

REGULAR COUNCIL MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

February 4, 2013 - 7:00 P.M. - Council Chambers - Town Hall

CALL TO ORDER

INVOCATION BY COUNCILMAN T. HOWARD

PLEDGE OF ALLEGIANCE

PRESENTATION

OPEN FORUM / PUBLIC PARTICIPATION

STAFF UP-DATE

AGENDA ADDITIONS/DELETIONS AND ADOPTION:

1. Consider Adoption of the Minutes
 - Regular Council Meeting of January 7, 2013 (Page 2 of 74)
 - Council Budget Workshop of January 17, 2013 (Page 12 of 74)
2. Financial Report Presentation by Robinson, Farmer, Cox Associates (by Aaron Hawkins)
3. Public Hearing on a Possible Budget Amendment (Page 16 of 74)
4. Accomack County Board of Supervisors Update (Honorable Wanda Thornton)
5. Public Works Committee Report of January 2, 2013 (Mayor Tarr) (Page 17 of 74)
6. Rec and Community Enhancement Committee Report of January 8, 2013 (Councilman Jester) (Page 19 of 74)
The following action by the Committee occurred and will need to be acted upon:
 - Boulder Request at Donald Leonard Park (Page 19 of 74)
7. Cemetery Committee Report of January 29, 2013 (Councilwoman Richardson) (Page 21 of 74)
The following action by the Committee occurred and will need to be acted upon:
 - Possible Adoption of the Cemetery Preservation Plan (Page 24 of 74)
8. Mayor & Council Announcements or Comments
(Note: Roberts Rules do not allow for discussion under comment period)
9. Closed Meeting in Accordance with Section 2.2-3711(A) (7) of the Code of Virginia.
 - Legal Matters

ADJOURN:

MINUTES OF THE JANUARY 7, 2013
CHINCOTEAGUE TOWN COUNCIL MEETING

Council Members Present:

John H. Tarr, Mayor
J. Arthur Leonard, Vice Mayor
Ellen W. Richardson, Councilwoman
John N. Jester, Jr., Councilman
Gene W. Taylor, Councilman
Tripp Muth, Councilman
Terry Howard, Councilman

CALL TO ORDER

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

INVOCATION

Councilman Taylor offered the invocation.

PLEDGE OF ALLEGIANCE

Mayor Tarr led in the Pledge of Allegiance.

OPEN FORUM/PUBLIC PARTICIPATION

Mayor Tarr opened the floor for public participation.

- Mr. Joe Justice thanked Council for clearing the ditch behind his property. He also asked if there were plans for flood gates at the south end of the island.

Public Works Director Spurlock advised that there are no new developments at this time.

- Ms. Robin Rothschild thanked Council for allowing her at WCTG to serve the Island for the last 4 ½ years. She advised that it has been an experience. She stated that the station has been transferred to another company and wishes them the best. She added that she has loved serving and living in the community and hopes that she can put the Chincoteague name out to a larger audience as she is now working with the National Public Radio station. She again thanked Council.

Mayor Tarr thanked Ms. Rothschild for her committed service to the Town.

- Mr. Jim White asked Council about a study for the possibility of a traffic light at the Church Street, Chicken City Road and Ridge Road intersection.

Town Manager Ritter advised there has been no update as of yet. He stated that they were going to do another study after the intersection change.

Mr. White also asked about a “Golf Cart Ordinance”. He stated that Cape Charles allows the use of golf carts. He advised that he has researched different locality ordinances. He stated that

Virginia law doesn't allow the use of golf carts on public roads. However, it gives municipalities the authority to allow it. He stated that the most important use of the golf cart is safety. He gave Council a draft ordinance and registration along with a copy of the Virginia Code. He read an excerpt from the Code of Virginia that stated that a Town that has established its own Police Department may authorize the operation of golf carts within its boundaries. He feels that for environmental, traffic and safety reasons it is better for the community.

- Mr. David Landsberger, Chincoteague Island Arts Organization, gave an update to Council. He advised that they obtained their nonprofit status approximately a year ago. They have paid the down payment for the Island Roxy Theater. They have refurbished the front of the building and marquee. They have a grant for \$35,000 to install a new roof within the next several weeks. They are raising the money to put a new roof over the projection room also. They raised over \$30,000 to convert to digital projectors ordering a new projector. He stated that the money has been matched by the projection operator. This will give digital quality and surround sound. He stated that they had a movie after the Tree Lighting Ceremony and there have been 2 concerts that were a success.

