

# REGULAR COUNCIL MEETING

## A G E N D A

TOWN OF CHINCOTEAGUE

June 2, 2008 - 7:30 P.M. - Council Chambers - Town Hall

CALL TO ORDER

INVOCATION BY COUNCILMAN ROSS

PLEDGE OF ALLEGIANCE

OPEN FORUM / PUBLIC PARTICIPATION

AGENDA ADDITIONS/DELETIONS AND ADOPTION:

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1. Consider Adoption of the Minutes

- Special Council Meeting (Budget Work Shops) April 28-30, 2008 (Page 2 of 34)
- Regular Council Meeting of May 5, 2008 (Page 2 of 34)
- Special Council Meeting of May 9, 2008 (Page 2 of 34)
- Special Council Meeting (Sign Work Shop) May 15, 2008 (Page 2 of 34)

2. Public Hearing on the Fiscal Year 2008 Budget, Consisting of; (Page 27 of 52)

• Revenues for all Divisions	• Trolley Division Expenses
• General Government Fund Expenses	• Harbor Division Expenses
• Water Division Expenses	• Harbor, Water, & Gen Gov. Rate Sheets
• Total Main Street Fund Expenses	

3. Consider Adoption of the State Motor Vehicle Code (Sec 58-2)

4. Consider Setting a Date for a Public Hearing on the Zoning Ordinance for Signs (Page 20 of 52)

5. The Budget & Personnel Committee Report of May 20, 2008 (Councilwoman Conklin) (Page 20 of 52)

*The following action by the Committee occurred and will need to be acted upon:*

- A) Consider changes in the Employee Handbook section 604

6. Mayor & Council Announcements or Comments

*(Note: Roberts Rules do not allow for discussion under comment period)*

7. Closed Meeting in Accordance with Section 2.2-3711(A) (1 & 10) of the Code of Virginia.

- Special Awards (scholarship)

ADJOURN:

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**MINUTES OF THE MAY 5, 2008**  
**CHINCOTEAGUE TOWN COUNCIL MEETING**

**Council Members Present:**

John H. Tarr, Mayor  
Terry Howard, Councilman  
Ellen W. Richardson, Councilwoman  
E. David Ross, Councilman  
Glenn B. Wolfe, Councilman  
Nancy B. Conklin, Councilwoman

**Council Members Absent:**

Anita Speidel, Vice-Mayor

**Call to Order**

Mayor Tarr called the meeting to order at 7:32 p.m.

**Invocation**

Councilman Ross offered the invocation.

**Pledge of Allegiance**

Mayor Tarr led the Pledge of Allegiance.

**Introduction of Student Government Day Student's**

Mayor Tarr introduced Robert White as Town Mayor, Raven Campbell as Town Manager, Jason Beebe as Public Works Director, Karla Haugh as Chief of Police, Venke Breland, Matt Clark, Neil Kennovin, Chase Riley, Zach Robbins, and Jason Tolbert as Town Council Members.

Robert White spoke on two issues that were discussed earlier in the day. The skate park was voted on to charge a \$25 per year permit and a \$10 per week permit to use the facility. Also, persons 18 years and older would not be required to have knee pads and they recommended security cameras to be installed. Second was to prohibit parking on Church Street except for a 15 minute parking area in front of the Opportunity Shop for loading and unloading.

Raven Campbell presented the last concern on Medical issues, such as 24/7 on call Doctors for minor injuries so that the Ambulance will not be tied up.

**Open Forum/Public Participation.**

- John Nelson Jester spoke about a petition that was being circulated challenging the new assessment, which will be submitted to the Commonwealth's Attorney.
- Robert Marz spoke about a possible street light in front of his house that he thought could be a part of the Towns operations and maintenance. He also mentioned that debris from an old house on Bunting Road needed to be taken away.
- Robert Callahan of Sea Shell Drive spoke about the Ocean Breeze roads, no stop sign at the end of some roads and mail has not been delivered because of the unsafe mail boxes.

**Agenda Additions/Deletions and Adoption**

**"Councilman Howard motioned, seconded by Councilwoman Richardson to adopt the agenda with the added agenda item 3b and 9."** The motion was unanimously approved.

**1. Approval of the Minutes of the April 7, 2008 Council Meeting.**

**"Councilwoman Conklin motioned, seconded by Councilwoman Richardson, to approve the minutes of April 7, 2008."** The motion was unanimously approved.

## **2. Interpretive Signage for Seaside Heritage Access**

Matt Cook, new regional planner for the A-NPDC presented interpretive signage for seaside heritage access, promoted by DEQ and NOAA. Three kiosk panels will be installed by DEQ, two panels for the posters put together for the seaside heritage access and one panel for the Town of Chincoteague. Mayor Tarr suggested that we discuss the site location at the Recreation and Community Enhancement Committee and then bring it back to Council.

## **3. Public Hearing for a Conditional Use Permit application – Ms. Christine Schreiberstein**

Mr. Anderson began by giving a brief summary of the conditional use application and its history.

Mayor Tarr opened up the public hearing at 7:57 pm for comments. Ms. Schreiberstein spoke first, she indicated she was the sole proprietor with no employees, and three parking spaces would be sufficient. If denied, the applicant would like to be refunded in full.

Each of the following spoke up and expressed their disapproval of this application:

Mr. William Tucker, Kevin Eley, Dean Orsino, Bryan Owens, Jay Savage, Unidentified Woman

Both of the following could be categorized as in favor of applicant:

Lynn Ballerini, Carlton Collins

Mayor Tarr closed the public hearing at 8:15 pm.

Councilman Ross indicated that he was not in favor of this application. He indicated the preservation of Town character as a significant influence on his decision.

Councilman Wolffe disagreed with the majority of the people who spoke. He felt that government was getting too far involved in personal rights. He indicated that he would like to see this type of therapy on the Island.

Councilman Howard had concerns about what and how things are introduced into the Town. He indicated that he would not be voting for this application.

There was a motion by Councilman Ross **“to not approve this conditional use application, and consider the matter closed.”** Seconded by Councilman Howard.

Yea-Ross, Howard, Conklin, Richardson, Nay- Wolffe, Absent- Speidel

## **3b. Public Hearing on a Property line Vacation** (Wayne & Kathryn Maddox)

Mayor Tarr opened up the Public Hearing at 8:30 pm, no one present spoke on the matter. Mayor Tarr closed the Public Hearing at 8:31 pm.

Councilman Wolffe asked staff if anyone has approached the town with an issue with the vacation of the property line; staff stated that no one has objected of the lot line vacation. **“Councilman Wolffe made a motion, seconded by Councilwoman Richardson to adopt the ordinance to vacate a part of a record plat of subdivision in the Town of Chincoteague.”**

**AN ORDINANCE VACATING A PROPERTY LINE OF A SUBDIVISION PLAT PURSUANT TO SECTION 15.2-2272.2**

**WHEREAS**, Wayne W. Maddox and Kathryn A. Maddox, own two parcels of land shown on a certain plat entitled “Partition of Part of Piney Island for The Wyle Maddox Heirs” dated February 1980 and made by R. L. Beebe, C.E., one parcel designated as “3g” and the adjoining parcel designated as “Wayne Maddox DB 298 Pg 293 1.73 Ac.” which plat is recorded in the Clerk’s Office of the Circuit Court of Accomack County, Virginia, at Plat Book 24, page 39

within the Town of Chincoteague, Tax Map Number 031000400000360 and 03100A000003400; and,

**WHEREAS**, one or more lots within the Subdivision have been sold; and,

**WHEREAS**, the said Wayne W. Maddox and Kathryn A. Maddox have requested that the division or property line between said two parcels be vacated so that Parcel 3g can be added to and become part of the "Wayne Maddox" Parcel and used in conjunction therewith as one parcel; and,

**WHEREAS**, the notice requirement of Section 15.2-2272.2 has been complied with; and,

**WHEREAS**, the governing body affirmatively finds that no owner of any lot shown on said Plat will be irreparably damaged by the said vacation of said line.

**NOW THEREFORE BE IT ORDAINED AS FOLLOWS:**

1. That the division or property line between Parcel "3g" and "Wayne Maddox DB 298 Pg 293 1.73 Ac." as shown on the plat entitled "Partition of Part of Piney Island for The Wyle Maddox Heirs" dated February 1980 and made by R. L. Beebe, C.E., and recorded in Plat Book 24, page 39, be and is hereby vacated.
2. That as the result of said vacation former Parcel "3g" and "Wayne Maddox DB 298 Pg 293 1.73 Ac." shall result in one (1) parcel of land.
3. That the Town Manager after the time for an appeal of the adoption of this Ordinance has expired, or if appealed the action of counsel is upheld, shall cause a copy of this Ordinance to be recorded in the Clerk's Office of the Circuit Court of Accomack County.

**Ayes:** Howard, Wolffe, Ross, Conklin, Richardson. **Absent:** Speidel

Approved as of May 5, 2008

State of Virginia  
County of Accomack

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John H. Tarr, Mayor

#### **4. Resolution Hurricane Awareness Week 2008**

**"Councilman Howard motioned, seconded by Councilwoman Conklin to adopt the resolution on Hurricane Awareness Week."** The motion was unanimously approved.

**Whereas**, The Town of Chincoteague hurricane season officially begins June 1st and ends November 30th of each year. In order to heighten awareness, the week of May 25-31,2008 has been designated "Hurricane Awareness Week"; and

**Whereas**, with the Town of Chincoteague being an Island, is vulnerable to the devastating effects a hurricane or tropical storm can cause. With the average land elevation of 3.5 feet above mean high tide could face loss of life and property if such a disaster occurs; and

**Whereas**, both public and private entities should develop emergency response and recovery plans in accordance with local jurisdictions and local emergency management offices. Such preventative action could save lives; and

**Whereas**, the Town of Chincoteague Emergency Management, the National Weather Service, the State of Virginia strongly suggest that all residents and visitors to the Town of Chincoteague be aware of the high winds, flooding and severe weather that may occur in conjunction with a tropical storm or hurricane.

