va	4/2/2024	1.08		54.00	6,540.00	MPA CONSTRUCTION INC	
4/2/2024	Fence	4328 Main Street	4/2/2024	1.08		54.00	500.00	OWNER	
4/2/2024	ADDITION	6576 Maddox Boulevard	4/2/2024	5.41	270.60		12,000.00	PINEY ISLAND CONSTRUCTION	
4/2/2024	Reroof	4076 Ridge Road	4/2/2024	1.08		54.00	19,551.00	SPICER BROS CONSTRUCTION	
4/2/2024	DECK	4256 Anderton Avenue	4/2/2024	1.92	96.00		325.00	OWNER	
4/2/2024	ACCESSORY BUILDING	6707 Megan Drive	4/3/2024	1.92	96.00		1,300.00	OWNER	
4/1/2024	STORAGE BUILDING	5266 Hibiscus Drive	4/3/2024	1.08		54.00	300.00	OWNER	
3/29/2024	PORCH	6164 Termite Lane	4/3/2024	1.92	96.00		2,000.00	LEWIS HOME SOULTIONS	

3/28/2024	Demolition	7847 East Side Road	3/28/2024	0.72	36.00		5,000.00	JOHN HOWARD	Item 2.
3/28/2024	ELEVATION	3561 Main St	4/3/2024	1.92	96.00		45,000.00	HARRY WHITE HOUSE MOVERS	
3/27/2024	New Residential Construction	lot 3 9721 eastside	4/24/2024	24.58	1,228.80		450,000.00	LEWIS HOME SOULTIONS	
				149.04	6,011.84	1,620.00	2,469,986.78		

Total Records: 51

5/1/2024

CHINCOTEAGUE POLICE DEPARTMENT

**MONTHLY REPORT TO COUNCIL
APRIL 2024**

The Chincoteague Police Department received 356 calls for service, resulting in 9 investigations of criminal offenses including: 2 destruction of property, 1 obtain money with intent to defraud, 2 grand larceny, 1 hit & run, 1 theft from motor vehicle and 1 meals tax evasion. There were 4 arrest with 4 charges.

The Department responded to 9 alarms, 12 suspicious activities, 3 civil problem, 4 control burn checks, 17 assisting other agencies and 13 welfare checks.

In addition, 149 security checks and 5 public service calls were conducted.

The Department issued 23 citations and 26 warning tickets.

The Department responded to 1 unattended death.

In support of the Fish and Wildlife Service in Virginia (Assateague) the department dispatched 1 welfare check and 1 suspicious activity.

On April 4th, 2024, all dispatchers completed the Active Shooter Training with the 911 center.

On April 10th, 2024, the Chincoteague Police Department hosted the annual spring Senior Luncheon.

On April 11th, 2024, Dispatcher Travis Marshall completed the Hampton Roads Criminal Justice Training Academies Dispatcher Academy Program.

On April 18th, 2024, PFC. Stevens taught a course on Standard Field Sobriety Test at the Onley Police Department.

On April 24th, 2024, Dispatcher Michelle Adams completed Dispatcher Crisis Intervention Training Course at the Melfa Training Center.

Public Works: April

Doors and door frames at Memorial Park bathrooms replaced due to vandalism.



Hampton Inn concrete entrance replaced flush with asphalt paving.





Re-establishing parking lot for Lenard Park with millings as a base, split-rail fence. Topsoil and seeding will be installed outside the parking area.

Excavating for Mailbox pull-off at Ocean Breeze.

Item 4.



4



We've had several water leaks this month, one main line break on Maddox Blvd.

Cat 308 Excavator has been repaired and returned opening up opportunities for projects that have been postponed over the last few months.

Item 4.



Items Planned to be completed in May.

- **Hanging Banners**
- **Spraying weeds, mowing, curb painting.**
- **Trail and Exercise Equipment @ Brianna's Park.**
- **Continue routine maintenance of equipment and vehicles.**

TOWN OF CHINCOTEAGUE EMERGENCY SERVICES MONTHLY REPORT

EMERGENCY MEDICAL SERVICES DIVISION

Reporting Period: 04/01/2024 – 04/30/2024

TOTAL EMS RESPONSES: 86

(2 MORE THAN IN SAME PERIOD 2023): 84

ADVANCED LIFE SUPPORT: 33

BASIC LIFE SUPPORT: 27

OTHER: 26 (Fire Stand-by, Public Assist Calls, etc.)

HAZMAT: 0

COMMUNITY SERVICE

BP SCREENINGS

Six BP screenings were conducted at the station this month.

NANDUA MIDDLE SCHOOL

Conducted a fire safety lecture for the sixth-grade class of Nandua Middle School while approximately 85 students and teachers ate lunch in the fire station dining hall. The group was also treated to tours of the ambulances and fire engines.

PLANNING

DRUG KIT TRANSITION

Continue to attend workgroup meetings for Virginia's Eastern Shore EMS agencies to work through the new FDA and DEA regulations that will be changing the entire landscape of how drugs are replaced pre-hospital. The goal is to have a solution by November 2024. The issue is also being worked in the State EMS Advisory Board and the Virginia Board of Pharmacy as we are trying to get another year to comply for Virginia EMS agencies.

LOGISTICS

NEW PARAMEDICS

Congratulations are in order for newly sanctioned paramedics Madison Savage and William "Lil Bill" Reed III. Madison and Billy completed their four semesters of training, clinical rotations and passed the National Paramedic Exam. The last step was to sit for oral boards on April 8th with the OMD, the Tidewater EMS Council Training Coordinator and myself to become released in our region. Madison and Billy are part-time providers that will continue to provide exceptional service and enhanced care to our customers.

MEDICARE REIMBURSEMENTS

Working with the CVFC treasurer and billing agency to complete an intensive document so that reimbursements from Medicare can continue to be received by CVFC for ambulance billing.