Mr. Landsberger also stated that they plan to put in a new floor and seats in the spring. There have been major renovations and more on the way. He also added that the next step is to connect to the sewer. They will be opening up in the spring with the new digital system.

Councilman Howard stated they have done a lot of good work. He appreciated that they brought the theater back to its original name.

STAFF UPDATE

Planning Department

Town Planner Neville advised that the monthly report is in the packet. He stated that there is a Planning Commission meeting tomorrow night and they want to continue a discussion about economic development. They will discuss whether the Town should be considered as a Virginia Main Street Community. They plan to start the process of reviewing ordinances for possible modification.

Town Planner Neville also advised that there is a Beach Access Committee meeting at the end of the month. He commented on the Prime Hook NWR CCP that is in the 30 day comment period in Delaware.

Police Department

Chief Lewis also advised that the monthly report has been included in the agenda packet. He had nothing further.

Public Works Department

Public Works Director Spurlock stated that his monthly report is also included in the agenda packet. He stated that they spent the majority of December cleaning up from Hurricane Sandy. He also stated that the debris collection is complete and they are at 80% complete with chipping. He discussed the reimbursement from FEMA.

Councilman Howard mentioned the chipping.

Councilman Taylor mentioned the flood gates.

Public Works Director Spurlock stated that it will take a great deal of money to continue with that study. He stated that when the tide gets high enough to cause damage to Fowling Gut it breaches the road as well. He stated that it will slow it down, but when the tide comes in it's all over the road and comes in on the south side of the island as well. He feels it would be a better investment to dredge Fowling Gut to store more water. He also suggested elevation surveys.

There was further discussion.

Mayor Tarr asked Public Works Director Spurlock over the next couple of months to look at Fowling Gut. He suggested looking into a flood gate figuring out the key components and costs associated with it.

Councilman Jester suggested looking into the drainage along Hallie Whealton Smith Drive.

Mayor Tarr discussed the reimbursement from FEMA. He asked if it were going back into the budget where the costs occurred.

Town Manager Ritter advised that there will be a budget amendment for review at the Workshop on January 17th, 2013.

General Government

Town Manager Ritter reported that in December the EMS responded to 60 emergency calls, 5 more than December of 2011. He stated that the EMS staff has received the final signature for the protocol for the medical hypothermia equipment on the ambulances.

Town Manager Ritter also stated that the Broadband Committee has received proposals from three wireless providers. They will review the proposals and conduct interviews negotiating the contract. He stated that after the negotiations the contract will be given to the Town's Attorney for his review. He also added that staff has been working on a 5-year budget.

Town Manager Ritter advised that at the next Council workshop they will discuss the budget revisions, go over grant tracking and review the LGIP. He stated that they will also discuss the car decals.

AGENDA ADDITIONS/DELETIONS AND ADOPTION

Councilman Jester motioned, seconded by Councilman Howard to adopt the agenda as presented. Unanimously approved.

1. Consider Adoption of the Minutes

- **Regular Council Meeting of December 3, 2012.**

Vice Mayor Leonard motioned, seconded by Councilwoman Richardson to adopt the minutes of the regular council meeting of December 3, 2012. Unanimously approved.

2. Public Hearing on the Request to Vacate a Lot Line in Oyster Bay II

Town Manager Ritter advised this is a lot line vacation and restructuring the lot with the common grounds in Oyster Bay II.

Mayor Tarr opened the Public Hearing.

Mr. Jeff Potts, Coldwell Banker and representing Mr. Phillip Ettinger, explained the reason for the lot line vacation, which is because of setbacks.

Mayor Tarr closed the Public Hearing.

Councilman Howard asked if it was an equal swap of properties.

Mr. Potts confirmed that it was an equal swap and explained the differences in the surveys from years ago to current. He added that the new surveys are done with a GPS which is more accurate.

Councilman Howard asked about the Oyster Bay Board agreement.

Mr. Potts stated that the Board consists of 9 members and they voted on December 6th, 2012. He advised that no one voted against it. He stated that Mr. Ettinger is on this Board and did not vote.

Councilman Howard asked if there was any irrevocable damage to adjoining property values there.

