



Certificate of Special Recognition

presented to

Mr. Zac Jester

Whereas, congratulations and citations are in order for Mr. Zac Jester for heroically saving the life of Mr. Steve Muhic on Monday, September 8, 2008 while surfing off Assateague Island; and

Whereas, a catastrophe was avoided because of the skillful and quick response to Mr. Muhic as he had been knocked unconscious by his surfboard and was seconds from drowning; and

Whereas, this courageous action in averting what could have been a tragic loss to family, friends, and community was a act of heroism which deserves special recognition by the Town Council of the Town of Chincoteague;

Now, Therefore, I, John H. Tarr, Mayor, the Members of the Town Council and the citizens of Chincoteague, hereby extend to Mr. Zac Jester our sincere appreciation for his heroic action.

Dated this 18th day of September 2008.

John H. Tarr, Mayor



Certificate of Special Recognition

presented to

Mr. Troy Libertino

Whereas, congratulations and citations are in order for Mr. Troy Libertino for heroically saving the life of Mr. Steve Muhic on Monday, September 8, 2008 while surfing off Assateague Island; and

Whereas, a catastrophe was avoided because of the skillful and quick response to Mr. Muhic as he had been knocked unconscious by his surfboard and was seconds from drowning; and

Whereas, this courageous action in averting what could have been a tragic loss to family, friends, and community was a act of heroism which deserves special recognition by the Town Council of the Town of Chincoteague;

Now, Therefore, I, John H. Tarr, Mayor, the Members of the Town Council and the citizens of Chincoteague, hereby extend to Mr. Troy Libertino our sincere appreciation for his heroic action.

Dated this 18th day of September 2008.

John H. Tarr, Mayor



Certificate of Special Recognition

presented to

Mr. Josh Williams

Whereas, congratulations and citations are in order for Mr. Josh Williams for heroically saving the life of Mr. Steve Muhic on Monday, September 8, 2008 while surfing off Assateague Island; and

Whereas, a catastrophe was avoided because of the skillful and quick response to Mr. Muhic as he had been knocked unconscious by his surfboard and was seconds from drowning; and

Whereas, this courageous action in averting what could have been a tragic loss to family, friends, and community was a act of heroism which deserves special recognition by the Town Council of the Town of Chincoteague;

Now, Therefore, I, John H. Tarr, Mayor, the Members of the Town Council and the citizens of Chincoteague, hereby extend to Mr. Josh Williams our sincere appreciation for his heroic action.

Dated this 18th day of September 2008.

John H. Tarr, Mayor

MINUTES OF THE AUGUST 21, 2008
CHINCOTEAGUE TOWN COUNCIL SPECIAL MEETING

Council Members Present:

John H. Tarr, Mayor
Terry Howard, Councilman
Ellen W. Richardson, Councilwoman
Nancy B. Conklin, Councilwoman
John N. Jester, Vice Mayor
John H. Howard, Councilman
James Frese, Councilman

Call to Order

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

Invocation

Councilman John H. Howard offered the invocation.

Pledge of Allegiance

Mayor Tarr led the Pledge of Allegiance.

Agenda Additions/Deletions and Adoption

“Councilman T. Howard motioned, seconded by Councilwoman Richardson to adopt the agenda as presented.” The motion was unanimously approved.

1. Possible adoption of the July 24, 2008 Special Council Meeting Minutes

Councilman T. Howard indicated that for agenda item three he did not vote “Nay” for Mr. Jim Frese. Mr. Ritter indicated that he would strike that from the Minutes. Councilwoman Conklin motioned, seconded by Vice- Mayor Jester **“to adopt the amended minutes of the July 24, 2008 Special Council Meeting.”** Unanimously approved.

2. Discussion on the amendments that the Planning Commission and Staff have recommended to Council on Article VI. General Provisions, Section C. Parking of the Zoning Ordinance.

Mr. Anderson began by indicating that the proposed amendments are a result of identifying Council’s concerns at the last meeting, talking with the Town’s Attorney, and further research on the subject.

6.6.4.

Councilman T. Howard questioned whether the Town allows more than one home occupation in one dwelling unit, he was unaware that it was even allowed. Mr. Anderson indicated that staff has interpreted the current zoning ordinance to allow more than one home occupation if it meets the requirements for zoning (i.e. parking spaces).

6.6.6.

Councilman Frese thought this recommendation was to address the worst case scenario. If people have to park in the street it is not that big of a deal. Councilman J. Howard’s wife works at Atlantic Medical Center and these numbers pretty well hold true. It was questioned if a doctor or

dentist moved out and another moved in if the structure itself was grandfathered. Mayor Tarr seemed to think that if it was the exact same use the building would be grandfathered for two or three years.

It was suggested that the Town needs to adopt an ordinance for future medical and dental centers not for what is currently there.

It suggested that “three” be changed to “two,” there was consensus from the Council.

6.6.7.

The proposed language recommends one parking space for each sleeping unit. Mayor Tarr suggested that in developments with more than 10 dwelling units that an additional 10 percent (of spaces) should be set aside as overflow parking. This area does not have to be paved but it should be left unobstructed with easy access.

6.6.7.1.

There was discussion relating to whether 1.2 is too much for these uses. Vice-Mayor Jester suggested trying to find out how many employees that are working at these particular places. After some discussion it was decided that the language should be one parking space per room plus a space for each employee at a typical workshift. Councilman T. Howard indicated that there should be some sort of definition for “typical workshift.”

6.6.9.

Council reviewed marina parking regulations of several other municipalities. After reviewing these regulations and after the subsequent discussion from the Council it was decided to amend the proposal to read “1 parking space per every 2 boat slips.”

6.6.16.

Councilman T. Howard would like there to be more clarity in the difference between an accessway and a private road.

6.6.21.

In the last paragraph there was some confusion about the striping and the lettering on the pavement, the following amendments will be made “twelve (12) inches in ~~length~~ **height** and **each letter shall be** three (3) inches thick...”

The Council unanimously agreed to send this document to public hearing at the September 18, 2008 Council Meeting.