**Now, Therefore**, Be It Resolved, that the Town Council' of the Town of Chincoteague, Virginia does hereby proclaim the week of May 25-31, 2008 as "Hurricane Awareness Week: in the Town of Chincoteague.

(SEAL)  
ATTEST:

By: \_\_\_\_\_  
John H. Tarr, Mayor

\_\_\_\_\_  
Robert G. Ritter Jr., Town Manager

## **5. Resolution Requesting Relief to the Working Watermen**

**“Councilman Howard motioned, seconded by Councilwoman Conklin to adopt the resolution in Favor of Petitioning the Commerce Department for Relief to the Working Watermen of the Town of Chincoteague, Commonwealth of Virginia.”** The motion was unanimously approved.

**WHEREAS**, the Virginia Marine Resources Commission adopted restrictions on the crabbing industry, including an end to winter crab dredging and greater minimum size restrictions; and

**WHEREAS**, these new restrictions will put the Town of Chincoteague and Accomack County working watermen who depend on this industry for their livelihood out of work for months, severely impairing their livelihood and endangering their way of life; and

**WHEREAS**, the Town Council of the Town of Chincoteague, fully supports a Petition by the Governor of Virginia to the United States Commerce Department for financial relief from the severe impact of the new restrictions on the crabbing industry, and declare their support thereof.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Chincoteague, Virginia, hereby declares its support for a Petition by the Governor of the Commonwealth of Virginia to the United States Commerce Department for financial relief under the Magnuson-Stevens Fishery Conservation and Management Act.

The Town Manager is directed to send a copy of this Resolution to the Honorable Timothy Kaine, Governor of Virginia.

ADOPTED by the Town Council of the Town of Chincoteague, Virginia this 5th day of May, 2008.

(SEAL)  
ATTEST:

By: \_\_\_\_\_  
John H. Tarr, Mayor

\_\_\_\_\_  
Robert G. Ritter Jr., Town Manager

## **6. Safety Advisory and Transportation Committee Report of April 3, 2008**

Mayor Tarr addressed the following report:

### Emergency Management Report

**A. EOP** – Mr. Rush called upon Mr. Nelson Jester to report on the revision of the Emergency Operations Plan. Mr. Jester stated that he has finished the basic plan and has begun taking each departments portion of the plan and incorporating it into the EOP. Next he will finalize the hurricane portion of the plan. Mr. Jester feels that this should be accomplished very soon. One concern he has, is that there is no written plans from the fire co. He has offered to assist the fire company write such a plan for their agency. Mr. Jester also thinks we need to plan for evacuations and coordinate for other agencies. Mr. Lou Hinds, Manager of the Chincoteague National Wildlife Refuge commented on the evacuation plan and stated that he knows that pre-

planning and actions for a storm approaching Assateague, will help Chincoteague's evacuation as well as increase awareness of the event as portable restrooms will be removed as well as buildings closed and programs cancelled. Mr. Rush thanked Mr. Jester for his hard work on the plan.

**B. Position Appointment** – Mr. Rush stated that he had been nominated for the position of Vice Chairman of the Eastern Shore Disaster Preparedness Coalition for the up coming year and would serve in that capacity. Mr. Rush stated that the coalition works to streamline emergency management here on the shore and allows all agencies to work together.

**C. Points of Distribution Exercise** – Mr. Rush stated that as a result of the ESVAX 07 exercise held on Chincoteague last March deficiencies in after storm actions were revealed in the After Action Report. Mr. Rush along with the other two emergency managers from the Shore has been meeting with the Virginia Department of Emergency Management to secure monies for another exercise to test some after storm actions. That money has been appropriated and another exercise testing the distribution of commodities will occur September 5<sup>th</sup> and 6<sup>th</sup>, 2008. The EOC will be activated on the 5<sup>th</sup> to test communications as well as individual's rolls and responsibilities, as well as cross training for an event. On the 6<sup>th</sup>, the Point of Distribution will be opened on Chincoteague in the Community Center Parking lot. This portion will receive and distribute commodities. During an actual emergency ice, water, tarps and MRE's will be distributed here. The public will be encouraged to participate this day and we will distribute bottled water and information for all hazards planning. Mr. Rush showed the committee a drawing of the layout of the POD. Mr. Rush also requested everyone to participate for those days. Mr. Rush suggested that the committee also support a MOU between our local law enforcement and the federal law enforcement to alleviate problems in an event. Mr. Hinds spoke to clarify some of the issues that could arise due to the lack of an MOU. Councilman Ross asked Mr. Hinds to clarify jurisdiction issues. Mr. Hinds pointed out that local law enforcement could help them at their request however, for federal agents to leave their jurisdiction would be difficult without an MOU. Councilman Ross asked how we would get this going. Mr. Hinds said there is a "boiler plate" MOU that he could produce and come to the table with Police Chief Lewis and formulate one for this situation. The committee agreed to proceed with the MOU. Mr. Jester also had some concerns about public notification. The U.S. Fish and Wildlife AM radio was discussed as well as Mayor Tarr advised the local radio station has put in for a grant to get a generator for the local station as well as train Town personnel on its use. Councilman Ross asked Mr. Hinds if he had control over the AM system on Assateague. Mr. Hinds confirmed that he did.

**D. Communications** – Mr. Rush pointed out the loss of phone service a few weeks ago and pointed out how that affected our daily lives and that such would be the case after a storm. Mr. Rush pointed out that the satellite phones were used that day and worked well as a back up communications.

**E. Information** – VDEM is once again on a campaign to get disaster information out to the public and how they should prepare. Mr. Rush obtained the new campaign brochures to distribute within the town.

**"Councilman Howard motioned, seconded by Councilwoman Conklin, to approve the Safety Advisory and Transportation Committee report of April 3, 2008."** The motion was unanimously approved.

## **7. Budget and Personnel Committee Report of April 12, 2008**

Councilwoman Conklin presented the following report:

**A. Discuss a Possible Donation for the North Accomack Soccer League**  
North Accomack Soccer League requested a donation of \$500. Councilwoman Conklin mentioned that the Town has donated \$250 in past years to North Accomack Soccer League and to the little league; the Town should continue to donate the \$250.

“Councilman Wolffe made a motion and seconded by Vice Mayor Speidel to donate \$250 toward the North Accomack Soccer League.” The motion was unanimously approved by the committee.

**B. Discuss the Renewal of United Health Care**

Mr. Ritter stated to the committee that the optimum choice plan under United Healthcare will be increasing 12.5 percent for this upcoming fiscal year. The budget was prepared with increasing the Town’s portion of option 2, 12.5% in the amount of \$410.77 for the employee. Option 1 with the current plan the employee will be paying \$42.95 per month and option 3 they would be paying \$140 per month. Councilman Wolffe asked staff to check into if the Town could have a plan that would have a lower rate for the families but a higher deductible.

“Councilman Wolffe motioned, seconded by Councilwoman Richardson, to approve the Budget and Personnel Committee report.” The motion was unanimously approved.

**8. Recreation and Community Enhancement Committee Report of April 12, 2008**

Councilwoman Richardson presented the following report:

**A. Discuss Issues and Recommendations with the Skate Park**

Ms. Speidel asked Chief Lewis for his recommendations on the skate park. Mr. Lewis responded that he will have an Officer at the park during the summer months and either taking the equipment out during the winter months or placing surveillance equipment at the park. The committee discussed in length several options. “Councilman Ross made a motion and seconded by Councilwoman Richardson to recommend to council that a letter go into the paper notifying the public that the skateboard park will be manned this summer and at the end of the summer the town will consider removing the equipment or placing cameras around the area of the skate park.” The motion was unanimously approved by the committee.

**B. Signage Regulations for Memorial Park**

Ms. Speidel mentioned that since the playground equipment is very expensive it would be nice to have a sign that displays the sponsors of the equipment. A sign from the Salisbury zoo was shown to the Committee. The sign would be placed near the playground equipment. “Mr. Ross made a motion and seconded by Mr. Conklin to recommend to Council the concept of a sign that states playground sponsors with little plaques on the sign of the sponsor’s name.” The motion was unanimously approved by the committee.

**C. Discuss the Adoption of a Street Corner-Scape**

Ms. Speidel stated that she would like to reinstate adopt a street corner program. The Committee needs to find out who had corners and ask them if they would like to continue with beautifying the street corner. We will go out and find street corners that people would allow to be beautified and advertise shortly thereafter for citizens to adopt the corners.

“Councilwoman Conklin motioned, seconded by Councilman Howard to adopt the Recreation and Community Enhancement Committee report.” The motion was unanimously approved.

- **Letter to go into the Paper on the Skateboard Park**

A lengthy conversation occurred on this matter. “Councilman Ross made a motion, seconded by Councilwoman Richardson to hold off on a letter to the news paper regarding the skate park.” The motion was unanimously approved.

- **Playground Sponsor Signage**

**“Councilman Wolffe made a motion, seconded by Councilman Howard to allow for the concept of the playground sponsor sign with little plaques on the sign of the sponsor’s name, which will be installed in the area of the playground equipment.”** The motion was unanimously approved.