Mr. Potts advised there would be none.

Mayor Tarr asked if the Board has the power to dispose of property for the entire association.

Mr. Potts stated that the properties are governed by the Board of Directors and offered a copy of the community covenants.

Councilman Taylor asked about the setbacks for the sewage systems in the new survey.

Town Attorney Poulson sees no difficulty in this whatsoever.

Councilman Taylor motioned, seconded by Vice Mayor Leonard to approve the vacation of the lot line between parcels 031B1-12-230 and 031B1-12-231. Unanimously approved.

(See Town Council Agenda Packet for January 7, 2013 to review Ordinance Vacating a Part of a Subdivision Plat.)

3. Virginia Saltwater Recreational Fishing Development Fund Resolution

Town Manager Ritter advised that the discussed changes have been made. He stated that this also gives the Town Manager the authority to sign the contract for the grant.

There was brief discussion.

Town Attorney Poulson asked about “counsel” for legal counsel or “council” for Town Council.

Mrs. Kat Edwards, ANPDC, advised it means legal counsel.

Vice Mayor Leonard motioned, seconded by Councilman Taylor to approve the Virginia Saltwater Recreational Fishing Development Fund Authorizing Resolution. Unanimously approved.



**VIRGINIA SALTWATER RECREATIONAL FISHING DEVELOPMENT FUND
AUTHORIZING
RESOLUTION**

WHEREAS, under the provisions of the VIRGINIA SALTWATER RECREATIONAL FISHING DEVELOPMENT FUND, funding assistance is available to aid in financing the cost of development of saltwater fishing facilities; and

WHEREAS, the Town of Chincoteague considers it in the best public interest to develop portions of the historic Chincoteague bridge structure as a recreational fishing pier;

NOW, THEREFORE, BE IT RESOLVED that;

1. The Town is committed to operate the facility for its intended purpose for 30 years;
2. The Town will be responsible for law enforcement and patrol of the facility;
3. The Town understands that it is responsible for maintenance and/or capital improvement of the facility and that a fee may be approved by the Recreational Fishing Advisory Board to offset the cost;
4. The Town understands that if a fee is to be charged, holders of Virginia Saltwater Recreational Fishing Licenses will receive a discount from facility fees;

5. The Town will abide by all construction, reporting, usage restrictions and maintenance requirements of the VMRC Facility Grant Provisions;

6. The Town Manager is authorized to sign the Virginia Saltwater Recreational Fishing Development Fund grant contract after counsel review.

This resolution was adopted by the Chincoteague Town Council during the meeting held January 8, 2013 at the Council Chambers, 6150 Community Drive, Chincoteague Island, 23336.

Signed and approved by the following authorized representative:

Robert G. Ritter, Town Manager

4. Update on the Schedule of the Downtown Project

Mrs. Kat Edwards reported that they did not make the same deadline as last year due to a series of events. She stated that VDOT advised the earliest to bid is February 17th and it requires advertising for 3 weeks. The bid opening would be the 2nd week in March and work would begin in mid-April, provided everything goes smoothly.

Mrs. Edwards stated that last year they had a contract schedule of 120 days. She explained that the other option is to bid it in early spring and start in early fall. The engineer feels that this would be a good strategy and if the contract schedule would be changed from 120 days to 150-180 days it could keep costs down. She asked Council for direction.

Councilman Jester asked the cause of the delay.

Mrs. Edwards stated that there were several things. However, they were not allowed to commit any funds until October 1st, 2012 and design changes were time consuming.

There were comments about how long it takes to be able to begin a project. There was also discussion about starting the project in the spring and it running through July which will cause an impact on the local businesses downtown.

Vice Mayor Leonard asked about doing part of the project before summer and finishing it in the fall.

Mrs. Edwards feels this could cause cost increases.

They discussed some specific changes and when to bid it out.

Mrs. Edwards suggested bidding this out later.

Councilman Howard feels that bidding it out later is the least disruptive.

Mrs. Edwards agreed.

Town Manager Ritter suggested bidding it out in August and start construction after the Poker Run.

Councilman Muth motioned, seconded by Councilman Howard to advertise the project for bid in August. Unanimously approved.

5. Possible Donation to the Following:

- **Eastern Shore Rural Health Dentistry Division**
- **The Chincoteague Elementary School Beta Club**

Mayor Tarr stated that both groups made a presentation at the last meeting.