NEMSIS v3.5 REPORTING

The patient care reporting software revision to meet the new NEMSIS v3.5 reporting standards continued with some problems reporting at the state level through March. After quite a few hours of working the problems with the state and the patient care charting provider, April's data is now reporting without errors.

TRAINING**CONTINUING EDUCATION**

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

- Annual Difficult Airway Course and Rapid Sequence Induction

EMERGENCY MANAGEMENT DIVISION

- Weather and situational awareness monitoring.
- Attended WFF monthly range scheduling meeting.
- Attended NASA range schedule workgroup meeting.
- Attended the Regional Catastrophic Planning Grant, Evac Plan Workgroup meeting.
- Attended the Hampton Roads Emergency Management Committee meeting.
- Attended the Eastern Shore Disaster Preparedness Coalition meeting.
- Attended a meeting between the Virginia Eastern Shore Emergency Managers and the 911 Center concerning FEMA's Integrated Public Alert & Warning System
- Supported the APEP launch on April 8th.
- Sent a staff member to attend emergency management training in Chesapeake



RESOLUTION

NATIONAL PUBLIC WORKS WEEK

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of the Town of Chincoteague; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the Town of Chincoteague to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association,

NOW THEREFORE BE IT RESOLVED THAT, the Town Council of Chincoteague Virginia does hereby proclaim the week of May 19th through May 25th as Public Works Appreciation Week in the Town of Chincoteague and urges all citizens to show appreciation to the dedicated Public Works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our health, safety, and advancing quality of life for all.

Resolved this 6th day of May, 2024

J. Arthur Leonard, Mayor



RESOLUTION

Emergency Medical Services Appreciation Week 2024

WHEREAS, Emergency Medical Services is a vital public service: and

WHEREAS, both career and volunteer emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

Whereas, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow up care, and access to telemedicine; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and accomplishments of emergency medical services providers of the Town of Chincoteague Department of Emergency Services, Division of Emergency Medical Services and the Chincoteague Volunteer Fire Company by designating Emergency Medical Services Week.

NOW THEREFORE BE IT RESOLVED, that the Town Council' of the Town of Chincoteague, Virginia does hereby proclaim the week of May 19TH through May 25TH, 2024, as "Emergency Medical Services Appreciation Week: in the Town of Chincoteague, with this year's theme being "Honoring Our Past. Forging Our Future".

Resolved this 6th day of May, 2024,

J. Arthur Leonard, Mayor

**MINUTES OF THE APRIL 4, 2024
CURTIS MERRITT HARBOR COMMITTEE MEETING**

Committee Members Present:

J. Arthur Leonard, Chairman
Chris Bott, Vice Mayor
George
Danny Bowden

Committee Members Absent:

Staff Members Present:

Michael T. Tolbert, P.E., Town Manager
Vernon Merritt, Harbormaster

Call to Order

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

Public Comment

Mayor Leonard opened the floor for public comment.

Agenda Adoption

Vice Mayor Bott motioned, seconded by Mr. Bowden to adopt the agenda as presented. Unanimously approved.

Harbor Master's Report

Harbormaster Merritt reported on the conch boats. He stated that it has been slow and now picking up for the season.

Harbor Financial Report

Town Manager Tolbert reviewed the Harbor's Financial Report.

There was discussion.

Review Kayak Policy

Town Manager Tolbert read an excerpt from the Policy.

There was discussion.

Review Harbor Winter Storage Policy

Harbormaster Merritt explained the policy, spaces, and fees.

Consider Sunken Vessel Removal

There was discussion regarding a sunken vessel that hasn't been removed. The Police will deliver a letter tomorrow giving the owner 5 days to remove the vessel or it will be removed at the owner's cost.

Town Manager Tolbert reported on a grant the Town has been approved for the removal of derelict vessels.

There was further discussion regarding derelict vessels.

Adjournment

Vice Mayor Bott motioned, seconded by Mr. Bowden to adjourn the meeting.

Unanimously approved.

**MINUTES OF THE
PLANNING COMMISSION MEETING
TOWN OF CHINCOTEAGUE, VIRGINIA
APRIL 9, 2024 - 7:00 P.M. – Council Chambers**

Commission Members Present:

Mr. Ray Rosenberger, Chairman
Mr. David Britton
Mrs. Mollie Cherrix
Mr. Michael Dendler
Mr. Steve Katsetos
Mr. K. Savage, Councilman
Mr. Robert Shendock

Commission Members Absent:**Staff Present:**

Mr. Michael T. Tolbert, P.E., Town Manager

Call to Order

Chairman Rosenberger called the meeting to order at 7:00 p.m.

Invocation

Chairman Rosenberger offered the invocation.

Pledge of Allegiance

Chairman Rosenberger led in the Pledge of Allegiance.

Public Participation

Chairman Rosenberger opened the floor for public participation, there was none.

Adoption of Agenda

Mr. Katsetos motioned, seconded by Mr. Shendock to adopt the agenda as presented. Unanimously approved.

Approval of the Minutes

Mr. Katsetos motioned, seconded by Mr. Shendock to approve the minutes of the March 12th, 2024, meeting as presented. Unanimously approved.

Review of 2025 Comprehensive Plan Chapter 1

Chairman Rosenberger commented.

Mr. Shendock reviewed some of the updates, and references. He commented on the Census data changes and resiliency operations.

Town Manager Tolbert advised the Town was approved for a grant in the amount of \$65,000 to write a Resiliency Plan. ODU is going to help find a contractor and write the scope. He explained the process and guidelines.

Mr. Shendock continued with the review. He would like to get a classical topological map of the Island.

Town Manger Tolbert advised that FEMA changed that in 2015. He explained further.

Mr. Shendock talked about the data download regarding maps.

Town Manager Tolbert gave information about Historic Districts on the Island.

There was further discussion about the benefits of Historic Districts.

Town Manager Tolbert asked the Commission to revisit flag-lots. He explained the issues.

There was further discussion regarding flag-lot issues. They also discussed uses allowed by right in the Historic District. They reviewed the status of the sewage treatment plant, capacity, phases of hookups, and guidelines for hookups which will be reviewed in the coming months.