6. Mayor and Council Comments

NONE

AJOURN

“Vice-Mayor Jester motioned, seconded by Councilwoman Richardson, to adjourn the meeting.” The motion was unanimously approved.

Mayor

Town Manager

MINUTES OF THE SEPTEMBER 2, 2008
CHINCOTEAGUE TOWN COUNCIL MEETING

Council Members Present:

John H. Tarr, Mayor
Nancy B. Conklin, Councilwoman
James Frese, Councilman
Terry Howard, Councilman
John H. Howard, Councilman
John N. Jester, Vice-Mayor
Ellen W. Richardson, Councilwoman

Call to Order

Mayor Tarr called the meeting to order at 7:30 p.m.

Invocation

Councilman T. Howard offered the invocation.

Pledge of Allegiance

Mayor Tarr led the Pledge of Allegiance.

Presentations

Mayor Tarr announced that we will give the presentation scheduled for tonight at the next meeting because the individual who was going to receive the award had to work.

Open Forum/Public Participation.

- **Mr. Al Bernosky** of 8281 Sea Gull Drive stated his concerns with the roads at Ocean Breeze. He said that the conditions of the roads are dangerous and even difficult for safety vehicles respond to a call.
- **Ms. Dolly Shepard** also from Ocean Breeze stated concerns with the roads. She said that she did not have any language in her deed that requires the home owner to maintain the roads.
- **Mr. Al Goddard** of 8623 Sea Shell Drive also stated concerns with the roads at Ocean Breeze.
- **Mr. Robert Callahan** of 8166 Sea Shell Drive stated a spot has been determined for the mail box issue at Ocean Breeze. He said that each property owner was going to pay \$25 dollars toward the 8" concrete pad for the mailboxes to set upon.
- **Mrs. Helen Merritt** representing Captain Zack's Seafood stated concerns in the Town's laws surrounding business promotions such as flags and helium balloons. She also had concerns with what is not allowed, for purposes of promotional advertising.

Agenda Additions/Deletions and Adoption

"Councilman T. Howard motioned, seconded by Councilwoman Richardson to approve the agenda." The motion was unanimously approved.

1. Consider Adoption of the Minutes.

"Councilman T. Howard motioned, seconded by Vice-Mayor Jester, to approve the minutes of the Regular Council meeting of August 4, 2008." The motion was unanimously approved.

2. Public Hearing for Vacation of Property Line (Carl and Audrey Rhodes)

Mayor Tarr opened the Public Hearing, at 8:14 pm. on the proposed ordinance to vacate the property line. Mr. Carl Rhodes came to the podium and expressed that the property line that will be vacated does not affect the properties around his land and he has not heard of any issues from surrounding neighbors. No one else spoke at the Public Hearing. Mayor Tarr announced the Public Hearing closed, at 8:16 pm.

“Councilwoman Conklin motioned, seconded by Councilwoman Richardson to approve the Ordinance on the vacation of the property line of Mr & Ms Rhodes.” The motion was unanimously approved.

An Ordinance to Vacate a Property Line of a Subdivision Plat Pursuant to Section 15.2-2272.2

WHEREAS, Carl Rhodes and Audrey G. Rhodes, own two parcels of land shown on a certain plat entitled "Subdivision of Ray Andrews, Ridge Road, Chincoteague, Accomack County, Virginia" dated November 6, 1965 and made by George H. Badger, Jr., one parcel designated as "Lot 5" and the adjoining parcel designated as "Lot 6" both in Division "A" which plat is recorded in the Clerk's Office of the Circuit Court of Accomack County, Virginia, at Plat Book 13, page 1 14 within the Town of Chincoteague, Tax Map Number 030A401A0000500 and 030A401A0000600; and,

WHEREAS, one or more lots within the Subdivision have been sold; and,
WHEREAS, the said Carl Rhodes and Audrey G. Rhodes have requested that the division or property line between said two parcels be vacated so that Lots 5 and 6 become 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 Lot 5 and 6 as shown on the plat entitled "Subdivision of Ray Andrews, Ridge Road, Chincoteague, Accomack County, Virginia" dated November 6, 1965 and made by George H. Badger, Jr., which plat is recorded in the Clerk's Office of the Circuit Court of Accomack County, Virginia, at Plat Book 13, page 114 be and is hereby vacated.
2. That as the result of said vacation former Lot 5 and Lot 6 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: T. Howard, Conklin, Frese, Jester, J. Howard, and Richardson

Approved as of September 2, 2008

John H. Tarr, Mayor

3. Chincoteague USCG Station Update (by LTJG Mark Merriman)

Lt. Merriman, USCG, was given orders to report to the Chincoteague Station for a 3 year tour of duty as base commander, and is happy to be in Chincoteague. In matters related to base operations, he said a base communications tower will be removed soon, and a new tower will enable distress calls to now be routed directly to Portsmouth, Va. The Chincoteague base will continue to respond as needed with two motor lifeboats, including a new 47 foot boat. Lt. Merriman noted that no additional staff has been added to the Chincoteague base, to accommodate the presence of 2 boats. Regarding navigational maintenance, he said service is

scheduled for Chincoteague channel light No. 29, which is currently dark. This work awaits a buoy tender (ship) which is out of service while getting repairs. Lt. Merriman stated that he would like his station to help out the community in various events or projects in order to show support from the Chincoteague station.

4. The Chesapeake Bay Preservation Act applying to the Bayside of Accomack County (Presented by James McGowan)

Accomack County Planning Director, Mr. James McGowan was scheduled to address the Chesapeake Bay Preservation Act, which is designed to address non point source runoff (such as nitrogen and phosphorus) related to Chesapeake Bay watershed region and what impact it will have if applied to the seaside parts of Virginia's Eastern Shore. Mr. McGowan was not present. Mayor Tarr asked Mr. Ritter to reschedule this presentation for the October Council meeting. Mr. Ritter noted that in addition to the Chesapeake Bay Act, there are informational concerns regarding new storm water management rules, which Mr. McGowan could also address.

5. A one time contribution for a new Little League ball field

The North Accomack Little League (NALL) made a request for additional baseball and softball fields on Chincoteague. The current NALL complex is not adequate to support the current level of participation in the NALL program. The NALL has asked for a donation for the additional fields.