## **9. Cemetery Committee Report of April 27, 2008**

Councilman Howard presented the following report:

### **A. Update Report on Assateague Cemeteries**

Mr. Turnquist stated that he met with Lou Hinds FWS to give him a five page report on Cemeteries on Assateague Island. The report gave a record of the graves, sizes, and what was said on the stones. Some Markers migrated from Chincoteague to Assateague.

### **B. Discuss Fund Raising**

Chairman Howard mentioned that we have just received a donation from the Ruritan Club and a few private Citizens. He mentioned that he was going to get up with someone from the American Legion to see if they had any money budgeted to contribute to the cemeteries. Mr. Turnquist mentioned that he would get up with the president of the Kiwanis Club to see if they had any money budgeted to contribute to the cemeteries.

### **C. Discussion on status of possible Grants**

Mr. Turnquist stated that he contacted the state and they do not have money at this time in the form of a grant. The state could give a matching fund to survey the cemeteries. The committee agreed that we do not need this done because a thorough job has already been done on the Island cemeteries. If grant money is available there is only three stones that he knew of that needed to be straightened.

**“Councilwoman Conklin motioned, seconded by Councilwoman Richardson, to approve the Cemetery Committee report.”** The motion was unanimously approved.

## **10. Setting the Date for a Public Hearing for possible Changes to the Zoning Ordinance, Parking Section.**

Mr. Anderson went through the Planning Commission’s recommendations, noting additions, deletions, and amendments to staff’s recommendations.

The Planning Commission made a recommendation to not change the section for transient occupancy, with the expectation that in the future there be a provision for green parking of a portion of a given parking bay.

Mr. Anderson explained that staff’s recommendation for transient occupancy parking, was intended to address both the problem of needing the extra parking for the smaller units, yet for the larger developments the same requirement was excessive.

The Planning Commission also repealed staff’s recommendation on Best Management Practices for parking.

Councilman Wolffe indicated that he thought taking this to public hearing was a bit pre-mature. Rather, Council should discuss this in a workshop format.

There was a consensus by Council to take this issue to a workshop before a public hearing.

## **11. Setting the Date for a Public Hearing for the Fiscal Year 2009 Budget.**

Mr. Ritter, Town Manager presented the budget explaining that the Tax rate will be \$0.06 per 100 of assessed value about a \$7,000 reduction from last years real estate tax revenue. He mentioned water will be going up 3% and availability fees would remain the same. The Total revenue and expenditures are \$5,857,908, a difference from last year of \$148,285 less than FY 2008 budget.

**“Councilman Wolffe motioned, seconded by Councilwoman Conklin set the date for a Public Hearing for June 2, 2008 on the FY 2009 budget.”** The motion was unanimously approved.

## **12. Mayor & Council Announcements or Comments**

Councilman Ross announced that we need to enforce the cleanup after your pet policy on public right away. He mentioned that the cable services the past two or three weeks has been poor and that people should complain to charter.

Councilman Wolffe announced his appreciation for the support that the residents of Chincoteague has given him the past eight years and that he really enjoyed his time serving the Town.

Councilman Howard mentioned that he would like to have a respectful diplomatic way to find a resolution to help the residence of Ocean Breeze Mobile Home Park.

## **AJOURN**

**“Councilwoman Richardson motioned, seconded by Councilman Howard, to adjourn the meeting.”** The motion was unanimously approved”. Meeting was adjourned at 9:35 pm.

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Mayor

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Town Manager

**MINUTES OF THE MAY 9, 2008**  
**CHINCOTEAGUE TOWN COUNCIL MEETING**

**Council Members Present:**

John H. Tarr, Mayor  
Terry Howard, Councilman  
Ellen W. Richardson, Councilwoman  
E. David Ross, Councilman  
Glenn B. Wolfe, Councilman  
Nancy B. Conklin, Councilwoman

**Council Members Absent:**

Anita Speidel, Vice-Mayor

**Call to Order**

Mayor Tarr called the meeting to order at 5:09 p.m.

**Invocation**

Councilman Howard offered the invocation.

**Pledge of Allegiance**

Mayor Tarr led the Pledge of Allegiance.

***Agenda Additions/Deletions and Adoption***

**“Councilwoman Conklin motioned, seconded by Councilwoman Richardson to adopt the agenda.”** The motion was unanimously approved.

**1. Resolution Demanding an Appeal of the Reassessments.**

Council discussed the resolution on endorsing the petition of appeal of the reassessments.

**“Councilman Wolfe motioned, seconded by Councilwoman Conklin, to approve the resolution on an appeal of reassessment including the changes discussed.”** The motion was unanimously approved.

**RESOLUTION**

**WHEREAS**, the Town Council of the Town of Chincoteague is concerned with recent reassessments of real estate conducted by Tri-County Appraisals, Inc for the County of Accomack; and

**WHEREAS**, the Town Council believes the reassessments were made arbitrarily without regard to size, usability, or accessibility; and

**WHEREAS**, Accomack County is processing real estate tax bills without certified assessment figures from the Accomack County Assessor; and

**WHEREAS**, the Town Council and the citizens of the Islands District believe the levy of tax by the Accomack County Board of Supervisors is based on a flawed reassessment process and are seeking all remedies allowed by the Code of Virginia; and

**WHEREAS**, registered voters of Islands District have presented the Town Council with a copy of a petition signed by 426 registered voters of Accomack County requesting that the Attorney for the Commonwealth appeal the order of levy made by the Accomack County Board of Supervisors on April 14, 2008;

**NOW, THEREFORE,** Be It Resolved that the Chincoteague Town Council does hereby encourage citizens to seek remedies for the arbitrary reassessment through means allowed by law;

**BE IT FURTHER RESOLVED** that the Chincoteague Town Council does hereby endorse the petition of appeal from order of levy.

**ADOPTED** by unanimous vote of the Town Council on May 9, 2008.

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John H. Tarr, Mayor

(SEAL)

Attest:

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Robert G. Ritter, Jr., Town Manager

**AJOURN**

**“Councilman Howard motioned, seconded by Councilman Ross, to adjourn the meeting”.**

The motion was unanimously approved. The meeting was adjourned at 5:34 pm.

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John H. Tarr, Mayor

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Robert G. Ritter Jr., Town Manager

**MINUTES OF THE MAY 15, 2008**  
**CHINCOTEAGUE TOWN COUNCIL WORKSHOP**

**Council Members Present:**

John H. Tarr, Mayor  
Anita Speidel, Vice Mayor  
Nancy B. Conklin, Councilwoman  
Terry Howard, Councilman  
Glenn B. Wolfe, Councilman  
E. David Ross, Councilman  
Ellen W. Richardson, Councilwoman

**Planning Commission Representative Present:**

Ray Rosenberger, Chairman

**Staff Present:**

Robert Ritter, Town Manager  
Jared Anderson, Town Planner  
Kenny Lewis, Building and Zoning Administrator  
Mike Cosby, Public Works Director

***Call to Order***

Mayor Tarr called the meeting to order at 5:05 pm.

***Invocation***

Councilman Ross offered the invocation.

***Pledge of Allegiance***

Mayor Tarr led the Pledge of Allegiance.

***Agenda Additions/Deletions and Adoption***

“Councilman Howard motioned, seconded by Vice Mayor Speidel, to adopt the agenda as presented. The motion was unanimously approved.”

**1. *Consider Adoption of the April 17, 2008 Special Council Meeting Minutes.***

“Councilwoman Conklin motioned, seconded by Vice Mayor Speidel to adopt the minutes as presented. The motion was unanimously approved.”

**2. *Consider bids for Septic System at Curtis Merritt Harbor of Refuge and Downtown Bathrooms***

Mr. Cosby, Public Works Director, presented Council with the two bid offers for the actual septic tanks. Both of the companies that bid have worked with the Town’s engineers on projects before.

Councilman Wolffe had concerns about the discrepancy in cost between the two bids. Mr. Cosby indicated that it probably more a function of each company's desire for work at the time of bid proposals.

Originally the Town was going to put in just the showers at the Downtown Bathroom but the health department is requiring that the septic tanks be included before the showers will be approved.

Councilman Howard motioned **“to award the project to Contractors Precast Corporation for the amount of \$32,266.57 for the septic tanks at the downtown bathroom and the Curtis Merritt Harbor of Refuge.”** Seconded by Councilwoman Conklin. Unanimously approved.

3. ***Discussion on the Amended Changes that the Planning Commission has recommended to Council on Article VII. Signs of the Zoning Ordinance.***

Council began discussions of the Sign Ordinance on page 19 of 20, at 7.13.1.5. Signs hung on marquees. On the second line “is” should be changed to “of.”

7.13.1.7. There was discussion that the only thing a business could put on a mansard roof sign was the name of their business. After some discussion it was decided to keep the same language except to take out “and shall only contain the name of a business.”

7.13.1.8. Mr. Lewis suggested putting language for the site distance triangle into this section to make it clear that freestanding signs should not be in the sight distance triangle. Councilman Wolffe indicated that in order to reduce redundancy the last sentence should be taken out because there is a catch-all that indicates a sign must be at least 10 from right-of-way unless otherwise indicated.

There was some discussion regarding freestanding signs, specifically the height and how it was measured. As proposed, what would stop someone from putting 5 feet of fill directly underneath and then being able to raise the height of the sign an additional five feet. Council requested that staff look at the definition and determination of height.

7.13.1.9. There was concern over what constitutes a window sign. If it is inside the structure and not on the window then it should not be considered a window sign.

7.13.1.10. There was considerable discussion about flags, it seems as though there are three types of flags. 1) governmental flags (first amendment right), 2) flags with a business message, 3) flags with no business reference. Flags with no commercial message should not be regulated, the same with governmental flags, such as the United States Flag. If the flag has a commercial message then Council felt that there should be only one for a home occupation.