Announcements or Comments

There were none.

Adjourn

Mr. Shendock motioned, seconded by Mr. Katsetos to adjourn. Unanimously approved.

Chairman, Mr. Ray Rosenberger

PUBLIC SAFETY COMMITTEE
Meeting Minutes
April 9, 2024
Town Council Chambers

Members Present:

Denise Bowden, Chairwoman
 Jay Savage, Councilman

Members Absent:

J. Arthur Leonard, Mayor

Staff Present:

Michael T. Tolbert, Town Manager
 Tyler, Greenley, Police Chief
 Bryan Rush, EMS Director

Call to Order

Councilwoman Bowden called the meeting to order.

Public Participation

There was none.

Agenda Adoption

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

Drug Kit Exchanges

EMS Director Rush reported in length on the change in the drug kits. He stated that this means ambulance crews will no longer exchange their drug boxes at the Virginia hospital. It will be done at the pharmacy. He also stated that they will have to apply for a certificate based on the drugs necessary. He explained the licensure and steps.

Town Manager Tolbert stated that the DEA and FDA are shifting the liability to the actual agencies. They will have to get certified to handle the drugs, and they will have to store the drugs in locked cabinets. They are incurring all the liability for loss, misuse, or stolen drugs.

EMS Director Rush stated that they've always been culpable for stolen or lost drugs, but now are falling in the chain.

Town Manager Tolbert asked if the FDA or DEA suggested any procedures to help out.

EMS Director Rush is sure they will issue a manual.

Councilwoman Bowden asked if the DEA and FDA know they will receive applications from the different agencies and prepared.

EMS Director Rush advised they do. He added that this came about in 2017. He stated that at the street-level EMS, there have been no violations. However, there will be a violation at the hospital level exchanging medications with EMS the way they do. He also stated that there could still be a 1 for 1 exchange, med for med. He doesn't feel it'll be in the regional concept because each department will have to get their CRC and licenses. He would like to plan for the worse case scenario if they fail at all of their attempts. He further explained that each agency would have to buy a Pyxus machine which is climate controlled. He described how CVFC could have this. The DEA would inspect, and once approved, the medications could be ordered. He discussed how the medications would be ordered and costs for the Pyxus machine and medications to stock the machines. He discussed the details of having a Pyxus machine. They are hoping for a 1 to 1 exchange and feels they will be in good shape. He suggested billing for specific meds to recoup the costs.

There was discussion.

EMS Director Rush advised that Riverside has a foundation with money to help. Tidewater EMS is working on something similar and may be able to inject money which would help until they get a better plan. They hope for a 1 for 1 exchange.

They further discussed the box exchange, drug expirations, a disposal service for expired medications.

EMS Director Rush advised that currently with the out-of-state transport, there is a 1 for 1 exchange with a Pyxus machine. The Pharmacy Board meets May 2nd, he plans to attend this meeting if possible.

Comments

Councilwoman Bowden expressed her confidence in EMS Director Rush. She also asked about the breakdown in traffic control near the Visitor Center and possible communication with NASA.

There was further discussion, and the Committee feels NASA should be responsible and do something about this.

Town Manager Tolbert advised he attends a quarterly meeting with NASA and the next one is next week to discuss all the issues between NASA and the Town. He will bring this matter up.

Councilwoman Bowden also stated that one of the Town's Ordinances are to remove grass clippings form the road. She asked Chief Greenley if it would hurt to remind the Officers to look for this.

Chief Greenley advised he would send a mass email to the Officers to pay attention to this and it will be brought up at the next meeting.

There were brief comments.

Councilman Savage expressed his appreciation for everything EMS Director Rush and Chief Greenley does.

Closed Meeting in accordance with Sec. 2.2-3711 (A) 1 of the Code of Virginia for the review and assignment of specific personnel.

Councilman Savage motioned, seconded by Councilwoman Bowden to go into a closed meeting in accordance with Sec. 2.2-3711 (A) 1 of the Code of Virginia for the review and assignment of specific personnel. All present were in favor and the motion was carried.

Certification of Closed Meeting in accordance with Sec. 2.2-3712 (D) of the code of Virginia.

Councilman Savage motioned, seconded by Councilwoman Bowden to certify that to the best of each 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.**

All present were in favor and the motion was approved.

Adjournment

Councilman Savage motioned, seconded by Councilwoman Bowden to adjourn the meeting. All present were in favor and the motion was approved.

**Public Works Committee Meeting
April 2, 2024
Council Chambers
Minutes**

Members Present:

Mrs. Ellen Richardson, Chairperson
Mr. Arthur Leonard, Mayor
Mr. Chris Bott, Vice Mayor

Absent:**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

Mayor Leonard motioned, seconded by Vice Mayor Bott, to adopt the agenda as presented. Unanimously approved.

Request for Water Bill Adjustment

Town Manager Tolbert advised that Ms. Smoots has a home on Twilley Drive. On January 2nd the billing clerk noticed a high usage at this address. She dispatched a Waterworks Technician to turn the meter off. The billing clerk attempted to contact Ms. Smoots and left a message. Town Manager Tolbert had her email address and he emailed her notification of the leak. Ms. Smoots then gave another phone number, and this was added to her account. The leak was repaired and the water meter was turned back on. The high usage started on the gateway on December 12th and proceeded to the day it was turned off, January 2nd. The total gallons used was 82,000 gallons, which makes it 76,000 gallons over the minimum use that we charge at \$5.16 per thousand gallons. The total bill with trash fees was \$469.05. Ms. Smoots called asking for a 1 time leak adjustment. A water leak adjustment is allowed in the code unless the home is unoccupied for 72 hours or longer. She was advised she didn't qualify for the adjustment. She then asked for an appeal and was advised of the appeal process which is to come before the Public Works Committee.

