

REGULAR COUNCIL MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

January 3, 2011 - 7:00 P.M. - Council Chambers - Town Hall

CALL TO ORDER

INVOCATION BY COUNCILMAN T. HOWARD

PLEDGE OF ALLEGIANCE

OPEN FORUM / PUBLIC PARTICIPATION

STAFF UP-DATE

AGENDA ADDITIONS/DELETIONS AND ADOPTION:

1. Consider Adoption of the Minutes
 - Regular Council Meeting of December 6, 2010 (Page 2 of 18)

2. Committee/Commission Appointments and Recommendations (Page 10 of 18)
 - Building Code of Appeals
 - Curtis Merritt Harbor Committee
 - Chincoteague Recreation & Civic Center Authority

3. Director of Transportation Annual Report (Page 11 of 18)
 - Motion to approve an Operating Funds Grant application Resolution
 - Motion to approve a Demonstration Grant application
 - Motion to approve a Capital Grant application

4. Christmas Home Decoration Results (Page 17 of 18)

5. Water System SCADA Design/Installation RFQ Proposal (Page 18 of 18)

6. Mayor & Council Announcements or Comments
(Note: Roberts Rules do not allow for discussion under comment period)

ADJOURN:

MINUTES OF THE DECEMBER 6, 2010
CHINCOTEAGUE TOWN COUNCIL MEETING

Council Members Present:

John H. Tarr, Mayor
Ellen W. Richardson, Vice Mayor
John N. Jester, Jr., Councilman
Nancy B. Conklin, Councilwoman
Tripp Muth, Councilman
John H. Howard, Councilman
Terry Howard, Councilman

CALL TO ORDER

Mayor Tarr called the meeting to order.

INVOCATION

Councilman T. Howard offered the invocation.

PLEDGE OF ALLEGIANCE

Mayor Tarr led in the Pledge of Allegiance.

OPEN FORUM/PUBLIC PARTICIPATION

- **Mr. Ray Rosenberger**, Chairman of the Planning Commission, thanked Mayor Tarr and Council for an enjoyable evening at the Town Christmas Social.

- **Ms. Laurie Walton**, of Marsh Island Drive, thanked Council for attending the tree lighting ceremony. She addressed Council about changes by VDOT and American Bridge without notifications to Marsh Island residents. She advised that at the last minute they decided to move a huge crane out on the new spur closing the road for approximately 25 minutes. She advised that she has endured the construction for the last 3 years. She stated there is a huge electrical meter box just outside her window. She met with them on Friday and the boxes are in the right-of-way just outside their buildings. She feels this has destroyed their property value and requested that Council contact VDOT to have the boxes relocated. She added they are also worried about drainage.

There was brief discussion.

STAFF UPDATE

Town Planning Department

Town Planner Neville reported for the month of November that the Planning Commission met twice and concluded work on the Comprehensive Map updates. He advised that the Marsh Island residents were in support of the Marsh Island zoning change from Commercial to Residential. He stated that the Planning Commission is hoping that at the January workshop they will have a report to discuss with Council. He also reported that the Beach Access Committee met twice in November and the report will be discussed later in the meeting.

Police Department

Chief Lewis reported that Saturday was the annual food and toy motorcycle ride. They plan to pass out the toys to the local children on the 17th.

Councilman J. Howard and Councilwoman Conklin asked Chief Lewis to advise the public of his recently received award.

Chief Lewis informed that he recently received the Jefferson Award from WBOC for his community service and donations.

Mayor Tarr advised that Chief Lewis was nominated for this award by his daughter Heather. He stated that there were only 6 recipients in this area who received the Jefferson Award. The winners will go on to the state and then possibly further.

There was applause in recognition of Chief Lewis' achievement.

Public Works

Public Works Director Spurlock reported:

Clark * Nexsen has made progress on the Storm Water Master Plan. There was a surprise inspection from OSHA. The inspection was favorable with only a few minor infractions. One infraction was an eyewash station at the reservoir on Willow Street. He advised that it was ordered and will be installed very soon. Mr. Robert Cole of the Army Corps of Engineers has approved the wetland delineation of the Ocean Boulevard Extension project so they can go forth with the permit application.