7.13.1.11. Projecting signs, in the first sentence the council decided to take out “in lieu of freestanding signage.”

7.13.1.12. Changeable letter signs. “sign” should be changed to “sign(s).” Council also decided to take out all occurrences of the word “main.” In addition Council decided to

take out the sentence “it shall be used as an accessory to the main sign and not as the main sign.”

7.13.2. Mayor Tarr indicated that the canopy’s at the fuel providing facilities would not be able to meet the 12 foot height maximum for signs. Council requested that staff look at what the typical heights for canopy and add into proposed ordinance.

7.13.2.1. A fuel price sign should not be part of the total signage. In the last sentence replace “included” to “excluded.”

7.13.2.2. replace “1 ½” with “1.5.”

7.13.3.2. in the last sentence replace “15” with “12” to keep consistent with rest of proposal.

Council would like the following changes in numbering

- a) 7.13.4 changed to 7.13.3.3.
- b) 7.13.5. changed to 7.13.3.4.

Council asked staff to look at the definition for “theater” and see if any changes needed to be made.

Mr. Anderson addressed sandwich board signs on page 9. His concern was that as a sign permitted by right there is nothing that would stop a person from putting 500 of these signs in their yard, even if they had a commercial message. Council agreed that there should be some sort of limitation; they agreed to limit a business to one sandwich board.

Mr. Lewis had concerns about roof signs particularly that they should not be permitted by right but rather they should be placed in the same section of the ordinance as mansard roofs. Mr. Lewis called the enforcement of political signs “a nightmare” and would hope that Council could relax the setbacks for political signs.

Council agreed that as long as they are on private property and do not obstruct with the sight lines there should be no setback for political signs. In addition, the Council would like to limit the size of the political signs to 16 square feet.

Councilman Howard seconded by Councilwoman Conklin **“made a motion to adjourn the meeting.”** Unanimously approved.

**Town of Chincoteague  
FY'09 Budget Revenues**

<u>Revenue Name</u>	<u>Number</u>	<u>Budgeted</u>
Fund 10 - General Government		
Real Estate Tax Levy	4001-0100	\$ 630,293
Tangible Property Tax Levy	4001-0125	\$ 206,000
Delinquent Tax Collection, Int. & Pen.	4001-0130	\$ 32,000
Meals Tax	4001-0500	\$ 435,000
Bank Franchise Tax	4001-0600	\$ 57,000
Sales Tax	4010-0100	\$ 119,000
Business License	4010-0200	\$ 115,000
Motor Vehicle License	4010-0300	\$ 83,347
Utilities Tax	4010-0500	\$ 101,800
Transient Occupancy Tax	4010-0600	\$ 542,500
Fines	4015-0100	\$ 38,000
Interest on Savings	4020-0100	\$ 95,000
Banner Donations	4041-0100	\$ -
Cemetery Cleanup Donations	4041-0150	\$ 1,000
User Fees	4041-0200	\$ 25,000
Building Permits	4041-0500	\$ 65,000
Zoning Advertisements	4041-0600	\$ 2,700
Grants/Litter	4045-0100	\$ 2,655
Sale of Capital Assets	4049-0100	\$ 500
Optimum Choice-Retirees Spouse	4051-0200	\$ 10,150
VA Fire Programs	4051-0300	\$ 10,000
Revenue Sharing - USFWS	4061-0100	\$ 4,200
Harbor Administration	4061-0105	\$ 7,000
Rental Income - Trolley	4061-0106	\$ 12,000
Communications Tax	4071-0100	\$ 243,200
Personal Property Relief Act	4071-0200	\$ 129,250
Mobil Home Sales Tax	4071-0300	\$ 6,200
Recovered Cost from Water	4101-0200	\$ 123,720
Public Works Miscellaneous	4201-0100	\$ 10,000
Miscellaneous Income	4303-0100	\$ 15,000
Tipping Fee Refund - County	4303-0300	\$ 74,000
Solid Waste Collection Fee	4303-0400	\$ 150,000
Law Enforcement Funds	4401-0100	\$ 127,380
Police Miscellaneous	4401-0125	\$ 1,000
Police Donations	4401-0150	\$ 20,000
Police Grants	4401-0150	\$ 10,000
911 Dispatch Revenue	4401-0200	\$ 15,000
VDOT Maintenance Funds	4501-0100	\$ 508,412
Road Permit Fees	4501-0101	\$ 800
VA Commission for the Arts - Grant	4545-0140	\$ 5,000
Transfer from General Fund Savings	4701-0100	\$ 63,000
Transfer from Mosquito Control Savings	4701-1200	\$ 68,802
Transfer from Mosquito Control Savings Drains	4940-8900	\$ 20,451
<b>Total Fund 10</b>		<b>\$ 4,186,360</b>
Fund 20 - Main Street Project		
Program Income	4501-0100	\$ 14,000
TEA-21 Grant	4501-0115	\$ 277,000
Loan Repayment	4501-0200	\$ 3,920
Transfer from General Fund	4501-8900	\$ 63,000
<b>Total Fund 20</b>		<b>\$ 357,920</b>
Fund 30 - Curtis Merritt Harbor		
Interest on Harbor Savings	4031-0100	\$ 2,500
Harbor Rent	4031-1000	\$ 43,043

**Town of Chincoteague  
FY'09 Budget Revenues**

<u>Revenue Name</u>	<u>Number</u>	<u>Budgeted</u>
Rent New Slips (Restroom)	4031-1001	\$ 10,406
Subleases	4031-1002	\$ 14,000
Dry/Winter Storage	4031-1003	\$ 750
Loading Dock	4031-1005	\$ 750
VA Port Authority Grant	4031-1050	\$ 182,894
Transfer from Long Term Replacement	4031-1050	\$ 47,012
<b>Total Fund 30</b>		<b>\$ 301,355</b>
Fund 70 - Trolley		
Trolley Grants	4501-0100	\$ 47,900
Program Income	4501-0110	\$ 7,500
Transfer from General Fund	4501-8900	\$ 20,000
<b>Total Fund 70</b>		<b>\$ 75,400</b>
Fund 80 - Water		
Water Rent	4101-0100	\$ 855,241
Water Adjustments	4101-2200	\$ (500)
Waterline Extensions	4130-0100	\$ 10,000
Service Connections	4131-0200	\$ 10,512
Interest on Water Savings	4131-0300	\$ 5,500
Miscellaneous	4131-0400	\$ 500
Availability Fees	4131-0500	\$ 55,620
<b>Total Fund 80</b>		<b>\$ 936,873</b>
<b>TOTAL ALL FUNDS</b>		<b>\$ 5,857,908</b>

**Town of Chincoteague  
FY'09 Budget Expenditures**

<u>Expenditure Name</u>	<u>Number</u>	<u>Budgeted</u>
<b>FUND 10 - General Fund</b>		
Fund 10 - General Fund/Department 50 - General Government		
<b><u>Salaries</u></b>		
Mayor	5010-0101	\$ 4,800
Council	5010-0102	\$ 23,040
Town Office Staff	5010-1001	\$ 361,633
Emergency Medical Staff	5010-1002	\$ 198,862
Overtime	5010-1003	\$ 39,000
Subtotal		\$ 627,335
<b><u>Benefits</u></b>		
Social Security	5020-2001	\$ 47,991
Hospitalization	5020-2101	\$ 52,404
Blood Bank	5020-2102	\$ 100
Unemployment - All Employees	5020-2103	\$ 5,000
Retirement	5020-2201	\$ 55,210
Life Insurance	5020-2202	\$ 2,550
Subtotal		\$ 163,255
<b><u>Expenses</u></b>		
Bank Charges	5030-3100	\$ 750
Building Administrator Expense	5030-3101	\$ 100
Cleaning	5030-3102	\$ 9,000
Planning Commission	5030-3103	\$ 40
Board of Zoning Appeals	5030-3104	\$ 40
Building Permit Surcharge	5030-3105	\$ 1,250
Board of Building Code Appeal	5030-3106	\$ 25
Emergency Medical Clothing	5030-3107	\$ 2,200
EMS Cell Allowance		\$ 1,600
Insurance	5030-3401	\$ 83,000
Auditing	5030-3501	\$ 19,000
Donations	5030-3601	\$ 11,600
Fire Department Donation	5030-3602	\$ 19,650
Transfer to Civic Center (TOTAX - 17%)	5030-3701	\$ 92,225
Tourism - 5% Chamber & 5% Civic Center	5030-3705	\$ 43,500
ANPDC Membership	5030-4030	\$ 7,000
Scholarship	5030-4301	\$ 1,000
Office Supplies/Publications	5030-4401	\$ 10,000
Office Equipment/Software Maintenance	5030-4402	\$ 20,000
Postage	5030-4403	\$ 10,000
Tax Bills & Conversion	5030-4404	\$ 750
Motor Vehicle License	5030-4501	\$ 2,100
Travel & Training	5030-4801	\$ 3,800
Mayor's Expense	5030-4901	\$ 300
Council's Expense	5030-4902	\$ 500
Town Manager's Expense	5030-4903	\$ 250
Attorney/Legal Consultants	5030-5101	\$ 46,000
Drug/Alcohol Testing	5030-5201	\$ 2,000
Christmas Dinner	5030-5501	\$ 4,000
Dues	5030-6101	\$ 3,000
VML Conference	5030-6102	\$ 1,000
Advertising & Website	5030-7101	\$ 12,000
Building Maintenance	5030-7301	\$ 5,000
Electricity	5030-7401	\$ 14,500