Ms. Smoots stated that one of the things that struck her when Town Manager Tolbert was good enough to give her the data was that it went on so long. The leak was underground, and you couldn't see it. She added that it wasn't a pipe rupture as it states in the Town Code. She was told by the fellow who repaired it that it was a failure or defective in the shut-off mechanism. She added that there was a pipe he replaced also but it wasn't because the pipe had ruptured. She stated that the Town has their own shut-off mechanism but this was in between the Town's mechanism and the home.

Councilwoman Richardson interjected that this is on her side of the meter.

There was lengthy discussion regarding the leak, notification, liability, and the qualification of leak adjustment.

Vice Mayor Bott motioned, seconded by Mayor Leonard they adhere to the rules and regulations and deny Ms. Smoots' water leak adjustment request. Unanimously approved.

Ms. Smoots advised she requested all of the brown signs in Richardson's Landing be replaced with green signs 3 years ago as the judge ordered that those roads belong to the Town.

There was discussion and Town Manager Tolbert advised her sign was replaced, but he would look into this as it isn't a priority at this time.

Review of Ongoing Projects

Councilwoman Richardson asked about the paving contract.

Public Works Director Parks advised they will receive bids this Friday at 2:00 p.m. He put all the items in the contract that was discussed in the last meeting. He put a paragraph in the specifications that the Town can withdraw any of the bid items they choose. He used \$200 per ton as the budget.

There was discussion about the storm drain issues and the plan for repair prior to paving.

Mayor Leonard asked for grass seed for Donald Leonard Park.

There was further discussion.

Adjournment

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

**MINUTES OF THE APRIL 1, 2024
CHINCOTEAGUE TOWN COUNCIL MEETING
Council Chambers**

Council Members Present:

J. Arthur Leonard, Mayor
Christopher D. Bott, Vice Mayor
Denise P. Bowden, Councilwoman
William T. McComb, Jr., Councilman
Ellen W. Richardson, Councilwoman
K. Jay Savage, Councilman
Gene W. Taylor, Councilman

Council Members Absent:**Staff Present:**

Mr. Michael T. Tolbert, Town Manager
Mr. E. Bryan Rush, Director of Emergency Services
Mr. Tyler Greenley, Chief of Police
Mr. Wes Parks, Public Works Director

Call to Order

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

Invocation

Councilman Taylor offered the invocation.

Pledge of Allegiance

Mayor Leonard led in the Pledge of Allegiance.

Consider Remote Participation

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

Public Comment

Mayor Leonard opened the floor for public comment.

- Executive Chamber Director Shotwell gave an update on the Easter Decoy Show. The attendance was the highest since 2003. They also had the highest Friday attendance in the recordkeeping since she has been with the Chamber in 2001. She thanked Mayor Leonard for attending and carving, adding that everyone loved it. She thanked Council for allowing them to have it and helping.

Agenda Adoption

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

Staff Reports

General Government

Town Manager Tolbert reported on the Septic Local Partners Program advising of the increase of \$162,390.24, bringing the fund to \$912,390.25 to be used toward the repair of failing residential septic systems. He also advised the Town was awarded \$60,000 by the VMRC's Abandoned Derelict Vessel Program to remove several abandoned vessels that are still grounded in local waters. He reported that the Town was awarded a grant by the Department of Conservation and Recreation, DCR, through their Community Flood Preparedness Fund. This project will develop and adopt a resilience plan for the Town and build resilience capacity through training and education. The \$65,000 grant was applied for in November with the assistance of ODU's Institute for Coastal Adaptation, and Resilience.

Town Manager Tolbert stated that the ACOE ordered the dredge, Murden to begin maintenance dredging of the Chincoteague federal Channel and the Curtis Merritt Harbor. This work began March 17th and proceeded for 7 days. The object was to maintain the federal channel to a depth of -10 to -12 feet mean low, low water, MLLW. The Murden completed its work which included the entrance to the Harbor to a depth of -9 feet on March 24th. He also reported that the "Name the Trolley survey" was completed on March 22nd. Each class at the Chincoteague Elementary School was presented with choices of names for the new trolley including Phantom, Pied Piper, Phantom Wings, Thunder, and Sandpiper. All were names of famous Chincoteague Ponies. Of the 13 classes at CES, Thunder was the clear winner garnering 103 of 219 votes. The name "Thunder" is the proposed name. The existing Ped Piper will be retired from regular trolley service and the Town will be working with DRPT to purchase it for the Town. That vehicle will be used for numerous worthwhile events without the restrictions that accompany DRPT funded vehicles. He also advised the regular Trolley service will begin again on May 3rd for the 2024 season and will be in full service for the Seafood Festival on May 4th.

Town Manager Tolbert reviewed the Meals and Transient Occupancy Tax collections. He also reported that after 2 years of phone calls, emails, letters writing and other such negotiations, the Town will be installing mailboxes in the Ocean Breeze development. The residents of Ocean have been required to physically visit the post office to retrieve their mail due to the lack of mailboxes installed at Ocean Breeze. The residents tried for some time to have the post office grant individual home delivery to no avail. The Town became involved a few years ago and after negotiations and a compromise using cluster boxes, the U.S. Postal Service agreed to provide the boxes and the Town agreed to install them once delivered. The boxes will be installed at the entrance of Ocean Breeze off Ridge Road. Town Manager Tolbert reviewed the Financial Report along with the Building and Zoning Report for March.

Police Department

Chief Greenley reported in addition to the calls for service, that on March 7th the Chincoteague Police Department received the 3rd award for re-accreditation. The Commission met in the Town Council Chambers, where the award was presented to Chief Greenley and Administrative Assistant Lewis. He also reported that on March 11th-15th he, PFC Stevens, and Investigator Barnes attended in-service training at the CBBT Academy. On March 23rd he, SRO Carmody, and SRO Geminiani represented and promoted the Chincoteague Police Department in the local job fair at the Center. On March 26th Dispatcher Adams attended a class on Community Policing

Data Collection at the Newport News Police Department. On March 28th Cpl. Butler attended a class on accreditation management in Lynchburg, VA hosted by VLEPSC.