Public Works Director Spurlock also reported that they have replaced the concrete drainage on Eastside Road at the Church Street intersection. The ditches have been cleaned on Peaceful Lane and Dodd Street. The Town's parking lot has been cleared of weeds and the cracks have been filled. One of the tennis courts have been resurfaced with the partnership of the Tennis Association. The Shoulders have been cleared on Willow Street and Bunting Road. The Christmas decorations were put up. The water main has been replaced on Wagner Lane. The paving for Maddox Boulevard has been postponed until spring. They are planning to install the drainage on Margarets Lane by January. They are finalizing the plans for the Wayne Road Drainage Project with Branscome and they will be replacing the water meters at Oak Ridge Place.

There was discussion. Public Works Director Spurlock stated that Mrs. Megan McCook repainted the nativity scene and the Public Works employees repaired it.

General Government

Town Manager Ritter reported that staff has been working hard getting taxes out and collected. He reported on the status of the downtown property acquisition. He stated that they are finalizing the launch of the new website. He advised that Mr. Eric Schuester will be conducting training with the Chamber on December 9th and hopefully launching the Town's website. He asked for comments or changes regarding to the Committee meetings. He stated they have been

working on the Employee Handbook at the Budget and Personnel Committee Workshop. He has been working on the 10-year capital improvement project list.

Town Manager Ritter reported on the Harbor fuel system. He is hoping to have it installed before the summer season. He reported on the Mardis property matter on Bunting Road. He spoke with FEMA reviewing protocols. He also reported the revenues for the month of November:

	<u>Year to Date</u>	<u>Prior Year</u>		<u>Difference</u>
Meals Tax	\$412,940	\$332,753	(up)	\$ 80,187
Sales Tax	\$ 52,201	\$ 45,083	(up)	\$ 7,118
Transient Occupancy	\$499,267	\$473,291	(up)	\$ 25,976
Water Rent	\$516,888	\$363,845	(up)	\$ 153,000

Town Manager Ritter also stated that he received an update from Mr. Tom Rackowski of VDOT and read it to Council.

There was discussion regarding the new bridge including hazards, demolition and the installation of 8 decorative street lights.

Legal Matters

Town Attorney Poulson advised that the title work has been completed on the purchase of the Bridge Street property. He stated that the Broadband Pledge Agreement has been drafted and will be finalized to submit to Council.

AGENDA ADDITIONS/DELETIONS AND ADOPTION

Councilman T. Howard motioned, seconded by Councilwoman Conklin to adopt the agenda. Unanimously approved.

1. Consider Adoption of the Minutes

- **Regular Council Meeting of November 1, 2010**
- **Recessed Meeting of November 4, 2010**

Councilwoman Conklin motioned, seconded by Vice Mayor Richardson to approve the minutes as presented. Unanimously approved.

2. The Chincoteague Recreational & Civic Authority Appointments

Councilwoman Conklin advised that there are two terms that expire in December, Mr. Steve Potts and Mrs. Lynne Ballerini.

Mayor Tarr advised that Mr. Potts and Mrs. Ballerini would like to renew their terms. He added that Mr. Bill Fallon has resigned and his position will be advertised. He opened the floor for nominations to fill the first expired seat.

Councilman J. Howard nominated Mr. Steve Potts.

There were no more nominations. Mayor Tarr closed the nominations and called for a vote for Mr. Steve Potts. Unanimously approved.

Mayor Tarr opened the floor for nominations for the second seat.

Councilman T. Howard nominated Mrs. Lynne Ballerini.

Mayor Tarr closed the nominations and called for a vote for Mrs. Lynne Ballerini. Unanimously approved.

Mayor Tarr directed Town Manager Ritter to advertise the vacancy and place it on Channel 9.

Town Manager Ritter advised that next month he will be bringing a couple of vacancies because of expiring terms the end of December.