“Councilman J. Howard motioned, seconded by Councilman T. Howard, to approve a one time donation of \$5,000.00 for the additional baseball and softball fields.” The motion was unanimously approved.

6. Public Safety Committee Report of August 6, 2008 (Mayor Tarr)

Mayor Tarr presented the following report from the Public Safety Committee:

Monthly Emergency Management

a. Point of Distribution (POD)

Point of Distribution (POD) exercise will begin at the municipal center on September 5-6. The EOC activation will be on September 5, between 0900-2030. The actual simulation of distribution of commodities will be between the hours of 1300-1500. There are 300 cases of bottled water, 600 MRE's and 300 tarps to distribute to the public for free. The exercise will be adopted into the EOP plan and will be operated using the incident command structure. The CERT team will itemize the POD. Eastern Shore Rural Health will also be participating in this event. The event will be well advertised to the public

Talked to Mr. Tom Rauth with Charter Communications he advised there are still working on problems with the VOIC.

b. Fourth of July

No major problems despite the change in time due to weather. Need to have a meeting to discuss actions taken during that time. A report will be done after the meeting and a total cost of the Town of Chincoteague will be included.

c. Citizens of Special Needs

Ms. Beth Scheeley, Dispatcher supervisor, has been updating the police calling list with addresses and contact numbers. A suggestion to send out a public service announcement twice yearly was suggested to ensure public awareness of this service. Virginia Lifeline

and Eastern Shore Ambulance is a source to move patients, however there is a problem with locations to transport patients.

Disaster Awareness letters were sent out to the public.

d. Training

The State is changing how paperwork is submitted. Bryan Rush will be attending the training tomorrow morning in Richmond.

e. Alerting the public of an emergency

Mr. Rush requested that dispatchers announce severe weather approaching the area. Mr. Ritter will find out if the Town of Chincoteague still owns the am radio station for public announcements. Chief Eddie Lewis is going to check with the VSP to see if his dispatchers can announce the weather alerts directly from VCIN or if they can only announce the information if it comes from the Emergency Management personnel.

3rd ambulance calls

Fire Chief would like all 3rd ambulance calls to be dispatched to both Chincoteague and Accomack EOC. Station 3 has a state licensed BLS non-transport unit that could deliver care to a patient until an ambulance arrives on scene. Some concerns were discussed and a decision was made to bring up for discussion when the committee meets with the fire department on September 3, 2008, at 1700.

7. The Public Works Committee Report of August 6, 2008 (Mayor Tarr)

Mayor Tarr presented the following report from the Public Works Committee:

- a. Public Works Monthly Report – July 2008.** Mr. Cosby updated the committee on several July projects, including the implementation of the new trash contract, support for events, Church Street sidewalk installation progress and two major waterworks pump replacement projects.

Mr. J. Howard asked if the drains at the old school were hooked up to Church Street. Mr. Cosby replied that they were not. Mr. J. Howard said that the area looked low and asked if we knew about the grade. Mr. Cosby said that elevations had been taken in the past in the area. Mr. J. Howard asked if we were going to fill the drains in. Mr. Cosby pointed out that it was private property. Mr. J. Howard noted that if they were not going to be used they should be removed and filled in for safety. Mr. J. Howard stated that if we are not going to take care of them we ought to fill them in. Mr. Cosby said he would try to find information on places where the Town has put drainage on private property. Ms. Richardson told Mr. Cosby that he had a major problem at School and Sharpley that was terrible and that something needs to be done about it. Mr. Cosby started to reply but Ms. Richardson pointed out that he would probably have to go to Church or Smith Street and that he would have to have a pump because the area was low. Mr. J. Howard said that a lot of money had been spent on the Little League field and that he would hate to see them upset with us. Mr. Tarr stated that he would like to see us try to improve the drainage through the use of an easement with the property owner so that the Town could maintain it. Mr. J. Howard said he thinks the pipe goes to Church Street and that we should tap into the line there prior to finishing the Church Street project.

Mr. Tarr had several questions about the monthly report, the first of which was if we had any complaints about the new trash contract. Mr. Cosby responded that almost all

of them involved the timing of collection or placement of cans during the first few weeks of service. Mr. Tarr also asked if we could develop a list of roads areas that need to be patched and if we had people trained to do this. Mr. Cosby replied that we still had one person that had attended VDOT training and that Public Works had started working on some patches already. He also noted that we had just installed a new motor on the tar wagon which had been a recurrent problem. Mr. Cosby also said that he would try to establish a plan for this type work throughout the entire island. Mr. J. Howard stated that he knew someone retired from the highway department that would help us with the pavement dips on Deep Hole Road.

- b. No Parking on Church Street** – Mr. Tarr stated that this issue was brought up by the student government participants. Ms. Fox provided background information regarding previous investigations of this matter and said that the issue had never been resolved due to negative feedback. Mr. Van Dame added that a committee had recommended parking be prohibited due to safety concerns. Ms. Conklin related some of her observations of the situation from her experiences at the Opp Shop and indicated that she thought 15 minute parking signs would be good. Mr. Jester suggested that a no parking except Sunday would help the churches. Mr. Tarr said that a time limit proposal with provisions for handicapped parking was unsuccessfully proposed in the past. Mr. Cosby asked if we had any accident statistics for the street. Mr. Tarr said that we did and that there were not many except for minor accidents. He then asked if the committee wanted to proceed with this issue. Mr. J. Howard made a motion to send to Town Council for two 15 minute parking spaces in front of the Opp Shop and to allow parking on Sunday only. Mr. Van Dame expressed concern over unsafe conditions when cars were leaving the Catholic Church parking lot on Saturdays. Mr. Tarr asked for a second to the motion and received one from Ms. Richardson. The motion was unanimously approved. Mr. Ritter and Mr. J. Howard agreed to talk to the people at the Catholic Church.