**Town of Chincoteague  
FY'09 Budget Expenditures**

<u>Expenditure Name</u>	<u>Number</u>	<u>Budgeted</u>	
Heating Oil	5030-7402	\$	5,000
VA Fire Programs/CVFC	5030-7601	\$	10,000
EOC Operations/Training	5030-7602	\$	1,500
Special Projects	5030-7701	\$	7,000
Pony Penning Expense	5030-7702	\$	5,000
Deer De-Pop Program	5030-7703	\$	8,000
Telephone Bills	5030-8202	\$	12,000
Optimum Choice - Retirees	5030-8401	\$	45,000
Insurance-Ret Spouses & Others	5030-8402	\$	23,000
Miscellaneous	5030-8501	\$	5,000
Cemetery Cleanup	5030-8600	\$	1,500
Va Commission for the Arts	5030-8700	\$	10,000
Transfer to Main Street Project	5030-8800	\$	63,000
Transfer to Trolley Fund	5030-8900	\$	20,000
VOLSAP For Volunteer Firemen	5030-8912	\$	2,640
Subtotal		\$	645,820.00
<b><u>Capital Improvements</u></b>			
Property Acquisition Reserve	5090-9704	\$	25,000
Office Equipment	5090-9709	\$	10,000
Bond - School Board Property	5090-9740	\$	64,796
Interest on Bond	5090-9741	\$	18,161
Planning Consultants	5090-9750	\$	8,000
Subtotal		\$	125,956
<b>Subtotal Fund 10 Department 50</b>		\$	1,562,366
Fund 10 - General Fund/Department 60 - Public Works Administration			
<b><u>Salaries</u></b>			
Salaries	6010-1001	\$	81,264
Overtime	6010-1003	\$	500
Subtotal		\$	81,764
<b><u>Benefits</u></b>			
Social Security	6020-2001	\$	6,255
Hospitalization	6020-2101	\$	14,296
Retirement	6020-2201	\$	6,364
Life Insurance	6020-2202	\$	358
Subtotal		\$	27,273
<b><u>Expenses</u></b>			
Office Supplies & Equipment	6030-4401	\$	500
Street Maintenance	6030-4501	\$	1,000
Street Signs / 911	6030-4502	\$	2,000
Street Lights	6030-4503	\$	59,000
Gasoline/Diesel	6030-4701	\$	26,423
Oil/Grease	6030-4703	\$	1,500
Tools Shop	6030-4704	\$	2,000
Travel/Training	6030-4801	\$	1,750
Clothing / Uniforms	6030-5202	\$	1,150
Building Maintenance	6030-7301	\$	1,500
Equipment Repairs	6030-7302	\$	10,000
Safety	6030-7303	\$	250
Vehicle PMs	6030-7304	\$	500
Tires	6030-7305	\$	2,000

**Town of Chincoteague  
FY'09 Budget Expenditures**

<u>Expenditure Name</u>	<u>Number</u>		<u>Budgeted</u>
Garage Supplies	6030-7306	\$	2,000
Vehicle Repairs	6030-7307	\$	6,000
Electricity	6030-7401	\$	7,500
LP Gas	6030-7402	\$	2,000
Tipping Fees	6030-7501	\$	1,200
Sanitation Contract	6030-7501	\$	356,228
Miscellaneous	6030-8501	\$	1,500
Subtotal		\$	486,001

**Capital Improvements**

Sewage Treatment Study	6030-9531	\$	25,000
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**Subtotal Fund 10 Department 60** \$ 620,038.00

Fund 10 - General Fund/Department 63 - Public Works Facilities

**Salaries**

Salaries	6310-1001	\$	200,333
Overtime	6310-1003	\$	3,000
Subtotal		\$	203,333.00

**Benefits**

Social Security	6320-2001	\$	15,555
Hospitalization	6320-2101	\$	32,420
Retirement	6320-2201	\$	16,366
Life Insurance	6320-2202	\$	856
Subtotal		\$	65,197.00

**Expenses**

Seasonal Decorations & Banners	6330-4100	\$	2,000
Tools	6330-4704	\$	750
Uniforms	6330-5202	\$	5,179
Public Restroom Supplies	6330-6260	\$	2,000
Electricity	6330-7401	\$	3,500
Sundry	6330-8501	\$	200
Park & Recreation Expense	6330-8590	\$	3,000
Vandalism Repairs	6330-8600	\$	2,000
Boat Ramp Expense	6330-8700	\$	2,000
Park Across the School	6330-8800	\$	200
Island Nature Trail	6330-8900	\$	1,000
Subtotal		\$	21,829.00

**Capital Improvements**

Playground Equipment Reserve	6390-9200	\$	20,000.00
Subtotal		\$	20,000.00

**Subtotal Fund 10 Department 63** \$ 310,359.00

Fund 10 - General Fund/Department 65 - Public Works Roads

**Salaries**

Salaries	6510-1001	\$	71,272
Overtime	6510-1003	\$	2,000
Subtotal		\$	73,272

**Benefits**

Social Security	6520-2001	\$	5,605
Hospitalization	6520-2101	\$	10,807
Retirement	6520-2201	\$	6,859
Life Insurance	6520-2202	\$	359
Subtotal		\$	23,630

**Town of Chincoteague  
FY'09 Budget Expenditures**

<u>Expenditure Name</u>	<u>Number</u>		<u>Budgeted</u>
<b><u>Expenses</u></b>			
Snow Removal	6530-4102	\$	1,000
Maintenance Coatings/Replacement	6530-4150	\$	287,010
Sidewalks	6530-4201	\$	30,000
Traffic Control Devices	6530-4202	\$	20,000
Roadside Services	6530-4250	\$	3,000
Drainage Maintenance	6530-6250	\$	50,000
Traffic Control Operations	6530-7201	\$	1,500
Street Lights	6530-7450	\$	14,000
Engineering	6530-8600	\$	5,000
Subtotal		\$	411,510
<b>Subtotal Fund 10 Department 65</b>		<b>\$</b>	<b>508,412</b>
Fund 10 - General Fund/Department 70 - Police Department			
<b><u>Salaries</u></b>			
Salaries	7010-1001	\$	428,000
Overtime	7010-1003	\$	8,500
Subtotal		\$	436,500
<b><u>Benefits</u></b>			
Social Security	7020-2001	\$	33,416
Hospitalization	7020-2101	\$	30,312
Retirement	7020-2201	\$	40,272
Life Insurance	7020-2202	\$	1,849
Subtotal		\$	105,849
<b><u>Expenses</u></b>			
Gasoline	7030-4701	\$	18,000
Travel/Training	7030-4801	\$	8,500
Uniform Allowance (Officers)	7030-5201	\$	6,500
Uniforms - Town	7030-5202	\$	3,500
Police Conference	7030-6102	\$	400
Photography	7030-7201	\$	300
Office Supplies/Equipment Maintenance	7030-7300	\$	4,000
Equipment Repairs & Supplies	7030-7302	\$	2,500
Vehicle Maintenance	7030-7304	\$	5,000
Drug Enforcement	7030-7901	\$	15,000
Academy Dues	7030-7903	\$	3,800
Bicycle Patrol	7030-7904	\$	200
Community/Youth Programs	7030-7905	\$	20,000
Grant Funded Expenditures	7030-7906	\$	5,000
Ammunition	7030-7907	\$	1,400
Police Drug Dog	7030-7908	\$	4,500
Cell Phone Allowance	7030-8203	\$	3,600
Sundry	7030-8501	\$	1,200
Subtotal		\$	103,400
<b><u>Capital Improvements</u></b>			
Patrol Vehicle	7090-9650	\$	26,500
Surveillance Equipment	7090-9675	\$	15,000
PD / Magistrate Video	7090-9690	\$	10,000
Subtotal		\$	51,500
<b>Subtotal Fund 10 Department 70</b>		<b>\$</b>	<b>697,249</b>

**Town of Chincoteague  
FY'09 Budget Expenditures**

<u>Expenditure Name</u>	<u>Number</u>	<u>Budgeted</u>
Fund 10 - General Fund/Department 75 - Emergency Dispatch		
<b><u>Salaries</u></b>		
Salaries	7510-1001	\$ 169,500
Overtime	7510-1003	\$ 2,500
Subtotal		\$ 172,000
<b><u>Benefits</u></b>		
Social Security	7520-2001	\$ 13,157
Hospitalization	7520-2101	\$ 20,208
Retirement	7520-2201	\$ 9,398
Life Insurance	7520-2202	\$ 432
Subtotal		\$ 43,195
<b><u>Expenses</u></b>		
Travel/Training	7530-4801	\$ 2,500
Uniform Allowance - Dispatchers	7530-5201	\$ 1,400
Uniforms (Town for Dispatchers)	7530-5202	\$ 1,000
Office Supplies/Equipment Maintenance	7530-7300	\$ 15,000
E911 Line Fees	7530-8202	\$ 7,000
911 Addressing	7530-8203	\$ 1,100
Sundry	7530-8501	\$ 200
Subtotal		\$ 28,200
<b><u>Capital Improvements</u></b>		
Radio Equipment	7590-9300	\$ 50,000
Subtotal		\$ 50,000
<b>Subtotal Fund 10 Department 75</b>		\$ 293,395
<b>Total Fund 10</b>		<b>\$ 3,991,819.15</b>
 <b>Fund 20 - Main Street Project</b>		
<b><u>Expenses</u></b>		
Maintenance	2030-7101	\$ 8,000
Electricity	2030-7401	\$ 6,000
Transfer to Loan Pool	2030-7601	\$ 3,920
Subtotal		\$ 17,920
<b><u>Capital Improvements</u></b>		
Main Street Project	2090-9711	\$ 340,000
Subtotal		\$ 340,000
<b>Total Fund 20</b>		<b>\$ 357,920</b>
 <b>Fund 30 - Curtis Merritt Harbor</b>		
<b><u>Salaries</u></b>		
Salaries	8010-1001	\$ 21,375
Overtime	8010-1003	\$ 200
Subtotal		\$ 21,575
<b><u>Benefits</u></b>		
Social Security	8030-2001	\$ 2,075
Hospitalization	8020-2101	\$ -
Retirement	8020-2201	\$ 2,105
Life Insurance	8030-2202	\$ 100
Subtotal		\$ 4,280