3. Beach Access Committee Report and Public Scoping Comments

Town Planner Neville reported that the Beach Access Committee adopted the final report and recommendations from the Questionnaire along with a draft letter providing Town comments to the US Fish and Wildlife Service. He stated that they plan to provide additional comments by mid-January. They will produce a newsletter informing of the list of the issues formed by the Town. He stated that it is important for the Town to officially participate. He also reported that in the newsletter they will list 10 comments along with explanations.

Town Planner Neville also reviewed the latest changes to the Beach Access Committee Report. The Beach Access Committee requested that Council approve and submit the Report. He also presented Council with information regarding using recycled Christmas trees to assist in the beach replenishment. He explained that by tying Christmas trees to snow fencing it will capture up to several feet of sand. He continued that the Town collects Christmas trees the first Thursday in January and if Council and the Fish and Wildlife approves they could be transported for this purpose.

There was discussion and minor change requests.

Town Attorney Poulson also made suggestions.

Town Planner Neville stated that he would show the suggested changes at the January workshop.

Council complimented Town Planner Neville on his packaging of the report.

Councilman T. Howard motioned, seconded by Vice Mayor Richardson to approve the letter and report with the changes and send to the proper authorities as the official Town comments. Unanimously approved.

4. Christmas Home Decoration Judging (Judges)

Mayor Tarr announced the date and time for this year's judging, which will be Monday, December 20th beginning at 5:30 p.m. He directed Town Manager Ritter to place the

information of the judging on Channel 9, in the paper and on the website. He also suggested asking the Chamber to send out an email.

5. Public Safety Committee Report of November 2, 2010

Mayor Tarr reviewed the report.

6. Ordinance Committee Report of November 10, 2010

- **Consider a new division to the Town Code Chapter 62, Division 5, Water Conservation, Section 120-123, and move current Division 5, to Division 6, Cross Control and Backflow Prevention**

Councilman T. Howard motioned, seconded by Councilman J. Howard to approve the new division to the Town Code, Chapter 62, Division 5, Water Conservation, Section 120-123, and move the current Division 5, to Division 6, Cross Control and Backflow Prevention, contingent on Town Attorney Poulson's review. Unanimously approved.

DIVISION 5. WATER CONSERVATION

Sec. 62-120. Definitions.

The following terms, when used in this section, shall have the meanings ascribed herein:

Impervious surface means any artificially created surface which cannot be penetrated by water or which causes water to run off the surface, including streets, driveways, sidewalks and rooftops.

Person means any individual, partnership, firm, corporation, limited liability company, or other legal entity in whose name water is provided and billed by the town.

Repeated or flagrant wasting of water means and includes those situations where persons who have received notice that they are wasting water continue to do so in the same manner. It does not mean those persons who waste water on solitary or isolated occasions.

Town water means all water that passes through the town's water distribution system. This term does not include town water that is sold by the town to other governmental entities.

Water waste means any of the following:

- (1) Using town water so that it falls directly onto impervious surfaces to the extent that running water leaves the property and enters gutters, storm drains, ditches and other conveyances; or
- (2) Using town water to the extent that it is allowed to accumulate on the surface of the ground and leave the property and enter gutters, storm drains, ditches and other conveyances.

(3) Knowingly allowing town water to escape through leaks, breaks, or malfunctions within the water user's plumbing or distribution system for any period of time beyond which such a leak or break should reasonably have been repaired or corrected.

(4) Willfully or negligently wasting water in any other manner.

Sec. 62-121. Water waste prohibited.

(a) The governing body affirmatively finds that a water supply emergency is reasonably likely to occur within the Town given the limited supply of public water available to the Town and the high demand for such water especially during certain periods of the year if water conservation measures are not taken or imposed as provided herein.

(b) The Public Works Director or designee shall identify persons who waste water.

(c) Whenever the director finds that any person wastes water, the director shall give such person oral or written notice of that fact

(d) Whenever the director finds that any person repeatedly or flagrantly wastes water, the director shall serve upon such person a written notice ("notice of water waste" or "notice"). Such notice shall identify the person and the location at which water is being wasted, shall identify the manner in which the water is being wasted, and shall specify a time within which the wasting of water shall cease. The notice shall also warn that more severe measures (such as imposition of civil penalties or restriction or termination of water service) may be assessed or brought against the person unless the wasting of water ceases within the time provided. The time given to cease wasting water may range from a requirement for immediate compliance to 30 days, depending upon the facts and circumstances of each case.