8. The Budget & Personnel Committee Report of August 19, 2008

Councilwoman Conklin presented the following report from the Budget and Personnel Committee:

- a. Consider Changes to the following Position Descriptions:
- i. Water Works Technician
Mr. Ritter explained to the Committee Members that the Public Works Committee requested that the Budget and Personnel Committee look at the Water Works Technicians job description. A discussion occurred with results of the following motion and job description.
Councilman Jester made a motion, seconded by Councilman Frese “to approve job description for a Water Works Technician and send it to council for adoption along with advertisement of the position.” The motion was unanimously approved.

WATERWORKS TECHNICIAN (Salary Grade 17 – 19)

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate semiskilled and skilled work in the operation of the Town’s water system and a variety of construction, maintenance and repair projects; operates specialized equipment in connection with tasks; does related work as required. Work is performed under regular supervision.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a respirator.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performing a variety of skilled and semiskilled tasks in the operation of the Town's waterworks and the maintenance, construction and repair of public facilities such as water lines, pumps, wells, buildings and streets; performing routine tasks in the operation of the water system; operating heavy equipment.

Installs, repairs and maintains water lines; makes water taps and service connections; installs water meters; reads water meters;

Chlorinates water system; takes water samples and conducts routine tests;

Tests water meters; terminates water service; investigates customer complaints;

Locates water lines under Miss Utility program;

Backwashes filters; inspects and repairs equipment;

Takes readings of water pumped into distribution system;

Sets water pumps to maintain proper flow;

Flushes, paints and maintains hydrants;

Performs tasks associated with street, drain way, sidewalk and right of way maintenance and repair work; patches asphalt and concrete; lays pipe; grades ditches; mows and clears rights of way;

Operates dump truck, tractor, mower, backhoe, and other mechanical equipment; utilizes various hand tools in performance of tasks;

Maintains records and files; prepares reports;

Maintains inventory of necessary materials and supplies;

Answers after hours service calls; participates in periodic night and weekend pump duty;

Responsible for overall safe operations of the Water Works System in the absence of Water Works Supervisor;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the safe use, operation and preventive maintenance of the equipment and facilities to which assigned; skill in the use of the equipment and facilities to which assigned; ability to understand and follow oral instructions; ability to perform manual labor for extended periods, often under unfavorable weather conditions; ability to lift heavy objects; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in the performance of construction, maintenance and operation of a waterworks facility.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. At a minimum the position shall have possession of a Class IV Waterworks Operator license issued by the Commonwealth of Virginia. Residence requirement will be within a ten mile radius of the Town of Chincoteague.

ii. Laborer

Mr. Ritter explained to the Committee Members that the only changes to the laborers job description is under essential functions/typical tasks adding, Assists in the meter reading, repairs, installation and maintenance of water lines and related facilities. Also, position description creates a topic under Special Requirement which states that the position requires the possession of an appropriate valid driver's license. A discussion occurred with results of the following.

Councilman Frese made a motion, seconded by Vice- Mayor Jester "to approve job description for a Laborer and send it to council for adoption." The motion was unanimously approved.

b. Consider Changes to the Employee Hand Book

i. Section 204, Employment Reference Checks

Mr. Ritter explained to the Committee Members that the changes to this section would be to add to the title Pre-Employment Reference Checks and section B which states each person to whom employment with the Town of Chincoteague is offered shall be required to successfully pass a pre-employment criminal background check and drug test at a Town of Chincoteague designated medical facility at the Town of Chincoteague's expense before an appointment to such employment becomes effective. Each person to whom employment with the Town of Chincoteague is offered may be required to successfully pass a pre-employment physical. A discussion occurred with results of the following.

Councilman Jester made a motion, seconded by Councilman Frese "to approve the changes, to Section 204, Employment Reference Checks, have the Town Manager check with legal council on the language of pre-employment physical and send it to council for adoption." The motion was unanimously approved.

ii. Section 701, Employee conduct and Work Rules

The committee had several concerns with the changes to section 701 and decided to send it back to staff, to possibly consolidate this section with section 801 responsibilities.

iii. Section 702, Drug and Alcohol Use

Mr. Ritter presented the changes to section 702. The committee decided to extract one paragraph.

Councilman Jester made a motion, seconded by Councilman Frese “to approve the changes to Section 702, Drug and Alcohol Use and send it to council for adoption.” The motion was unanimously approved.

The following is the proposed amended version of Section 702, Drug and Alcohol Use:

Employees shall be required to sign and comply with the Town of Chincoteague, Virginia Drugs, Narcotics and Alcohol policy before employment begins with the Town. (Note: The Town of Chincoteague, Virginia Drugs, Narcotics and Alcohol policy is inserted in the front pages of the personnel policy handbook)

It is the Town of Chincoteague’s desire to provide a drug-free, healthful, and safe work place. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the Town of Chincoteague premises and while conducting business-related activities off the Town of Chincoteague premises, no employee may use, possess, distribute, sell, or be under the influence of Alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the work place. When such medically prescribed drug use adversely affects job performance, the employee will be required to use sick leave or take leave of absence. Failing to notify an employee's supervisor before beginning work, when taking medications or drugs which may interfere with the safe and effective performance of duties by a Town employee, may result in disciplinary action up to and including termination.

When an employee's driver's license is suspended due to alcohol or drug use and driving is required by the employee’s job description, the said employee is subject to disciplinary action up to and including termination.

Violation of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violation may also have legal consequences.

Under the Drug-Free Work Place Act, an employee who performs work for a government grant must notify the Town of Chincoteague of a criminal conviction for drug-related activity occurring in the work place. The report must be made within five days of the conviction.

- **Consider changes to Water Works Technician Position Description**

“Councilman T. Howard motioned, seconded by Councilman J. Howard, to approve the changes in the Water Works Technician Position Description as presented in the Budget and Personnel Committee report and to allow staff to advertise and fill the position.” The motion was unanimously approved.

- **Consider changes to Laborer Position Description**

“Councilwoman Conklin motioned, seconded by Councilman Frese, to approve the changes in the Laborer Position Description as presented in the Budget and Personnel Committee report.” The motion was unanimously approved.

- **Consider Changes to the Employee Hand Book Section 204, Employment Reference Checks**

“Councilman Frese motioned, seconded by Councilman T. Howard, to approve the changes in the employee hand book section 204, employment reference checks as presented in the Budget and Personnel Committee report.” The motion was unanimously approved.