**Town of Chincoteague  
FY'09 Budget Expenditures**

<u>Expenditure Name</u>	<u>Number</u>		<u>Budgeted</u>
<b><u>Expenses</u></b>			
Administrative Expense - Town	8030-3100	\$	7,000
Operation/Maintenance/Etc.	8030-7300	\$	15,000
Sundry	8030-8501	\$	3,500
Subtotal		\$	25,500
<b><u>Capital Improvements</u></b>			
CMH Replacement Project	8090-9126	\$	250,000
Subtotal		\$	250,000
<b>Total Fund 30</b>		<b>\$</b>	<b>301,355.44</b>

**Fund 40 - Mosquito Control**

<b><u>Salaries</u></b>			
Salaries	8510-1001	\$	48,330
Overtime	8510-1003	\$	500
Subtotal		\$	48,830
<b><u>Benefits</u></b>			
Social Security	8520-2001	\$	3,726
Hospitalization	8520-2101	\$	525
Retirement	8520-2201	\$	250
Life Insurance	8520-2202	\$	34
Subtotal		\$	4,535
<b><u>Expenses</u></b>			
Insurance	8530-3401	\$	8,100
Office Supplies	8530-4401	\$	200
Gasoline	8530-4701	\$	3,875
Tools & Small Equipment	8530-4704	\$	1,000
Chemicals	8530-4705	\$	30,500
Contract Spraying	8530-4706	\$	23,000
Travel/Training/Conference	8530-4801	\$	300
Uniforms	8530-5202	\$	500
Telephone/Pagers/Other	8530-6204	\$	600
Advertising	8530-7101	\$	1,000
Equipment Repairs/Maintenance	8530-7302	\$	1,500
Safety Equipment	8530-7303	\$	400
Vehicle Maintenance	8530-7304	\$	1,000
Sundry	8530-8501	\$	200
Rent (11 of 15)	8530-8551	\$	-
Equipment Expense to Fund 10	8530-8800	\$	-
Reimbursement to Fund 10	8530-8900	\$	-
Subtotal		\$	72,175
<b><u>Capital Improvements</u></b>			
Equipment	8590-9124	\$	34,000
Drainage	8590-9125	\$	35,000
Subtotal		\$	69,000
<b>Total Fund 40</b>		<b>\$</b>	<b>194,540</b>

Fund 70 - Trolley

<b><u>Salaries</u></b>			
Salaries	3010-0100	\$	33,000
Subtotal		\$	33,000

**Town of Chincoteague  
FY'09 Budget Expenditures**

<u>Expenditure Name</u>	<u>Number</u>	<u>Budgeted</u>
<b><u>Benefits</u></b>		
Social Security	3020-2001	\$ 2,500
Subtotal		\$ 2,500
<b><u>Expenses</u></b>		
Insurance & Bonding	3030-3401	\$ 900
Signs/Printing/Advertising	3030-4402	\$ 5,000
Fuel	3030-4701	\$ 8,000
Equipment Repairs/Maintenance	3030-7302	\$ 9,000
Other Expenses	3030-8501	\$ 5,000
Rent	3030-8505	\$ 12,000
Subtotal		\$ 39,900
<b>Total Fund 70</b>		<b>\$ 75,400</b>
Fund 80 - Water		
<b><u>Salaries</u></b>		
Salaries	6210-1001	\$ 182,537
Overtime	6210-1003	\$ 3,000
Pump Duty	6210-1004	\$ 11,517
Subtotal		\$ 197,054
<b><u>Benefits</u></b>		
Social Security	6220-2001	\$ 15,074
Hospitalization	6220-2101	\$ 26,819
Retirement	6220-2201	\$ 18,444
Life Insurance	6220-2202	\$ 966
Subtotal		\$ 61,303
<b><u>Expenses</u></b>		
Office Supplies/Equipment Maintenance	6230-4401	\$ 2,500
Postage	6230-4403	\$ 2,750
Gasoline & Diesel	6230-4701	\$ 4,752
Tools	6230-4704	\$ 750
Chemicals	6230-4705	\$ 6,600
Travel & Training	6230-4801	\$ 2,500
Uniforms	6230-5202	\$ 1,300
Dues/Licenses	6230-6101	\$ 600
Building Maintenance/Rehab	6230-7301	\$ 2,000
Safety	6230-7303	\$ 500
Vehicle Maintenance	6230-7304	\$ 500
Raw Water Purchase (NASA)	6230-7400	\$ 500
Electricity	6230-7401	\$ 46,000
LP Gas	6230-7402	\$ 500
Distribution & Repairs	6230-8101	\$ 20,000
Supply Repairs	6230-8103	\$ 15,000
Pager/Well Monitoring	6230-8202	\$ 500
Miss Utility	6230-8204	\$ 500
Sundry	6230-8501	\$ 200
Reimbursement to Fund 10	6230-8601	\$ 123,720
Regulation Compliance	6230-8750	\$ 1,500
State Groundwater Permits	6230-8770	\$ 6,300
Equipment Expense to Fund 10	6230-8800	\$ 1,000
Engineering	6230-9100	\$ 2,000
Subtotal		\$ 242,472

**Town of Chincoteague  
FY'09 Budget Expenditures**

<u>Expenditure Name</u>	<u>Number</u>		<u>Budgeted</u>
<b><u>Capital Improvements</u></b>			
Water Main Extensions	6290-9101	\$	10,000
Aquifer Test Plan	6290-9201	\$	-
Interest on Water Bond Supply Line	6290-9504	\$	35,198
Water Bond - Supply Line Main Street	6290-9505	\$	88,674
Water Bonds	6290-9506	\$	152,142
Interest on Water Bond	6290-9507	\$	89,530
Generator for Water Wells Reserve	6290-9601	\$	30,000
Pension & Anderton Water Line Replacement	6290-9603	\$	10,000
Base Mapping GIS System	6290-9846	\$	500
6 Wheel Heavey Duty Truck	6290-9850	\$	10,000
S.C.A.D.A.	6290-9860	\$	10,000
Subtotal		\$	436,044
<b>Total Fund 80</b>		<b>\$</b>	<b>936,873</b>
<b>TOTAL ALL FUNDS</b>		<b>\$</b>	<b>5,857,908</b>

## GENERAL GOVERNMENT FEES

### Building and Zoning Permit Fees

Category	PROPOSED FY "09"	CURRENT FY "08"
Res. New Construction: per sq ft	\$0.18	\$0.18
Res. New Const.: minimum fee	\$80.00	\$80.00
Res. Remodeling & Alterations: per sq ft	\$0.13	\$0.13
Res. Remodeling & Alterations: minimum fee	\$60.00	\$60.00
Comm. New Construction: per sq ft	\$0.23	\$0.23
[plus \$5 per plumbing fixture (Chinco)]		
Comm. New Constr.: minimum fee	\$110.00	\$110.00
Comm. Remodeling & Alterations: per sq ft	\$0.18	\$0.18
Comm. Remodeling & Alterations: minimum fee	\$90.00	\$90.00
Mobile Homes: per sq ft	\$0.18	\$0.18
Demolition of Structure: Residential	\$30.00	\$30.00
Demolition of Structure: Commercial	\$30.00	\$30.00
Removal/Installation fule tanks:		
1000-3000 gallon capacity	\$115.00	\$115.00
Each additional 1000 gallon capacity	\$25.00	\$25.00
Installation of radio or communication tower:		
Up to 100 feet	\$115.00	\$115.00
Each additional 100 feet	\$45.00	\$45.00
Piers or Bulkheads:		
Up to 300 linear feet	\$90.00	\$90.00
Each additional 100 linear feet	\$11.00	\$11.00
<b>New Docks: per sq ft</b>	<b>\$0.18</b>	
Boat ramps & groins	\$115.00	\$115.00
Swimming Pools:		
Above-ground	\$60.00	\$60.00
In-ground	\$80.00	\$80.00
Commercial	\$80.00	\$80.00
Re-roofing (adding 1 layer to existing)	\$45.00	\$45.00
Re-siding	\$45.00	\$45.00
Moved Buildings	\$80.00	\$80.00
For other work not listed:		
Residential	\$60.00	\$60.00
Commercial	\$90.00	\$90.00
Certificate of Occupancy (except when issued in conjunction w/a building permit):	n/a	n/a
No inspection required	\$30.00	\$30.00
Inspection required:		
Per sq ft	\$0.13	\$0.13
Minimum fee	\$60.00	\$60.00
Appeals to the Board of Appeals	\$450.00	\$450.00
Administrative Fees:		
Lost permit (reissue)	\$30.00	\$30.00
Permit amendment (reissue)	\$30.00	\$30.00
Change of use	\$50.00	\$50.00
Permit 6-month extension (2 ext. maximum)	\$30.00	\$30.00
For beginning constr. prior to obtaining BP:		
First offense	\$50.00	\$50.00
Each offense thereafter	\$200.00	\$200.00
Re-inspection fee	\$40.00	\$40.00
State Code Academy Surcharge	\$0.02	\$0.02
Refunds: (% of amount paid)		
Permit issued, no inspections	\$0.75	\$0.75