(e) Any person who continues to waste water after the period of time specified in the notice for ceasing such activity shall be issued a citation and shall be subject to the civil penalty and enforcement procedures specified in section 62-122 below. The civil penalty shall be paid within 30 days of receipt of the citation.

(f) This Ordinance is adopted pursuant to the provisions of §15.2-923 and §15.2-924 of the Code of Virginia of 1950, as amended.

Sec. 62-122. Penalties.

(a) *Civil penalties.* Violations of this section shall subject the offender to a civil penalty as set forth in the town budget fee schedule, to be recovered by the town in a civil action in the nature of debt if the offender does not pay the penalty within the prescribed period of time after he or she has been cited. A violation shall be deemed continuing if the same wasting of water takes place on one or more days at the same location described in the notice and citation.

(b) *Other enforcement action.* Additionally, the director may restrict or terminate water service in accordance with law.

Sec. 62-123. Recycling.

- (a) *Carwashes.* All new carwash installations shall be equipped with an approved water recycling system.
- (b) *Continuous Flow Equipment.* All new construction, or repair/replacement, of continuous flow devices requiring a continuous water flow of five gallons per minute or more, not elsewhere covered by this section, shall be equipped with an approved water recycling system.

7. Mayor & Council Announcements or Comments

Councilman T. Howard commented on “Holiday” greetings verses “Christmas” greetings. He suggested emphasizing “Christmas”.
Councilwoman Conklin doesn’t see anything wrong with this either.

Other Council Members wished everyone a “Merry Christmas”.

Vice Mayor Richardson asked when the Town’s Deer Depopulation Program would begin.

Town Manager Ritter advised it begins Wednesday.

There was discussion regarding the Deer Depopulation Program and the Food Bank receiving some of the meat.

Town Manager Ritter announced that the Town Employee Gathering would be Wednesday, December 8th at noon.

Public Works Director Spurlock advised that the Virginia Rural Water works Association is conducting training the next 3 days at the Center.

Mayor Tarr asked Town Planner Neville to look at the school dates for the new Planning Commission members.

Councilman T. Howard thanked other Council Members for the gift of a computer.

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

• Personnel Matters

Councilman T. Howard moved, seconded by Councilwoman Conklin to convene a closed meeting under Section 2.2-3711(A)(1) of the Code of Virginia to discuss personnel matters. Unanimously approved.

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

Councilman T. Howard moved, seconded by Councilman Jester 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- Jester, Muth, T. Howard, J. Howard, Richardson, Conklin

Nays- None

Absent- None

ADJOURN

Councilman T. Howard motioned seconded by Councilwoman Conklin to adjourn the meeting. Unanimously approved.

MEMORANDUM

THE TOWN OF CHINCOTEAGUE

To: Mayor & Town Council
From: Robert Ritter, Town Manager
Date: December 30, 2010
Subject: Committee/Commission/Board Vacancy Appointments

The term for the following member currently serving on the Building Code Board of Appeals will elapse on December 31, 2010:

1. Ernest Holston

Mr. Holston has voiced his desire to be re-appointed to the Building Code Board of Appeals. The term shall be for a period of 5 years and shall expire on December 31, 2016.

The terms of the following members currently serving on the Curtis Merritt Harbor Committee will elapse on December 31, 2010:

1. Ernest Bowden

Mr. Bowden has voiced his desire to be re-appointed to the Curtis Merritt Harbor Committee. The term shall be for a period of 2 years and shall expire on December 31, 2012.