Town Manager Ritter asked Finance Director Hipple to put a memo together informing Council of how much has been spent and what is left of donations. He advised that there is \$650.00 of uncommitted funds remaining in donations at this time. There was brief discussion.

Councilman Taylor motioned, seconded by Councilman Howard to give \$325.00 to each, the Eastern Shore Rural Health Dentistry Division and the Chincoteague Elementary School Beta Club. Unanimously approved.

Vice Mayor Leonard asked that Council consider giving more next year to the Eastern Shore Rural Health Dentistry Division.

Councilman Taylor agreed.

Councilman Howard feels that the community would benefit from the dental wing and the Town should donate. He also commended Finance Director Hipple for getting the information together to help Council make the appropriate decision.

6. Christmas Lights Judging Results

Town Manager Ritter advised of the winners of the 2012 Christmas decorated homes judging.

Judges Choice *

Mr. & Mrs. Billy W. Birch
7079 Bunting Road

Most Festive *

Mr. & Mrs. Ernest Dale Holston
7236 Olga Drive

Most Themed *

Mr. & Mrs. Alfred Johnson
3510 Ridge Road

Most Traditional *

Mr. & Mrs. Richard Betts
6317 Church Street

Honorable Mention

Mr. & Mrs. Homer Cherrix
6520 Church Street

Ms. Margaret Nichols
4471 Main Street

Mr. & Ms. Kenneth Barrett
6250 Circle Drive

Town Manager Ritter stated that each category winner (*) will receive a \$100 savings bond.

Mayor Tarr gave a special thank you to the judges.

7. Motion to Approve the Trolley Operating Funds, Grant Application Resolution

Town Manager Ritter explained the resolution and the obligation of the funds. He stated that this also gives the Town Manager the authority to apply for the grant to continue with the Trolley service.

There was discussion regarding the matching funds. He advised that approximately \$7,000 comes directly from the Town as the rest of the matching funds are rented space and services.

Vice Mayor Leonard motioned, seconded by Councilman Taylor to approve the resolution dated January 7, 2013 for the fiscal year ending on September 20, 2014 (FY14) authorizing Robert G. Ritter, Jr. to apply for a grant to the Virginia Department of Rail and Public Transportation for \$79,500 to defray operating cost for “the Pony Express”. The Town of Chincoteague will be responsible for matching funds of \$23,000. Unanimously approved.



**Resolution Authorizing the Application for
State Aid to Public Transportation for
Fiscal Year 2014 beginning 10/1/2013**

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 \$79,500.00 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 Town Manager of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the Town Council of The Town of Chincoteague Inc., on the 7th day of January, 2013.

Robert G. Ritter, Jr., Town Manager
The Town of Chincoteague, Inc.

8. Downtown Restroom Force Main Connection

Public Works Director Spurlock advised that there is a proposal from Bundick Well and Pump in the amount of \$15,900 to connect the downtown restrooms to the force main that Sunset Bay Utility installed. He advised that it is costing approximately \$5,000 for pump and haul. He stated that the payback would be 3-4 years. Public Works Director Spurlock also added that they are charging \$10,000 per EDU to connect into their system. He added that in addition there's a \$4,000 connection fee that reimburses them for the cost of installing the force main. He advised that they are charging the \$4,000 and waiving the \$10,000 for the Town and the Fire Company. He added that Bundick Well and Pump are the only EDU certified installers and the only bidder.

There was discussion as to the benefits.

Town Manager Ritter stated that this will be discussed as a budget revision in the January 17th meeting also.

Mayor Tarr asked where the funds would come from.

Town Manager Ritter advised that it will come from General Fund Savings.

Public Works Director Spurlock reminded Council that this will reduce the spending for pump and haul for the remainder of the fiscal year also.

Councilman Howard motioned, seconded by Councilwoman Richardson to award the contract to Bundick Well and Pump in the amount of \$15,900 for the connection of the Downtown Restrooms to the force main. Unanimously approved.

Council directed Town Manager Ritter to draft a letter of appreciation to Mr. Burbage for waiving the fees.

9. Mayor & Council Announcements or Comments

Councilwoman Richardson advised that the next meeting of the Cemetery Committee will be January 22nd at 6:00 p.m. This is to review the draft Cemetery Plan.