- **Consider Changes to the Employee Hand Book Section 702, Drug and Alcohol use**

“Councilman Jester motioned, seconded by Councilman Frese, to approve the changes in the employee hand book section 702, Drug and Alcohol use as presented in the Budget and Personnel Committee report.” The motion was unanimously approved.

9. Committee Appointment

The Mayor Tarr stated that Mr. Michael Handforth’s term had expired on December 31, 2007, he currently serves on the Curtis Merritt Harbor Committee and that he would like to continue to serve on the committee.

“Councilman Frese motioned, seconded by Councilwoman Conklin, to appoint Mr. Michael Handforth to the Harbor Committee for a period of two years and shall expire on December 31, 2009.” The motion was unanimously approved.

10. Possibly set a Public Hearing on a New Subdivision Section 14.09g & 15.05g, Parking Maintenance (Vice-Mayor Jester)

Mr. Anderson stated on the June 24, 2008 the Planning Commission had a meeting and discussed the idea of parking lot maintenance. There are currently no provisions for any parking lot to be maintained either in the zoning or subdivision ordinance.

The majority of the commissioner’s comments were directed towards large residential projects. One suggestion would be to include in the subdivision ordinance sections 14.09 and 15.05 a new letter (g) stating:

(g) Maintenance of a Parking Bay and Accessway. A legally enforceable covenant or agreement, not subject to modification or revocation, whereby the owners of such lots, parcels or units, or an association comprised of such owners shall be financially obligated to maintain such parking bays and/or accessways in any manner that reasonably preserves their conditions as required by the provisions of Article VI, Section C. Parking, and which actions would include but not be limited to, fixing potholes and eliminating prolonged water ponding, or other conditions as deemed reasonably necessary by sound engineering judgment.

“Councilman T. Howard made a motion and seconded by Councilman Jester to include the new subdivision ordinance sections 14.09g & 15.05g in the Public Hearing with the Parking Ordinance.” The motion was unanimously approved.

11. Mayor & Council Announcements or Comments

- **Councilman T. Howard** stated that he would like to request that the Ordinance Committee to look into an ordinance concerning privately owned animals as well as strays and place it on the agenda for the up coming meeting.
- **Councilman Jester** stated that a second 100th Anniversary event is being planned for Chincoteague in November; old artifacts and pictures are needed.

- **Chief Lewis** asked council in the event of rain, he would like to move Saturday, September 6th planned Poker Run to Sunday, September 7th. The hours are from 2 to 9 p.m., and Main Street will be closed from 4 to 9 p.m., with detours in effect from Church Street to Mumford. He also asked that the walking trail on HWS be closed to the public for the last three weeks in October. Sixty volunteers are needed to run this event, which is currently being planned. All proceeds go to assist needy citizens. The Haunted Forest made over \$25,000 in 2006, the last year it was held. Council agreed to authorize both requests.

12. Closed Meeting in Accordance with Section 2.2-3711(A) (1) of the code of Virginia

Councilman J. Howard moved, seconded by Councilman Frese to convene a closed meeting at 8:50 pm. under Section 2.2-3711(A) (1) of the Code of Virginia to discuss Personnel Matter. The motion was unanimously approved.

Councilman Frese moved, seconded by Councilman T. Howard to reconvene in regular session. Unanimously approved.

Councilwoman Conklin moved, seconded by Councilman Frese to adopt a resolution of certification of the closed meeting.

WHEREAS, the Chincoteague Town Council 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)(1) of the Code of Virginia requires a certification by this Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Chincoteague Town Council 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 Town Council.

VOTE: Ayes- Conklin, J. Howard, Jester, Richardson, Frese
 Nays- T. Howard
 Absent- None

AJOURN

“Councilman Frese motioned, seconded by Councilman T. Howard, to adjourn the meeting.” The motion was unanimously approved. Meeting was adjourned at 11:12 pm.

Mayor

Town Manager

MEMORANDUM

To: Mayor and Council
From: Jared Anderson, Director of Planning
Date: September 15, 2008
Subject: Proposed amendments to Zoning Ordinance- Parking

The recommendations below are a culmination of feedback from Council at the July 24, 2008 and August 21, 2008 Special Council Meetings, a meeting with the Town Attorney, and further research from staff. Many of these recommendations originally had come from the Planning Commission.

Section A. Commercial District C-1

4.2.4.1. Parking Garages and other similar structures

Section B. Commercial District C-2

4.5.4.1. Parking Garages and other similar structures

Section C. Parking

Sec. 6.6 Parking

There shall be provided, at the time of erection of any main building or dwelling unit, or at the time any main building is enlarged, or the available customer floor space in a business structure is increased, minimum off-street parking spaces as identified in section 6.6.1 with adequate provisions for entrance and exit by standard sized automobiles as required by the Virginia Department of Transportation.

6.6.1. Definitions

- (a) Accessible Parking stalls- parking required for persons with disabilities.
- (b) Accessway- a private vehicular facility for Townhouse, Multifamily, Condominium, and Commercial developments that extend from the curb-line-extended of a public or private road to the parking bay.

(c) Aisles. Areas used for vehicular traffic in parking areas for ingress and egress of parking bays and parking spaces.

(d) Compact Car Parking Space. An off-street space available for parking of (1) one motor vehicle and having an area not less than eight (8) feet in width by sixteen (16) feet in depth.

(e) Entrances- The area used for ingress/egress for an accessway or parking bay to a public or private road. Must meet the Virginia Department of Transportation's "Minimum Standards of Entrances to State Highways."

(f) Fire Safety Lane. A designated area that allows for fire safety and emergency vehicles to adequately service the needs of people and structures associated with the parking areas and parking bays as identified in the International Fire Code as amended.

(g) Parking Bay. Means an off-street surfaced area used for parking two or more vehicles which are served by an entrance and possibly an accessway connecting the parking bay and a public or private road. This shall not include parking for a single-family residential use.

Parking Bays will be required to have safe pedestrian traffic capability by providing sidewalks or defined safe walkways that provide access to the structures served by these lots.