Mr. William (Bill) Fallon has resigned from the Chincoteague Recreation & Convention Center Authority, which is a four year term and his term will end December 4, 2011. We have advertised for the vacant position and the following individuals have voiced a desire to serve on the Board:

- 1. J. Wesley Jeffries**
- 2. Laurie Walton**
- 3. Michael J. Dendler**

Council will need to take the necessary action to replace or fill the above applicants at your convenience.

chart 1

	2008	2009	2010	2011	2012
CATEGORY	ACTUAL	ACTUAL	ACTUAL	ESTIMATED	ESTIMATED
TROLLEY EXPENSES	\$ 74,910	\$ 74,669	\$ 71,023	\$ 75,400	\$ 75,400
LESS REVENUE	\$ 7,197	\$ 6,444	\$ 6,006	\$ 7,000	\$ 7,000
EXPENDURES LESS REVENUE	\$ 67,713	\$ 68,225	\$ 65,017	\$ 68,400	\$ 68,400
LESS FEDERAL & STATE FUNDS	\$ 46,171	\$ 47,744	\$ 45,996	\$ 45,400	\$ 45,400
TOWN OF CHINCOTEAGUE SHARE	\$ 21,542	\$ 20,481	\$ 19,021	\$ 23,000	\$ 23,000
LESS SERVICE FEES TO town	\$ 15,300	\$ 15,300	\$ 15,600	\$ 15,600	\$ 15,600
TOWN CASH FLOW	\$ 6,242	\$ 5,181	\$ 3,421	\$ 7,400	\$ 7,400
RIDERSHIP	13934	13294	13681	14000	14500
DRIVER HOURS	1133	1045	1122	1122	1140
AVERAGE RIDERS/HOUR	12.3	12.7	12.2	12.5	12.7

chart2

2010 REVENUE SOURCE		
FEDERAL OPERATING FUNDS	\$ 29,000	41%
ARRA OPERATING FUNDS	\$ 7,000	10%
STATE OPERATING FUNDS	\$ 10,000	14%
PROGRAM REVENUE	\$ 6,000	8%
TOWN OPERATING FUNDS ***	\$ 19,000	27%
2010 TOTAL OPERATING COST	\$ 71,000	100.0%
*** Town cash flow	\$ 3,400	

100% FEDERAL ARRA CAPITAL FUNDS		
BUS WASHER	\$ 19,104	
LAPTOP COMPUTER	\$ 908	
DESKTOP COMPUTER	\$ 921	
TOTAL	\$ 20,933	
TOTAL NON-TOWN FUNDING	\$ 74,000	

chart3

OPERATING GRANT			
ESTIMATED TOTAL EXPENSE			\$ 74,500
PROGRAM INCOME			\$ 7,000
EXPENSE AFTER PROGRAM INCOME			\$ 67,500
FEDERAL CONTRIBUTION			\$ 33,750
STATE CONTRIBUTION			\$ 10,750
TOWN PORTION			\$ 23,000
CONTRIBUTION AFTER INCOME			\$ 67,500

chart4

CAPITAL GRANT	
2 REPLACEMENT TROLLYS	\$ 320,000
FEDERAL CONTRIBUTION	\$ 256,000
STATE CONTRIBUTION	\$ 32,000
TOWN CONTRIBUTION	\$ 32,000
TOTAL CONTRIBUTION	\$ 320,000
RESALE OF THE VEHICLES = \$20,000 TO \$28,000 TO BE APPLIED TO OUR CONTRIBUTION	

DEMONSTRATION GRANT	
DETERMINE NEED FOR BUS TO 4 CORNER	\$ 5,000
STATE CONTRIBUTION 95%	\$ 4,750
TOWN CONTRIBUTION	\$ 250
TOTAL CONTRIBUTION	\$ 5,000

Resolution Authorizing the Application for State Aid to Public Transportation for Fiscal Year 2012 beginning 10/1/2011

BE IT RESOLVED by the Mayor & Council of The Town of Chincoteague, Inc. that the Town Manager of The Town of Chincoteague, Inc. is authorized, for and on behalf of The Town of Chincoteague, Inc., hereafter referred to as the, **PUBLIC BODY**, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the, **DEPARTMENT**, for a grant of financial assistance in the amount of \$75,400.00 to defray the costs borne by the **PUBLIC BODY** for public transportation purposes and to accept from the **DEPARTMENT** grants in such amounts as may be awarded, and to authorize The Town Manager to furnish to the **DEPARTMENT** such documents and other information as may be required for processing the grant request.