Councilman Howard stated that they met with Mr. Robby Lewis with the Forestry Service. He advised that he has brought up the idea of a possible tree planting program in the community. He reminded Council of the number of trees lost due to the storms and the pine bark beetles. He stated that Mr. Lewis will try to get some saplings. Councilman Howard added that Mr. Lewis will have a display at the Mother Earth Day Festival in the spring.

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

• Probable Litigation

Councilman Howard moved, seconded by Vice Mayor Leonard to convene a closed meeting under Section 2.2-3711(A)(7) of the Code of Virginia to discuss probable litigation.

Unanimously approved.

Vice Mayor Leonard moved, seconded by Councilman Taylor to reconvene in regular session. Unanimously approved.

Councilman Howard moved, seconded by Councilman Muth 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)(7) 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, Taylor, Howard, Muth, Richardson, Leonard
Nays- None
Absent- None

Adjourn

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

Mayor

Town Manager

**MINUTES OF THE JANUARY 18, 2013
TOWN OF CHINCOTEAGUE COUNCIL MEETING**

Council Members Present

John H. Tarr, Mayor
J. Arthur Leonard, Vice Mayor
Terry Howard, Councilman
John N. Jester, Jr., Councilman
Tripp Muth, Councilman
Ellen W. Richardson, Councilwoman
Gene W. Taylor, Councilman

1. Call to Order.

Mayor Tarr called the meeting to order at 9 a.m.

2. Invocation.

Councilman Taylor offered the Invocation.

3. Pledge of Allegiance.

Mayor Tarr led in the Pledge of Allegiance.

4. Adoption of Agenda.

Councilman Howard motioned, seconded by Councilman Jester to adopt the agenda as presented. The motion was unanimously approved.

5. Draft Fiscal Forecast of Budget Years 2013 thru 2017.

Town Manager Ritter explained that the purpose of this meeting was to review where we are in the current budget and to review the budget for 5 future years.

Town Manager Ritter showed the current budget with the future years.

The first item under revenues is real estate tax levy which shows a 1% increase for FY' 15, 16 and 18. Councilman Jester asked if 1% increase in real estate equated to \$100,000 in revenue. Town Manager Ritter responded that was correct.

Councilman Howard asked if it was true that the Town was collecting over \$600,000 in transient occupancy tax. The answer is yes.

Councilman Jester expressed concern that the Transient Occupancy and Meals tax budgeted numbers were inflated and feels the Town should be cautious of inflating these line items based on the economy. Town Manager Ritter stated the figures were very conservative.

Councilman Taylor expressed concern about increases in the real estate tax rate because of major increases in flood insurance. Taxpayers with mortgages must have flood insurance and the premium will be very expensive even on small homes.

Council discussed upcoming grants.

Mayor Tarr stated that the Tower rent should be increasing in the out years.

Mayor Tarr commented that the Projected FY' 14 Budget calls for over \$200,000 to come from LGIP. The Town can not continue to take large sums from LGIP because there will be no funds left for operations in an emergency situation.

Town Manager Ritter stated that the amount from LGIP was the Town's match for the fishing pier. Mrs. Edwards is looking into if the grant received from VRMC could be used as a match for the fishing pier.

Council had no questions concerning the Harbor revenues.

Town Manager Ritter pointed out in the Trolley revenues that the Town's match is \$23,000 in FY' 14. However, the Trolley fund pays the General Fund building rent at \$12,000 a year. So the overall cost to the Town for the Trolley operation is \$11,000 for FY' 14.

Councilman Taylor stated that Councilwoman Richardson had stated in a previous Council meeting that the Town's water rates were so low, the Water Department was not eligible to receive grant fund. Councilman Taylor asked what the water rates would have to be in order for the Town to be eligible for grant funds. Mayor Tarr stated that a water bill would need to be around \$29.00 per month and our rate is around \$29.00 per quarter.

Councilman Taylor asked the potential amount of grant monies the Town could receive if the water rate was raised. Public Works Director Spurlock stated that if the water rates were raised to that level, the Water Department could potentially have a \$1,000,000.00 surplus each year and would not really need the grant funds.