Councilman Taylor commented.

Public Works Department

Public Works Director Parks reported that during the month of March there were drainage improvements made in several areas including Accomac Street, Annamessex Lane, and others. They replaced the regulator valve on the Jetter. They performed maintenance, cleaning, painting, lights, and screens at the old fire house, added sand and topsoil, and graded and seeded the ball field. They also began curb painting on Willow Street. He stated that in April they will receive and evaluate bids for the Spring Paving Contract, spraying weeds, mowing, and continue with curb painting. He advised they will also install the trail and exercise equipment at the Brianna's Kindness Park once the excavator is repaired and they will continue routine maintenance of equipment and vehicles.

Councilwoman Bowden commented on identified ditches and maintenance.

Councilman Taylor thanked Public Works Director Parks for the work done in Brianna's Kindness Park and the ball fields in Memorial Park. He asked if the Firehouse was fully rented.

Town Manager Tolbert advised they have an ambulance bay and engine bay available.

Councilman Taylor suggested advertising.

Town Manager Tolbert read a couple of thank you notes from those in the neighborhood in Accomac Street and Annamessex Lane.

There were further comments.

Emergency Services

Emergency Management Coordinator Rush advised they had 12 more calls than March of last year. He advised that the new ambulance is in service. He introduced a few of the new hires: Mrs. Jean Baker, EMT-Advanced, Ms. Rose Dize, EMT, both are interested in moving up to paramedic. He also introduced Mr. Steven Wilson, EMT-Advanced and currently in paramedic school. They completed some obstetric training in March. The new hires have been going through training. They trained on the rope gun to help police and fire personnel. They continue with weather monitoring. He reported on the APEP launch for the eclipse on April 8th. There are 3 rockets that will launch around 2:15 p.m. They are also participating in the Regional Catastrophic Planning Exercise Workgroup. He added that now is the time to prepare.

Councilwoman Bowden welcomed the new hires. She stated that they have the best of the best supervisor who only hires the best of the best.

Committee Reports

Budget and Personnel Committee

Vice Mayor Bott advised he has nothing to report as they will be discussing the topic later in the meeting.

Adoption of the Minutes

Councilwoman Richardson motioned, seconded by Councilwoman Bowden to adopt the minutes of the March 4, 2024, Council meeting. Unanimously approved.

VTC Conference Report

Center Director Leonard gave the Center report for March advising they had a very busy month. It was used 17 out of 31 days. She listed the uses and events. She also stated that none of the events would happen if it weren't for the Public Works staff. They moved tables and chairs and in March nearly every day. She thanked Public Works Director Parks for the work the Public Works staff does.

Center Director Leonard reported on the Virginia Tourism Corporation Visitor Center Seminar. She advised that the Town and the Chincoteague Chamber hosted the event for the week of March 12th – 14th. She explained the seminar which includes people from welcome and visitor centers across the Commonwealth. There were 96 people in attendance. She stated that to be selected for this they have to have an itinerary, and supply letters of interest. They received letters from the Town, the Eastern Shore of Virginia Tourism Commission, the Chincoteague Volunteer Fire Company, the Chincoteague Cultural Alliance, and the National Park Service.

Center Director Leonard reviewed the study-tour day. She also thanked Transportation Director King for being there to transport the visitors for the day. She thanked the Chincoteague Chamber for issuing t-shirts. She listed the stops; the Tom's Cove Visitor Center on Assateague, the Assateague Lighthouse, the Chincoteague Museum, and they met for lunch at Don's Seafood Restaurant where Mr. Tommy Clark talked to everyone about aquaculture. They went out to the LOVE chairs. She added that while half of the group went to Assateague the other half went to NASA and after lunch switched. Center Director Leonard advised that they went to RocketLab where they toured the control room which is where the rockets are being built with a 3-D printer. They then went to Wallops Island to tour the launchpad and water tower. The 3rd stop was at the NASA Visitor Center. She advised that Mr. Aiden Leonard drove home for the evening from Williamsburg for this tour regarding the ponies on Assateague, the roundup, the care the Fire Company provides to the ponies, and how the Island benefits economically from the visitors. The last stop of the day was at the Refuge Inn for a meet and greet of the ponies. Everyone was able to feed the ponies.

Center Director Leonard stated that Thursday was Seminar Day where they had virtual reality talks, Civil War History Trail talks, and planning for Virginia's 250th Celebration which is coming up in 2026. She reported that lunch started with a raw oyster buffet. Mr. Mike McGee and Mr. Jones gave a demonstration on how to shuck oysters. She stated that Bill's Prime served Chicken City chili and cornbread along with barbeque and the Channel Bass made pie. There were exhibitors; CCA, CVFC, the Mayor was carving decoys, and a representative from the Barrier Island Center. She commended Mrs. Joanne Moore for taking pictures.

Councilwoman Bowden asked if this seminar was every year.

Center Director Leonard advised it is and they have to apply each year.

Chamber Executive Director Shotwell advised that it isn't likely they'll choose the same place 2 years in a row. She added that they probably wouldn't want to as there are other centers that would want to show off their areas. She stated that it was 2015 when they had it on the Island last. She stated that Center Director Leonard started the ball rolling with the itinerary which is the hard part. The Chamber sent it in, and it was accepted. She feels everything ran well. She read a letter from Mr. Harry Jeffries with the Virginia Tourism Corporation who thanked those who planned this and stated it was a "walk-off, grand slam homerun". She commented further about the last conference in 2015.

Councilwoman Bowden stated that it is conceivable that they could come back to Chincoteague. She stated that she is thankful to see the Center being used for what it was built for and added that Center Director Leonard is doing a fantastic job. People are talking about it.

Chamber Executive Director Shotwell commented further.

Consider Renewal of Pump and Haul Agreement

Town Manager Tolbert advised that the Pump and Haul Agreement for White Raven's Nest is due for renewal. He explained further.