The Mayor and Town Council of The Town of Chincoteague, Inc. certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the **PUBLIC BODY** will provide funds in the amount of \$23,000.00, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **DEPARTMENT** and by the State Auditor of Public Accounts, and that funds granted to the **PUBLIC BODY** for defraying the expenses of the **PUBLIC BODY** shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, acting Town Manager of The Town of Chincoteague, Inc. adopted at a legally convened meeting of the Town Council held on the 4th day of January 4th 2011.

Robert G. Ritter

Town Manager

The Town of Chincoteague, Inc.

SUGESTED MOTIONS

Motion to approve an Operating Funds Grant application for trolley service beginning 10/1/2011 and ending 9/30/12 (FY12)

Motion: Motion to approve the accompanying resolution dated January 3rd 2011 for the fiscal year ending on September 30, 2012 (FY12) authorizing Robert G. Ritter to apply for a grant to the Department of Rail and Public Transportation for \$75,400.00 to defray operating cost for “the Pony Express”. The Town of Chincoteague will be responsible for matching funds of \$23,000.00

Motion to approve a Demonstration Grant application for \$5,000 to determine the need for periodic public transportation to the Onley area.

Motion: Motion to authorize Robert G. Ritter to apply for a Demonstration Grant for \$5,000.00 to determine the need and test the ridership acceptance of periodic trolley trips to the Onley area monthly from November to April. The Town of Chincoteague will be responsible for matching funds of \$250.00. A public hearing and final council approval in April or May will be required

Motion to approve a Capital Grant application.

Motion: Motion to authorize Robert G. Ritter to apply for a Capital Grant to purchase two new trolleys to replace the 2005 and 2006 trolleys in our fleet. Grant request of \$320,000.00 would consist of 80% federal funding; 10% state funding and 10% town funding of \$32,000.00. Proceeds from sale of existent trolleys (Approx. \$20,000 - \$28,000) would be used as part of our matching funds. A public hearing and final council approval in April or May will be required.

1/3/2011



2010 WINNERS OF THE ANNUAL CHRISTMAS DECORATIONS:

Judges Choice *

Lisa & Scott Chesson
5270 Oak Drive

Most Festive *

Bill & Ginger Birch
7079 Bunting Road

Most Themed *

Dino Johnson
3510 Ridge Road

Most Traditional *

Russell & Joan Fish
Main Street

Honorable Mention

Arlene & Dill Wilgus
4169 Ridge Road

Nancy & Ray Rosenberger
7297 Sunset Drive

Carlene Bloxom
4324 Anderton Avenue

Chuck & Tama Ward
5375 Main Street

* Each category winner will receive a \$100 savings bond

◇ A Special thank you to all the judges

MEMORANDUM

TO: Town Council

FROM: Harvey Spurlock, Public Works Director

DATE: January 03, 2011

SUBJECT: SCADA Design/Installation - RFQ # 11-001

The Town released a request for qualifications (RFQ # 11-00) for the design and installation of a potable water SCADA system on November 24, 2010. The only response received was from Shorite Controls of Princess Anne, MD.

Based on a favorable evaluation of their response, I recommend the Town conclude negotiations and enter into a contract with Shorite Controls for the design and installation of a potable water SCADA system. Total cost shall not exceed One-Hundred-Thirteen-Thousand-Four-Hundred and Eight dollars (\$113,408.00). All products and services shall be in accord with Shorite's response and the terms and conditions of the subject RFQ.

The FY 11 budget includes a line item in the amount of Fifty-Five-Thousand dollars (\$55,000.00) for the installation of a SCADA system. The balance will be funded from the Ninety-Two-Thousand-Seven-Hundred dollar (\$92,700.00) availability fee received from the United States Fish and Wildlife service.

I hereby request Council consider a motion to award a contract to Shorite Controls for the design and installation of a SCADA system for the Town's potable water system not to exceed One-Hundred-Thirteen-Thousand-Four-Hundred and Eight dollars (\$113,408.00).