(h) Parking Space. An off-street space available for parking of (1) one motor vehicle and having an area not less than nine (9) feet by eighteen (18) feet and an area exclusive of passageways and driveways appurtenant thereto, and having a means to a direct access to a street, or road.

(i) Boat Trailer Parking Space. An off-street space available for parking of (1) one (9) nine foot by (45) forty-five foot boat trailer exclusive of passageways and driveways appurtenant thereto, and having a means to a direct access to a street, or road.

(j) Best Management Practice. A series of approaches to development and site design that aim to minimize impacts from stormwater runoff. For the purposes of this ordinance a Best Management Practice will apply only to the surface of the parking bay and accessway, or any overflow parking. It shall be demonstrated that a Best Management Practice will reduce the amount of impervious surface and reduce the amount of stormwater runoff from a particular site.

(k) Overflow Parking. A Parking area required when 10 or more dwelling units utilize a parking bay(s). Overflow parking is intended to be used when the required parking area is full. The area designated as overflow parking shall have the same aisle and parking stall requirements as the parking bay. Overflow parking is not required to be surfaced.

(l) Typical Work Shift- For the purposes of this ordinance a typical work shift shall be identified as the time period during a normal 24 hour period when the most employees/ employers are working at the same time.

6.6.2 If a lot is utilized for amusement or recreational rental purposes the following regulation shall apply: one space per four persons rated capacity.

(1) If a lot is utilized for a miniature golf course the following regulation shall apply: one space per hole.

6.6.3. If a lot is utilized for use group R-residential (see Virginia Uniform Statewide Building Code, as amended) there shall be off-street parking space provided for the parking of at least two motor vehicles for each dwelling unit.

6.6.4. If a dwelling includes a home occupation which has direct sales, two off-street parking spaces must be provided for the dwelling unit, and an additional two off-street parking spaces must be provided for the home occupation. Parking shall be identified by either signs or bumpers. If more than one home occupation is located within a dwelling unit then 2 additional off street parking spaces shall be provided for each home occupation.

6.6.5. If a lot is utilized for use group A-assembly (including churches) there shall be provided at least one off-street parking space for every five potential occupants, as defined by Virginia Uniform Statewide Building Code, in the main structure's assembly or auditorium area (Excluding libraries and museums).

6.6.6. If a lot is utilized for a medical or dental clinic there shall be provided two spaces per examination or treatment room or area, plus one space for each doctor and employee that work during typical work shift.

6.6.7 If a dwelling is utilized for a vacation rental there shall be provided one (1) parking space for each bedroom as defined by the Accomack County Health Department sewage disposal permit, or DEQ if applicable, thereto. If ten (10) or more dwelling units utilize a parking bay(s), an additional ten (10) percent of those required parking spaces will also be required. These additional spaces will be referred to as overflow parking and can be incorporated into the surfaced required parking bay, or they can be a designated, open, unobstructed, and accessible area to the parking bay or right-of-way.

6.6.7.1. If a structure is occupied as a bed and breakfast, motel, hotel or boarding house there shall be provided 1 parking space per sleeping unit as defined by the Accomack County Health Department, or DEQ if a discharge plant is utilized for sewerage disposal. Also an additional parking space shall be required for each employee during a typical work shift.

6.6.8. If a lot is utilized for a hospital, nursing home or similar facilities, there shall be provided at least one off-street parking space for each two beds' capacity, including infants' cribs and children's beds.

6.6.9. For marinas and other similar facilities, except as expressly provided herein, whether any main building is erected or enlarged or not, there shall be provided at least (1) parking space for every two (2) boat slips or moorings, plus ten (10) parking spaces for each single-width boat ramp, with each space nine feet (9 ft) in width by forty-five (45 ft) in length plus the parking

spaces required by Section C. Parking, as applicable, if there are buildings. Any private non-commercial marina located on the same parcel of land, used in conjunction with the main use on such parcel and the use of which is restricted to the owner (s) or occupant(s) with or without compensation, shall not require any additional boat trailer parking space(s). A boat slip that is owned or leased by a person(s) who is not the owner or occupant of a dwelling unit located on such parcel shall be required to have one additional 9 feet by 18 feet parking space per such slip.

6.6.10. (No change except number)

6.6.11. “ “

6.6.12 “ “

6.6.13. “ “

6.6.14. “ “

6.6.15. “ “

6.6.16. An accessway shall extend from the curb line of a public or private road to the parking bay. Accessways shall be clearly distinguishable from the parking bay. An accessway shall not be used as a through street and it shall carry predominantly on-site traffic. Surface composition of accessway will be same as parking bay. There shall be no parking on an accessway. An accessway will be no longer than 200 feet from curb line of a public or private road to the parking bay, if this area is greater than 200 feet it shall be considered a road. The accessway will have a minimum width of 22 feet with the entrance a required 24 foot minimum width as required by the Virginia Department of Transportation’s “Minimum Standards of Entrances to State Highways.”

6.6.17. Compact Car Parking Spaces- if 20 or more parking stalls are required for a parking bay, 20 percent of those spaces may be designated for Compact Car Spaces. Each Compact Car Space shall be marked as “Compact Car Parking.”

6.6.18. Entrances to Accessways and Parking Bays must be built to “Minimum Standards of Entrances to State Highways” VDOT specifications whether connecting to a public or private road.

6.6.19. Parking Bays shall have aisles that are 22 feet or more in width.

6.6.20. Accessible Parking stalls must conform to current regulations of the Virginia Uniform Statewide Building Code, and any subsequent amendments to those regulations.

6.6.21 Fire Safety Lane- As to any structure(s) requiring 20 or more parking stalls, reasonable access shall be provided for emergency fire equipment by designated fire safety lanes of a width of at least 18 feet so as to provide reasonable access to at least three (3) sides of the structure(s).

The Fire Safety Lane shall be constructed of the same surfacing material(s) as the parking bay, and accessway. The fire safety lane shall be clearly demarcated by signage or striping.

Signage shall be constructed of reflective aluminum, and be placed every 50 feet along the fire safety lane. There shall be a minimum of one sign for every designated fire safety lane. The signage along the fire safety lane shall be no smaller than 12 inches by 18 inches, with lettering containing the words “No Parking” and “Fire Lane.” The signage shall be white with red lettering. The bottom of the sign shall be 7 feet above grade. Signage must be replaced immediately if damaged.