Councilman Taylor motioned, seconded by Councilwoman Richardson to approve the renewal of the Pump and Haul Agreement for White Raven's Nest for another 2 years.

PUMP AND HAUL AGREEMENT

This is a "Sewage Pump and Haul" Agreement by and between Burke and Kimberly Landon owners of White Raven's Nest, John Shields, property owner of 6382 Maddox Blvd., Boggs Water and Sewage, Inc. and the Town of Chincoteague, Inc. Accomack County, Virginia.

Whereas, on March 17, 2022, the Town Council of The Town of Chincoteague, Inc. authorized the town manager to take the steps necessary to make it possible for Burke and Kimberly Landon owners of White Raven's Nest to have sewage pumped and hauled from their business located at 6382 Maddox Boulevard.

Whereas, Boggs Water and Sewage, Inc. has agreed to pump and haul the sewage from the premises of White Raven's Nest for the sum of \$275 (and any future increase in tipping fees) per pumping;

Whereas, the Town of Chincoteague, Virginia is willing to guarantee to the Commonwealth of Virginia Department of Health that Burke and Kimberly Landon owners of White Raven's Nest shall comply with all applicable regulations relating to the pumping and hauling of sewage and to contract with Boggs Water and Sewage, Inc. for the pumping and hauling of sewage from the White Raven's Nest to be performed by said company;

Whereas, Burke and Kimberly Landon, owners of White Raven's Nest and John Shields, property owner, agree to indemnify, defend and hold the Town harmless against all costs and lawsuits, and to provide insurance – and proof thereof – in the minimum amount of \$100,000 for the owner and \$1,000,000 for Boggs Water and Sewage, Inc. or its equivalent as approved by the Town Attorney, naming the Town as an additional insured and to indemnify the Town of Chincoteague Inc., for any liability it may incur in connection with its contract with Boggs Water and Sewage, Inc. for the violation of any Health Department regulations pertaining to the pumping and hauling provided for herein and to reimburse the Town of Chincoteague, Inc. for any payments it may make to Boggs Water and Sewage, Inc. in connection with this agreement;

Now therefore, in consideration of the premises, this agreement witnesseth:

1. Boggs Water and Sewage Inc. will pump and haul sewage from the premises of White Raven's Nest and dispose of same properly and in accordance with every applicable state and federal regulation with all costs incurred in the pump and haul operation to be paid by the property owner, John Shields or his designated agents, Burke and Kimberly Landon. Boggs Water and Sewage, Inc. shall notify the Town within thirty (30) days if the owner or agent does not fulfill their financial obligations as outlined in this agreement.
2. The maintenance schedule for the facility shall be provided to the Town of Chincoteague prior to operations commencing and copies of all receipts for tank pumping shall be provided by the 10th of the following month.
3. Burke and Kimberly Landon, owners of White Raven's Nest and Boggs Water and Sewage, Inc. hereby agree to obey all applicable state, federal and local regulations relating to the pumping, hauling and disposal of the sewage, which is the subject of this contract.
4. The owner, John Shields and or his agents Kim and Burke Landon shall bear all costs associated with planning, design, construction and inspection or approval of the VDH required pump and haul facility as well as all costs associated with VDH compliance of such facility.
5. The owner or agent must notify the Town, in writing, immediately upon discovery of any material change in circumstances affecting the pump and haul operation, including but not limited to any information that he or she may receive that indicates or seems to indicate a violation of the General Permit or any applicable VDH regulations. The owner or agent shall also notify the Town at least sixty (60) days prior to any change of use of ownership or agent of the property.
6. A surety in the form of a bond in the amount of \$5,000 shall be provided by the property owner, John Shields for the performance of the contract and is necessary to remove or properly abandon the pump and haul system and or remediate the effects of any violation of Virginia Department of Health (VDH) regulations.

- 7. The owner and or the agent grants permission for the Town or its agents to enter the property for inspections as it deems necessary or to remove or properly abandon the system upon the failure of the owner or agent to do so.
- 8. This Agreement will terminate upon willful violation of Health Department regulations in connection with the pumping and hauling or in the event the landowner's property is condemned or upon central sewage treatment or a septic system using a subsurface drainfield becoming available to the property or upon the refusal of Burke and Kimberly Landon owners of White Raven's Nest or John W. Shields, property owner to pay sums to Boggs Water and Sewage, Inc. or upon change of ownership of White Raven's Nest or the property or termination of the lease between Burke and Kimberly Landon owners of White Ravens' nest and the property owner.
- 9. In the event a public sewer system should become available for use, with a proper element of its collection system located within 500 feet of the subject facility, the owner and or agent shall connect the facility to such element according to the requirements of the Town's engineer within ninety (90) days, thereby terminating the contract and the inclusion of the facility on the Town's General Permit.
- 10. This contract may be terminated and the facility removed from the General Permit with thirty (30) days' notice at the discretion of the Town Council. This thirty (30) day notice shall not be necessary in circumstances where violations of VDH regulations exist, if the conditions of the contract between the Town and the owner or agent are not met, or if the Town's General Permit is revoked.
- 11. The term of this agreement will be 2 years from the date of signing by all parties and may be renewed for an additional 2-year periods as authorized by the Town Council.
- 12. This agreement shall not be deemed concluded unless and until the Accomack County Health Department has inspected and approved the proposed system prior to operation. The owner or agent also agrees to maintain the pump and haul facility in accordance with the requirements of the current edition of the *Sewage Handling and Disposal Regulations* of the VDH.

Witness the following signatures:

By: _____ Date _____
 John Shields

By: _____

Burke Landon,
White Raven’s Nest

Date

By: _____
Phillip H. Dunn, President
Boggs Water and Sewage, Inc.