## GENERAL GOVERNMENT FEES

### Building and Zoning Permit Fees

Category	PROPOSED FY "09"	CURRENT FY "08"
Foundation inspection completed	\$0.75	\$0.75
Framing & foundation inspection completed	\$0.25	\$0.25
Subdivision Review Fees (per each submitted plat):		
Up to 10 lots:		
Base fee	\$200.00	\$200.00
Each lot (in addition to base fee)	\$10.00	\$10.00
Over 10 lots or required new road construction:		
Base fee	\$500.00	\$500.00
Each lot (in addition to base fee)	\$20.00	\$20.00
Zoning Fees:		
Zoning clearance (excludes reroofing permits, renovation permits or permits issued in incorporated towns)	\$35.00	\$35.00
Special use permit	\$450.00	\$450.00
Conditional use permit	\$1,500.00	\$1,500.00
Variance application	\$450.00	\$450.00
Special use permit & variance application processed & presented at same time	\$540.00	\$540.00
Appeal decision of Zoning Administrator	<b>\$450.00</b>	\$250.00
Proposed rezoning change	\$730.00	\$730.00
Amendment to the zoning ordinance	\$330.00	\$330.00
Vacating any subdivision plat or any part thereof	\$250.00	\$250.00
Certification of zoning compliance (includes home occupation)	\$30.00	\$30.00
Site evaluation (set-back verification or subdivision)	\$100.00	\$100.00
Administrative waiver or modification of the C.B. Preservation District Requirement	\$100.00	\$100.00
Travel Trailer Park Fees:		
Up to 25 trailers	\$500.00	\$500.00
26-49 trailers	\$1,000.00	\$1,000.00
50 or more trailers	\$2,000.00	\$2,000.00
Base fee		
Each lot if over 4 lots (plus base fee)		
Sign Permit Fees:		
Less than or equal to 40 square feet	\$45.00	\$45.00
Each sq ft in excess of 40 sq ft	\$1.00	\$1.00
Mobile Home Park Fees:		
4-25 mobile homes	\$1,000.00	\$1,000.00
26-40 mobile homes	\$2,000.00	\$2,000.00
41 or more mobile homes	\$5,000.00	\$5,000.00
Base fee		
Each lot if over 4 lots (plus base fee)		
Transcript Fees (per page)	\$12.00	\$12.00
Document Fees:		
Comprehensive Plan	\$20.00	\$20.00
Zoning Ordinance	n/a	n/a
Subdivision Ordinance	n/a	n/a
Complete ordinances, incl zoning & subdivision	\$35.00	\$35.00
Excerpts from Ordinances & Other Town Documents: per page and/or double sided per page	\$0.50	\$0.50
Maps 36" x 44"	\$55.00	\$55.00

## GENERAL GOVERNMENT FEES

### Building and Zoning Permit Fees

Category	PROPOSED FY "09"	CURRENT FY "08"
Contractors List (Class A & B)	\$0.00	\$0.00
New Address Fee	\$25.00	\$25.00
New Road Fee (at cost per MSAG)	cost	cost
Elevators/Escalators/Lifts	\$60.00	\$60.00
Mobile Offices/Pre-manufactured Units	\$60.00	\$60.00
Tent/Air Support Structures (over 900 sq ft)	\$80.00	\$80.00
Carport or Garage: per sq ft	\$0.18	\$0.18
Accessory building/structure (<150 sq ft)	\$45.00	\$45.00
Deck: per sq ft	\$0.18	\$0.18
Fence (> 8 linear ft. Total)	\$45.00	\$45.00
Fireplace	\$0.00	\$0.00
Foundation	\$60.00	\$60.00

### General Government Taxes and Fees

Real Estate Tax ( \$.06/100)	<b>\$0.06</b>	\$0.13
Tangible Property Tax ( \$/100)	\$0.85	\$0.85
Tangible Property Tax Relief (percent)	<b>62%</b>	61%
Excise Tax; Meals (percent)	4%	4%
Excise Tax; Transient Occupancy Tax (percent)	3%	3%
Vehicle Decals (annual)	\$27.00	\$27.00
Road Subdivision Review Fee	\$250.00	\$250.00
Side Walk Administrative Fee (Percent)	25%	25%
Solid Waste Collection Fee (Residential per week)	\$1.00	\$1.00
Solid Waste Collection Fee (Commercial/Business per week)	\$1.00	\$1.00

GENERAL GOVERNMENT  
**BUSINESS LICENSE RATES - FY "09"**

(Rate per \$100 of gross receipts)  
 At a \$ 500 Maximum & \$30 Minimum  
**"Since 1977"**

Code	Business Type	Rate
1	Retail Merchant	0.13
11	Restaurant	0.13
12	Amusements	0.13
2	Professional	0.13
3	Repair, Personal, Business	0.13
31	Tourist Home	0.13
32	Motel	0.13
33	Bed & Breakfast	0.13
34	Campground	0.13
35	Property Rental Agency	0.13
36	Charter Boats	0.13
37	Cottages/Cabins	0.13
38	Trucking/Hauling	0.13
39	Lawn Care	0.13
4	Contract Construction	0.13
41	Home Improvement	0.13
42	Construction Class C	0.13
43	Construction Class B	0.13
44	Construction Class A	0.13
45	Plumbers	0.13
46	Electricians	0.13
47	HVAC (Heating/Air Cond.)	0.13
5	No Charge	0
6	Peddler/Perishable*	\$75 per vehicle
7	Franchise (Utility)*±	1/2 of 1% of gross rec
8	Vending Machines	\$200 + .13
9	Wholesale	0.05
	Pawnbroker	\$100 + .13
	* Billposters	\$500
	* Carnival/Circus	\$500
	* Bus & Freight Terminal	\$85
	* Savings Institution; Credit Union	\$50
	* Going out of Business Sale	\$50
	* Itinerant Vendor	\$500
	* Retail Peddler on Foot	\$225
	* Retail Peddler Other than on Foot	\$500
	* Wholesale Peddler	\$100 per vehicle

\* Does not follow the "per \$100 of gross receipts" format

± Cable Franchise rate is 2% of gross receipts.

# FY “09” Rate Schedule

## Curtis Merritt Harbor

(July 1, 2008 – June 30, 2009)

25 ft Slip \$379.00  
30 ft Slip \$428.00  
40 ft Slip \$645.00  
50 ft Slip \$939.00  
Slip at head of Collector Pier \$1030.00

Loading Dock fees are \$7.00 per day after 4 hours.

Sublease rate for Commercial Vessels: \$3.50 per day or any portion of a day.

Sublease rate for recreational vessels: \$5.00 per day or any portion of a day.

Nets or other items left on dockside for storage over 3 days will be \$10.00 per day.

Boat repair area for Harbor Lessee is \$10.00 per day after 7 days per season haul out.

For Non Harbor Lessee there will be \$10.00 a day charge after the first 8 hours.

Fees or Penalties for leaving the work area not cleaned. \$50.00 one time penalty per haul out. If payment is not received all Harbor and Town Property privileges will be prohibited.

D.W.MERRITT HARBORMASTER

## WATER RATES, CHARGES AND BILLING FOR FY 09

A minimum rate applies to all accounts after the minimum allowed usage and an additional dollar amount is applied per 1000 gallons. The following table applies to 5/8 and 3/4 residential, commercial and other size water meter connections, subject to a review by council for a 3% increase each year.

Meter Size (inches)	Minimum Bill (Quarter)	Allowed Usage (gallons)	Per 1,000 gallons Over Allowance
5/8 & 3/4	\$22 residential	6,000	\$3.76
	\$37 commercial	6,000	\$4.10
1	\$94	15,000	\$4.10
1.5	\$186	30,000	\$4.10
2	\$298	48,000	\$4.10
3	\$594	96,000	\$4.10
4*	\$929	150,000	\$4.10
6	\$1857	300,000	\$4.10
8	\$2971.00	480,000	\$4.10

\*One meter currently in the system is to be charged \$5.24 per 1000 gallons over the allowed usage.

### **Connection Fees**

New connections to the water system shall be charged at the rate below plus all additional related costs incurred by the town:

\$584 for a 5/8" or 3/4" Meter connecting pipe

\$1,061 for a 1" connecting pipe

\$1,433 for a 2" connecting pipe

### **Availability Fee Schedule**

Meter Size (inches)	Availability Fee
5/8 & 3/4	\$3,708
1	\$9,270
1.5	\$18,540
2	\$29,664
3	\$59,328
4	\$92,700
6	\$185,400
8	\$296,640

Condominiums are charged an availability fee of \$3,708 per living unit but supplied by a master meter, with the minimum billing based on the size of the meter.

### **Billing and other charges**

- No service shall be reconnected without payment of all delinquent charges plus a reconnecting charge of \$50.00.
- Any person having service disconnected by the Town, shall be charged a fee of \$50.00.
- A change of ownership fee of \$50.00
- A twenty-five percent administrative fee will be applied to all Water main extensions, by the Town

### **Water bill adjustments**

If, after checking or testing the meter, the reading is found to be correct, the account will be charged \$50.00. If the meter or reading is found to be faulty or incorrect, the water bill will be adjusted accordingly.