Striping shall be placed around the perimeter of the fire safety lane(s). Any curbing contiguous to the fire safety lane shall be painted. Striping shall be 6 inches wide. Striping and curbing shall be painted red. The words “No Parking” and “Fire Lane” shall be painted within the fire safety lane every 50 feet. Lettering shall be white and be at least twelve (12) inches in height and each letter shall be three (3) inches thick. Repainting shall be required when necessary by the Zoning Administrator.

6.6.22. As to any parking bay where 20 or more parking spaces are required, a best management practice must be utilized. A best management practice for parking must be approved by a certified engineer as a structurally sound and effective practice that is demonstrated by the engineer to reduce stormwater run-off and the amount of impervious surface of the parking bay.

Such Best Management Practice(s) shall give consideration to the number of parking stalls, traffic load, surface composition, cost, and other relevant factors so as to reduce stormwater runoff and impervious surfaces. All Best Management Practices shall be approved by the Zoning Administrator and if applicable the Planning Commission with the advice of the Public Works Director.

Parking areas that utilize best management practices must adhere to proper stall dimensions either for standard, or if applicable compact parking stalls. Any Best Management Practice for parking shall be designed so as not to create or increase adverse effects on adjoining properties as a result of surface drainage.

If council so desires a motion could read;

“Move to adopt the proposed amendments to the zoning ordinance Sections A & B, and Section C. Parking of Article VI General Provisions.”

MEMORANDUM

To: Mayor & Council
VIA: Jared B. Anderson, Town Planner
From: Planning Commission
Date: September 8, 2008
Subject: Parking Bay Maintenance- Subdivision Ordinance

From the June 24, 2008 Meeting the Planning Commission discussed the idea of parking lot maintenance. There are currently no provisions for any parking lot to be maintained either in the zoning or subdivision ordinance.

The Planning Commission forwarded their concerns to Council. As a condition of sending it to council the planning commission requested the town's attorney to review this section. Council reviewed this ordinance at the September 2, 2008 meeting and agreed to send to public hearing. The proposal would be to include in the subdivision ordinance sections 14.09 and 15.05 a new letter (g):

(g) Maintenance of Parking Bay and Accessway. A legally enforceable covenant or agreement, not subject to modification or revocation, whereby the owners of such lots, parcels or units, or an association comprised of such owners shall be financially obligated to maintain such parking bays and/ or accessways in such manner that reasonably preserves their conditions as required by the provisions of Article VI, Section C. Parking, and which actions would include but not be limited to, fixing potholes and eliminating prolonged water ponding, or other conditions as deemed reasonably necessary by sound engineering judgment.

If council so desires a motion could read;

“Move to adopt the proposed amendments to the subdivision ordinance Sections 14.09 and 15.05 to include a new letter (g) on parking bay maintenance.”

MINUTES OF THE
CURTIS MERRITT HARBOR COMMITTEE
August 13, 2008

MEMBERS PRESENT

Terry Howard, Chairman
John H Howard Councilman
Ernie Bowden
Wayne Merritt, Harbormaster
Robert Ritter Town Manager

MEMBERS ABSENT

Mike Handsforth

GUESTS

Mr. Rosenberger

1. Chairman T. Howard called the meeting to order at 6:35 pm.
2. Chairman T. Howard welcomed the guest and asked if there were any one in the audience that would like to speak. Mr. Rosenberger being the only one in the audience stated he was only there to observe.
3. Councilman J. Howard moved to adopt the agenda, seconded by Mr. Bowden. The motion was carried unanimously.
4. Harbormaster Merritt gave his report. He stated that subleasing was down but considering the economy, price of gas etc it was to be expected. He also stated everything at the harbor was going well and asked if there were any questions. Mr. John Howard stated he had a problem about the grass cutting at the harbor. Harbormaster Merritt replied stating that the harbor was going to purchase a lawn mower of its own, so that it would be easier to cut the grass when cars, trucks and trailers were not in the way; at times it is impossible to cut, but with a mower and weed eater he could cut it on slow days. Harbormaster Merritt stated he will get it done ASAP.
5. Harbor Master Merritt stated we should consider raising the fee for subleasing stating it was the lowest prices around. Mr. Terry Howard asked how if we raised the fee what would be the impact on the working waterman. Harbormaster Merritt stated he was only talking about the recreation boaters and not raising the fee for working waterman. Mr. Bowden stated that we would receive a lot of complaints from the slip leasers if we were making too much money from subleasing their slips and stated the harbor was built on grant money. Mr. Terry Howard asked Harbormaster Merritt if he would get more information on other harbors fees. Harbormaster Merritt stated he would have it for the next harbor meeting.
6. Harbormaster Merritt stated we received money for the seawall project and we hope to get started soon.
7. Having no further business, Mr. Bowden made a motion seconded by Mr. J. Howard to adjourn. The motion was unanimous. The meeting was adjourned at 7:40 pm.

**MINUTES OF THE AUGUST 26, 2008
CEMETERY COMMITTEE**

Members Present

Ellen Richardson, Madam Chairman
Terry Howard Councilman
Mr. Gary Turnquist

Robert Ritter, Town Manager
Ms. Ruth Lane, Resident

Call to Order.

Chairman Howard called the meeting to order at 6:07 pm

Agenda Adoption.

Mr. Turnquist moved, seconded by Chairman Howard, to adopt the agenda. The motion was unanimously approved.

1. Fund Raising.

It was mentioned that the Cemetery fund currently has \$ 295 dollars of donations remaining for this cutting season.

Councilman Howard mentioned that the American Legion, Kiwanas Club, and the Ruritan Club usually give a contribution. We may need to ask if it is in their budget this year to give a donation to the Cemetery Fund.

Mr Turnquist will write a fund raising letter to mail out to various organizations and to place in an upcoming edition to the editor.

2. Future sites for the fall Clean-up

It was discussed that the Jones Cemetery, Holy Ridge Cemetery, and the Reed Family Cemetery will need to be cleaned up next. The Committee decided that the fall clean-up will occur some time between Veterans Day and Thanksgiving.