Date

By: _____
Michael T. Tolbert, Town Manager
Town of Chincoteague

Date

Notary Public: _____

My commission expires: _____

Consider PPEA and PPTA Guideline Adoption

Town Manager Tolbert explained that in 1995 the state of Virginia passed a Public-Private Transportation Act and Public-Private Education Act. These acts grant responsible public entities the authority to create public-private partnerships for a wide range of different developments. He stated that this isn’t something the Town has an immediate need for. He added that this would benefit the Town if this is in place and there is something they could use on short notice to do projects around the Island, or obtain property. They would be able to do this if the guidelines are already adopted. He further explained that the guidelines are structured from the Code of Virginia. The Town’s attorneys have reviewed and customized it for the Town. He asked Council to adopt the guidelines to have on file as another tool.

Councilman Savage motioned, seconded by Councilman McComb to adopt the PPEA and PPTA Guideline. Unanimously approved.

Final Adjustments – FY 25 Budget

Town Manager Tolbert advised that this is the 3rd draft of the FY25 Budget. He explained the changes and reallocations. He advised there was an imbalance of \$118,000. He made suggestions on how to balance the budget and recommended approval of the FY25 Budget.

Councilwoman Bowden stated that all 3 expenditures that were cut could easily be inserted in the Spring.

Town Manager Tolbert advised they could. He commented further.

Vice Mayor Bott commended staff for the job they've done.

Vice Mayor Bott motioned, seconded by Councilman McComb to approve the changes. Unanimously approved.

Town Manager Tolbert stated they need to vote to advertise the proposed FY25 Budget in this week's paper for the public hearing on April 15th. They would have to let it sit for at least 7 days before adoption on May 6th.

Councilwoman Bowden motioned, seconded by Councilman McComb to advertise the proposed FY25 Budget for public hearing at the April 15th Council workshop meeting. Unanimously approved.

Consider Naming of a New Private Road

Town Manager Tolbert advised that he has received a request to name a private road off Eastside Road, "Clarkson Lane". This will not be a Town maintained road and will receive a brown street sign.

Councilwoman Bowden motioned, seconded by Councilwoman Richardson to approve the private road name of "Clarkson Lane". Unanimously approved.

Council Comments

Councilwoman Bowden commented that the Yankees are 4-0.

Councilman McComb commended Center Director Leonard, Chamber Executive Director Shotwell, and all those who participated in the Tourism Summit.

Councilman Taylor also commented on the Center events. He stated that you make it so they want to come back. He added that they pay for the same staffing in the winter months as they do in the summer months, and it is paid for by those who come here during the off-season.

Councilman Savage also commended all those who were involved in the Tourism Summit.

Mayor Leonard announced that the Refuge, the Town, and the Park Service is doing bi-weekly Refuge meetings for the plan to move the parking lots. The Refuge has been given money for planning to meet the new requirements and they have to redesign the parking lots north. He commented on the costs. He also stated that the Town has lost a couple of citizens. Mr. Donnie Ray Thornton, who was on the BZA for many years passed away. The Town has also lost Mrs. Maureen Derrickson who was at all the baseball and basketball games. He added that Alabama is in the Elite 8 in basketball, he concluded with "roll tide".

Closed Meeting – In accordance with §2.2-3711(A) (1) of the Code of Virginia that the Council convene a closed session for the purpose of personnel assignment.

Councilman Savage motioned, seconded by Councilwoman Bowden to go into a closed meeting in accordance with §2.2-3712 (A) (1) of the Code of Virginia that the Council convene a closed session for the purpose of discussion and review of appointment and assignment of specific personnel. All present were in favor and the motion was carried.

Ayes: Bott, Bowden, McComb, Richardson, Savage, Taylor

Nays: None

Absent: None

Certification of Closed Meeting in Accordance with §2.2-3712 (D) of the Code of Virginia Councilman Savage motioned, seconded by Councilwoman Bowden to certify that to the best of each 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.**

All present were in favor and the motion was carried.

Ayes: Bott, Bowden, McComb, Richardson, Savage, Taylor

Nays: None

Absent: None

Councilman McComb motioned, seconded by Councilwomen Bowden to appoint Major Tyler Greenley to the position of Chief of Police. Unanimously approved.

Adjourn

Councilman Savage motioned, seconded by Councilwoman Bowden to adjourn.

Unanimously approved.

J. Arthur Leonard, Mayor

Michael T. Tolbert, Town Manager

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

Council Members Present:

J. Arthur Leonard, Mayor
 Christopher D. Bott, Vice Mayor
 Denise P. Bowden, Councilwoman
 William T. McComb, Jr., Councilman
 Ellen W. Richardson, Councilwoman
 K. Jay Savage, Councilman
 Gene W. Taylor, Councilman

Council Members Absent:**Staff Present:**

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

Call to Order

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

Invocation

Councilman Savage offered the invocation.

Pledge of Allegiance

Mayor Leonard led in the Pledge of Allegiance.

Public Comment

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

Agenda Adoption

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

Consider Spring Paving Contract Award

Town Manager Tolbert stated that Public Works Committee, at their February 6th meeting approved the Spring Paving Project that includes the repaving of Willow Street from Church Street to Burton Ave. as well as the overlaying of Piney Island Rd. from East Side Rd. to Wilson Lane. The scope of work includes the milling and paving as well as the replacement of the 2 culverts on Piney Island Rd and 100 tons of small quantity paving/patching. We received 2 bids on this project: one from Branscome Eastern Shore and one from Paragon Paving. The results were: Paragon \$171,728, and Branscome \$256,776. Having reviewed the bids in detail, and recommended awarding the project, in its entirety, to Paragon Paving. Ther paving line item currently has a balance of \$128,085 for FY24 leaving a project deficit of \$43,643. Town Manager Tolbert recommended that they reallocate the balance of the snow removal budget of \$19,740 toward this project and the remaining \$23,903 from the unused equipment and water

line extension lines in the Water Fund. This movement of funds would be accomplished with the budget amendment to be presented to Council in May.

There was discussion about replacing older waterlines before paving and drainage.

Councilwoman Bowden motioned, seconded by Councilwoman Richardson to approve to approve the award of the Spring Paving Contract to Paragon Paving as presented. Unanimously approved.