# TOWN OF CHINCOTEAGUE, INC. FY'09 PROPOSED BUDGET

## PUBLIC HEARING TO BE HELD MONDAY, JUNE 2, 2008 AT 7:30 P.M. IN THE TOWN COUNCIL CHAMBERS 6150 COMMUNITY DRIVE CHINCOTEAGUE ISLAND, VA 23336

REVENUES		EXPENDITURES	
GENERAL PROPERTY TAXES	\$ 868,293	GENERAL GOVERNMENT	
OTHER LOCAL TAXES	1,255,300	SALARIES & BENEFITS	\$ 790,590
PERMITS, FEES, LICENSES	439,147	EXPENSES	645,820
FINES	38,000	CAPITAL IMPROVEMENTS	125,956
INTEREST	95,000	PUBLIC WORKS ADMINISTRATION	
RECOVERED COST	229,570	SALARIES & BENEFITS	109,037
MISCELLANEOUS	62,500	EXPENSES	486,001
FROM THE FEDERAL GOVERNMENT	4,200	CAPITAL IMPROVEMENTS	25,000
FROM THE COMMONWEALTH	1,042,097	FACILITIES DIVISION	
TRANSFER FROM RESERVES	152,253	SALARIES & BENEFITS	268,530
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$4,186,360</b>	EXPENSES	21,829
		CAPITAL IMPROVEMENTS	20,000
WATER RENT	\$ 855,241	ROADS DIVISION	
WATER ADJUSTMENTS	-500	SALARIES & BENEFITS	96,902
WATER LINE EXTENSIONS	10,000	EXPENSES	411,510
SERVICE CONNECTIONS	10,512	POLICE DEPARTMENT	
INTEREST ON WATER RESERVE	5,500	SALARIES & BENEFITS	542,349
MISCELLANEOUS INCOME	500	EXPENSES	103,400
AVAILABILITY FEES	55,620	CAPITAL IMPROVEMENTS	51,500
<b>TOTAL WATER FUND REVENUE</b>	<b>\$ 936,873</b>	EMERGENCY DISPATCH	
		SALARIES & BENEFITS	215,195
MAIN STREET PROJECT GRANTS	\$ 277,000	EXPENSES	28,200
PROGRAM INCOME	14,000	CAPITAL IMPROVEMENTS	50,000
LOAN POOL REPAYMENT	3,920	MOSQUITO CONTROL	
TRANSFER FROM GENERAL FUND	63,000	SALARIES & BENEFITS	53,365
<b>TOTAL MAIN STREET PROJECT</b>	<b>\$ 357,920</b>	EXPENSES	72,175
		CAPITAL IMPROVEMENTS	69,000
HARBOR RENT	\$ 53,449	<b>TOTAL GENERAL FUND EXPENSES</b>	<b>\$4,186,360</b>
SUBLEASES/LOADING DOCK/STORAGE	15,500	WATER FUND	
HARBOR INTEREST	2,500	SALARIES & BENEFITS	258,357
GRANTS	182,894	EXPENSES	242,472
TRANSFER FROM L. T. REPLACEMENT	47,012	CAPITAL IMPROVEMENTS	436,044
<b>TOTAL HARBOR REVENUE</b>	<b>\$ 301,355</b>	<b>TOTAL WATER FUND EXPENSES</b>	<b>\$ 936.873</b>
		MAIN STREET	
TROLLEY GRANTS	\$ 47,900	EXPENSES	\$ 17,920
PROGRAM INCOME	7,500	CAPITAL IMPROVEMENTS	340,000
TRANSFER FROM GEN. FUND	20,000	<b>TOTAL MAIN STREET PROJECT</b>	<b>\$ 357,920</b>
<b>TOTAL TROLLEY REVENUE</b>	<b>\$ 75,400</b>	HARBOR	
<b>GRAND TOTAL ALL REVENUES:</b>	<b>\$5,857,908</b>	SALARIES & BENEFITS	\$ 25,855
		EXPENSES	25,500
		CAPITAL IMPROVEMENTS	250,000
		<b>TOTAL HARBOR EXPENSES</b>	<b>\$ 301,355</b>
		TROLLEY	
		SALARIES & BENEFITS	\$ 35,500
		EXPENSES	39,900
		<b>TOTAL TROLLEY EXPENSES</b>	<b>\$ 75,400</b>
		<b>GRAND TOTAL ALL EXPENSES:</b>	<b>\$5,857,908</b>

THE FOLLOWING TAX RATES HAVE BEEN PROPOSED FOR THE CURRENT TAX YEAR WITHIN THIS BUDGET:

REAL ESTATE TAX LEVY	
\$0.06 PER \$100 OF ASSESSED VALUATION	
TANGIBLE PROPERTY	
\$0.85 PER \$100 OF ASSESSED VALUATION	
PERSONAL PROPERTY TAX RELIEF	62%
MEALS TAX	4%
TRANSIENT OCCUPANCY TAX	3%
MOTOR VEHICLE LICENSE	\$27.00
SOLID WASTE COLLECTION	\$1.00 PER WEEK

**Sec. 58-2. Adoption of state law; former provisions.**

(a) Pursuant to the authority of Code of Virginia, § 46.2-1313, all of the provisions and requirements of the laws of the Commonwealth contained in Code of Virginia, title 46.2 and in Code of Virginia, § 18.2-266 et seq. in effect, **July 1, 2007, 2008**, except those provisions which are contained elsewhere in this chapter and except those provisions and requirements the violation of which constitute a felony and except those provisions and requirements which by their very nature can have no application to or within the town, are adopted and incorporated in this chapter by reference and made applicable within the town. References to “highways of the state” contained in such provisions and requirements adopted in this subsection shall be deemed to refer to the streets, highways and other public ways within the town. Such provisions and requirements hereby adopted, mutatis mutandis, are made a part of this chapter as fully as though set forth at length in this chapter, and it shall be unlawful for any person within the town to violate or fail, neglect or refuse to comply with any provision of Code of Virginia, title 46.2 or of Code of Virginia, § 18.2-266 et seq., which is adopted by this section, provided that in no event shall the penalty imposed for the violation of any provision or requirement hereby adopted exceed the penalty imposed for a similar offense under Code of Virginia, title 46.2 or under Code of Virginia, § 18-2-266 et seq.

(b) The provisions of this section, as readopted, shall be effective as of its adoption. As of such effective date, such re-adoption shall replace former section 58-2 as it existed prior to the effective date of re-adoption, provided that such repeal shall not affect any act or offense done or committed or any penalty or forfeiture incurred or any right established or suit or action pending on that day. Except as otherwise provided, neither the repeal of section 58-2 nor the enactment of this re-adoption shall apply to offenses committed prior to the effective date of this section, and prosecution for such offense shall be governed by prior law, which is continued in effect for that purpose.

(Code 1977, § 11-1; Ord. of 6-21-2001; Readopted 6-3-02, 6-2-03, 7-6-04, 6-16-05, 6-15-06, 6-4-07)

**MINUTES OF THE MAY 20, 2008  
BUDGET AND PERSONNEL COMMITTEE MEETING**

**Members Present**

Nancy B. Conklin, Madam Chair  
Glenn B. Wolfe

**Members Absent**

Anita W. Speidel

**Call to Order.**

Madam Chair Conklin called the meeting to order at 5:31 p.m.

**Agenda Adoption.**

**Councilman Wolfe moved, seconded by Madam Chair Conklin “to adopt the agenda as presented”. The motion was unanimously approved.**

**1. Consider changes in the Employee handbook Section 604.**

Mr. Ritter explained to the Committee Members that the change to section 604 would allow for the a current salaried employee and possible future salaried employees to have the same privilege with the administrative leave as the Town Manager, Director of Public Works, and Chief of Police. Administrative leave is currently not being used very often.

**Councilman Wolfe made a motion, seconded by Madam Chair Conklin “to approve the changes to the employee handbook section 604 administrative leave and send it to council”. The motion was unanimously approved.**

**604 ADMINISTRATIVE LEAVE**

The Town manager, at his discretion, may authorize up to 5 days of paid leave, known as “administrative Leave”, for an employee who finds himself in exceptional circumstances such as significant events involving a member of an employee’s immediate family. This leave will be granted only after the employee has used up all annual leave. (Immediate family is defined as spouse, children, parents, grandparents, siblings, and/or any other relation by blood or marriage who is and has resided in the employee’s household for a minimum of three months.)

All executive staff members will be eligible for compensation for overtime through the use of executive administrative leave. Executive staff shall be defined to apply only to **salaried (exempt) employees** ~~the Town manager, Director of Public Works, and Chief of Police.~~ This administrative leave policy will permit an executive staff employee to take reasonable salaried time off at the discretion of the Town manager, in connection with attendance at night meetings or events requiring the expenditure of similar time. Executive administrative leave may only be permitted for periods of less than eight (8) consecutive hours. Any time off of eight (8) consecutive hours or more must be taken as annual leave.

**2. Committee Member Comments.**

No comments by the committee members

**3. Closed Meeting in Accordance with Section 2.2-3711(A) (10) of the code of Virginia (Special Awards Scholarship).**

Councilman Wolffe moved, seconded by Madam Chair Conklin to convene a closed meeting under Section 2.2-3711(A) (10) of the Code of Virginia to discuss personnel matters. The motion was unanimously approved.

**Councilman Wolffe moved, seconded by Madam Chair Conklin “to reconvene in regular session”. Unanimously approved.**

**Councilman Wolffe moved, seconded by Madam Chair Conklin “to adopt a resolution of certification of the closed meeting”.**

WHEREAS, the Chincoteague Budget and Personnel Committee has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711(A)(10) of the Code of Virginia requires a certification by this Budget and Personnel Committee that such closed meeting was conducted in conformity with Virginia law; NOW, THEREFORE, BE IT RESOLVED that the Chincoteague Budget and Personnel Committee hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Budget and Personnel Committee.

VOTE:           Ayes- Conklin, Wolffe  
                  Nays- None  
                  Absent- None

**Adjournment.**

**Councilman Wolffe motioned, seconded by Madam Chair Conklin to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned at 6:01 p.m.**