3. Committee Member Comments

No comments

Adjournment

October 28th at 6:00 pm was agreed upon for the next meeting day. **Mr. Turnquist moved, seconded by Councilman Howard, to adjourn the meeting at 6:47 pm.** The motion was unanimously approved.

Ordinance Committee Meeting
10 September 2008
MINUTES

Chairman J. Howard called the meeting to order at 5:06 pm.

Present: Hon. John H. Howard, Chairman
 Hon. Nancy Conklin
 Hon. Terry Howard

Mr. Robert Ritter, Town Manager
Mr. Jared Anderson, Town Planner

Public Participation

NONE

Mrs. Conklin made a motion **“to adopt the agenda as presented.”** Mr. T. Howard seconded and the motion, was unanimously approved.

1) Consider a New Section 58-171 A & B, Trailer Parking on Public Right-of-way

Mr. Anderson noted that the Planning Commission did not send a motion to Council or the Ordinance Committee. This agenda item was part of a discussion from the Planning Commission about how a new development that restricts boat trailer parking on the parcel of land, and the question came up “where would the trailers be parked?” That is why staff felt it was necessary to at least discuss this issue. Mr. Anderson wanted the Committee to think if there is any problem with having trailers parked on public right of ways for prolonged periods. Mr. Ritter emphasized that this proposal would not restrict parking of trailers on right-of-way, but it would limit the amount of time.

Mr. T. Howard indicated that the Town needs to make sure that it is not too restrictive to the tourist industry. He indicated that any amendments be directed towards long-term parking of trailers on streets.

Chief Lewis indicated that 12 hours would be difficult to enforce, he suggested 48 hours.

Mrs. Conklin suggested that once the millings at the Town’s Harbor were removed that area could be used to park boat trailers so they will not park on the street.

Mr. J. Howard indicated that he would be more in favor of this recommendation if it were 48 hours rather than 12 hours.

Mr. T. Howard recommended that a more comprehensive survey of the entire island should be completed so as to see if there is a problem island-wide.

2) Consider Changes to the Ordinance Chapter 10, Animals

Mr. J. Howard called both Accomack Animal Control and Mr. Ritter to discuss this issue. Mr. J. Howard had identified three options: utilize Norfolk Ordinance, the Status Quo, or the Town buy traps and have Animal Control pick up once the animal is trapped.

Mr. T. Howard stated that if our ordinance is not adequate then it needs to be amended so that we can fix the problems.

If the Town decides to purchase the traps then either the public works or the police department would loan the traps out to the citizens and the police or public works would pick the animal up once it has been trapped.

Chief Lewis indicated that if the Town were to start up an animal control program on the Island it would initially cost approximately \$40,000, however it would be significantly less in the following years because much of that cost is up-front costs.

Mr. J. Howard would like to encourage people to limit the number of animals and to help the public learn about some potential safety hazards with having too many cats on the Island.

Mrs. Conklin is not in favor of establishing an Animal Control Program on Chincoteague.

It was suggested that the Town could write a piece for the upcoming newsletter about this issue.

Mr. Anderson suggested a Memorandum of Understanding with the county if they were going to pick up animals that have been trapped in Town-owned traps.

Mr. J. Howard made a motion seconded by T. Howard **“to assist animal control in trapping animals and to appropriate \$500 for traps.”**

3) Consider an Ordinance on Criminal Background Checks

Mr. Ritter indicated that in the ordinance wherever it mentions “human resources department” it should be replaced “Town Manager.”

ORDINANCE ENACTING IN THE TOWN OF CHINCOTEAGUE, VIRGINIA:

Criminal history background checks for new employees.

This section is enacted pursuant to Sections 19.2-389 and 15.2- 1503.1 of the Code of Virginia, 1950, as amended. In the interest of public welfare and safety it is necessary to determine whether the past criminal and/or child protective services conduct

of each person seeking to be employed with the Town is compatible with the nature of the person's employment. Further pursuant to 12 VAC 5-31-540, it is necessary for the Town to have a record documenting the results of a criminal history background check on an individual accepting employment to provide emergency medical services or on other individuals to be employed with the Town.

1 . Any applicant who accepts employment with the Town of Chincoteague as an employee or providing services to juveniles, the elderly or, as deemed necessary by the Town manager or his designee in the interest of public welfare and safety, shall, as a condition precedent to employment, submit to taking of one set of fingerprints by the Chincoteague Police Department or by other designated organization or person and provide personal descriptive information for the purpose of all such fingerprints.

2. Upon receipt of one set of fingerprints and the personal descriptive information provided by the applicant, the Town Manager of the Town will transmit it and any appropriate fees (unless a satisfactory billing arrangement has been made) to the Virginia State Identification Bureau for (i) a criminal history record information review and (ii) sex offender and crimes against minors registry searches which shall be reported to the Town Manager, as further required by this ordinance.

3. The Virginia State Identification Bureau will compare the applicant subject's fingerprints against its criminal file(s) and submit the fingerprints to the Federal Bureau of Investigation for a comparison with nationwide records.

4. The results of the Federal Bureau of Investigation check will be returned to the Virginia State Identification Bureau, which will disseminate the state and national results to the Town Manager of the Town.

5. The applicant may request and receive a copy of the criminal history record information results from the Town Manager of the Town. Should the applicant record subject seek to amend or correct the record(s) relating to the reported results, the applicant must contact the Virginia State Identification Bureau for a Virginia state record or the Federal Bureau of Investigation for records from other jurisdictions maintained in its file.

This ordinance shall be effective from the date of its passage.

ADOPTED AND APPROVED this ____ day of _____, 2008.

John H. Tarr, Mayor

ATTEST: _____
Clerk of the Council

Mr. J. Howard motions seconded by Mrs. Conklin to “**recommend to Council that they approve this ordinance.**” Unanimously approved.

4) Committee Member Comments

Mr. J. Howard would like the Planning Commission to be more business-friendly.

Mrs. Conklin moved to adjourn the meeting. Councilman T. Howard seconded and the motion was unanimously approved.