Review Real Estate Tax Rate

Town Manager Tolbert reviewed the real estate tax rate. He advised that the Town was assessed an increase in assessment of 29%. He stated that the current tax rate is \$0.059 per \$100 of the assessed value.

Councilman Taylor commented on the tax rate asking about the County's increase.

Town Manager Tolbert added that the County had an increase in assessment of 24%. He advised the Town will realize an increase of \$6,000 with the rate calculation to \$0.046.

There was discussion about what the County is doing with the higher assessments.

Vice Mayor Bott feels they need to look at it further, especially with the salary and benefits increase last year.

Town Manager Tolbert also added that all employees are eligible for a merit increase in July of 2.5%, some getting more and some less.

Councilman Savage asked how many positions were open.

Town Manager Tolbert reported that the Police Department has 2 open positions, the Public Works Department has 1 open position, the General Government Department has 1 position in the budget for FY24, the EMS is fully staffed, and Council approved a Planner position. These positions are included in the FY25 budget.

Councilwoman Bowden suggested looking into different Transient Tax rates for vacation rental homes. She explained that Virginia Beach has separate tax rates for different areas of town. She stated she is not for raising the tax rate for the full-time residents. She feels this is something to look into.

Councilman McComb asked when the last tax increase was.

Town Manager Tolbert was unsure.

Vice Mayor Bott feels they should look into revenue. He doesn't want to freeze salaries and take away capital projects.

Town Manager Tolbert then reported that they received the estimated health insurance increase today. He planned for an increase of 5%, however it came in at 11%. He advised that he sent a counteroffer.

There was discussion regarding plan types and how many were on each plan. They also discussed the HSA plan and benefits.

Councilman Taylor motioned, seconded by Councilwoman Bowden to approve the real estate tax rate to \$0.046. The motion was carried.

Ayes: Taylor, Bowden, Richardson, McComb

Nays: Bott, Savage

Consider Personal Property Tax Rate

Town Manager Tolbert reported that the personal property tax rate was reduced in April of 2022 because of the increase in used car values. He explained the process of keeping the same rate verses raising it. He added that the used car values have decreased which will decrease the collections.

Town Manager Tolbert stated he will be doing the calculation for surplus in a couple of weeks.

Councilman Taylor asked if they would meet the budget this year and if there would be a surplus. He stated they are very blessed because the Transient Occupancy and Meals Taxes have been increasing. The visitors that come in the summer season pay for the bills year-round. He commented further that there will be a time, and it will become a burden. He added they've been able to meet the budget. He also commented on the big increases in salaries.

Town Manager Tolbert agreed they have been blessed. He reminded that they are reliant on the tourist taxes, but if you don't have a good year with tourism the Town will suffer. He reminded that during Covid the raises were delayed ensuring they could meet the budget. He reminded Council of the Financial Study that stated they shouldn't put all their eggs in one basket.

Councilman Taylor commented further.

Vice Mayor Bott stated they're not doing capital projects until the tourist money comes in. He stated that they are steadily increasing the fixed cost but relying on the variable revenue. He feels this isn't a good mix and match. He suggested they look into other taxes and rates.

Councilman McComb discussed Business License rates, taxes not being raised in over 20 years, inflation, wages, benefits, capital improvements going up, and the best Emergency Medical Services anywhere. It all comes with a cost and leveraging the taxes. He is not a fan of personal property taxes. He feels it needs to be added somewhere else like sales tax or add it to the real estate taxes so it can be claimed on the income taxes. This is why he voted against it as it was too fast. They need a public campaign for the public to see why they are doing it.

Councilwoman Bowden agreed and would like to see this worked out over a few months. She added that somewhere in Virginia the vacation rental homes in different districts are assessed differently.

Town Manager Tolbert advised the number of rental homes is approaching 800.

They further discussed the possibility of exploring other options and Council agreed this should be discussed further.

Councilwoman Bowden motioned, seconded by Councilman McComb to approve the personal property tax rate of \$0.72. Unanimously approved.

They also reviewed the penalties of not paying Personal Property Taxes, such as DMV Stops, and Debt Setoff which attaches the income tax refund.

Mayor and Council Comments

Councilman Taylor reminded everyone to “Stay Strong”.

Councilman McComb commented on the outages with Spectrum and feels they should come to a Council meeting.

Town Manager Tolbert stated he would have someone come to the next Council meeting soon.

Councilwoman Bowden asked to include Eastern Shore Broadband as well.

Closed Meeting – In accordance with 2.2-3711(A) (3) of the Code of Virginia for the discussion of the acquisition of real property.

Councilman Savage motioned, seconded by Councilwoman Bowden to go into a closed meeting in accordance with §2.2-3712 (A) (3) of the Code of Virginia for the discussion of the acquisition of real property. Unanimously approved.

Certification of Closed Meeting in Accordance with §2.2-3712 (D) of the Code of Virginia Councilman Savage motioned, seconded by Councilwoman Bowden 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 by Councilwoman Bowden to adjourn. Unanimously approved.

J. Arthur Leonard, Mayor

Michael T. Tolbert, Town Manager

Town of Chincoteague, Inc.



Rules for Public Comment at Public Hearings:

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. Attorneys representing clients will be limited to 10 minutes.
5. A speaker cannot reserve or transfer time to another speaker.
6. Speakers must not use profanity, threatening language or otherwise be abusive to Council or Committee members.
7. Signs and placards are not allowed inside the Council Chambers.
8. Speakers shall not address specific personnel matters which involve individual employees in a public meeting.
9. Members of the Council will not answer questions directly or engage with speakers.
10. Specific questions shall be directed to the Mayor who shall at his shall discretion solicit a response from the appropriate staff member.

Town of Chincoteague, Inc.



May 6, 2024 Council Meeting

CLOSED MEETING MOTION:

In accordance with Section § 2.2-3711, A, 1 of the Code of Virginia I move that the Council convene a closed session for the purpose of discussion and review of specific personnel performance.

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.