Councilman Jester asked about the Water bond that would be paid off soon and the savings from that monthly payment. The first bond matures in FY' 16 and is the smallest of the Water Department's Bonds (\$500,000). This is the same bond as the School Board property. There are currently two bonds in the Water bonds and interest line items and reflect a reduction in FY' 16, '17 and '18.

Mayor Tarr stated that the Civic Center budget was reduced in FY' 13 to 14% of Transient Occupancy tax because of the increase that takes effect for only 5 months of the fiscal year. This left a shortfall in the Center's budget which should not have occurred. Town Manager Ritter stated that the amount for the entire year to the Center was \$104,431 which is 14% of the Transient Occupancy Tax revenue. Mayor Tarr stated that the Center is down \$14,000 in revenue from the Town. Mayor Tarr stated that the

entire 1% increase in Transient Occupancy tax was earmarked by Council in total to the Beach/Recreation/Tourism Reserve. Therefore there is no increase in the transient occupancy tax that is disseminated to the Center.

Mayor Tarr stated that the Beach reserve is showing less and less each year. It can be used in the budget, but it must be used for beach, recreation or tourism and it needs to show in the budget where it is being spent. If there is a shortfall at the end of the fiscal

Council discussed General Government, Public Works, Police Department, Curtis Merritt Harbor, Trolley, and Water Department expenditures.

6. Review FY'13 Budget Amendment.

BUDGET AMENDMENT FY'13

NAME	TYPE ACCT	ORIGINAL BUDGET	AMENDED BUDGET		
<u>GENERAL FUND 10</u>					
TRANSFER FROM GENERAL FUND SAVINGS	REVENUE	\$0	\$107,020	\$107,020	104701.1000
FEMA - REIMBURSEMENT	REVENUE	\$0	\$150,359	\$150,359	104601.0100
				\$257,379	
ATTORNEY/LEGAL CONSULTANT	EXPENSE	\$50,600	\$99,057	\$48,457	105030.5101
PUBLIC RESTROOMS	EXPENSE	\$10,500	\$28,400	\$17,900	106330.6260
STORM DEBRIS CONTRACT	EXPENSE	\$0	\$154,222	\$154,222	106030.8700
TRANSFER TO MAIN STREET FUND 20	EXPENSE	\$0	\$36,800	\$36,800	105030.8800
				-\$257,379	
<u>MAIN STREET FUND 20</u>					
TRANSFER FROM GENERAL FUND	REVENUE	\$0	\$36,800	\$36,800	204501.8900
DCR OUTDOORS FUND GRANT	REVENUE	\$0	\$25,000	\$25,000	202090.9714
				\$61,800	
MAIN STREET PROJECT	EXPENSE	\$565,646	\$602,446	\$11,800	202090.9711
ROBERT REED PARK EXTENSION (DREDGING)	EXPENSE	\$0	\$50,000	\$50,000	202090.9714
				-\$61,800	

BROADBAND FUND 25

CDBG GRANT	REVENUE	\$0	\$190,000	<u>\$190,000</u>	254501.0110
				\$190,000	
CONSTRUCTION	EXPENSE	\$0	\$190,000	<u>\$190,000</u>	255259.9000
				-\$190,000	

A Public Hearing is needed and Council agreed to hold the Public Hearing on February 4th. An amendment can be voted on the same night as the public hearing.

7. Discuss the Elimination of Decals in the Upcoming Year.

Town Manager Ritter stated that staff had put together pros and cons of decal charge on tax bill and the elimination of the actual decal. Mayor Tarr told Town Manager Ritter that if Council decided to go forward with the elimination, that staff should continue with the issuance of 2013 decals.

Council thought that the decals were be eliminated for 2013 and now know that staff is not prepared for this to happen. The public thought it was being eliminated and it appears that staff does not like it now. Council thought that a substantial amount of effort have been put in to carry out the elimination.

The decal is for the year in which it is issued. If placed on the tax bill, the Town can not charge in advance because it has to be based on currently owned vehicles. The decal is a tax and you don't tax for future years. Currently, the owner must bring in their registration card which tells the Town what they currently own. This item was tabled until the next workshop meeting.

8. Ship Mast Request at Mariners Point.

Council received a request to put a waterman's memorial at Mariner Point.

Councilman Taylor motioned, seconded by Vice Mayor Leonard to donate \$250.00 toward this memorial. The motion was withdrawn by Councilman Taylor.

Councilman Taylor motioned, seconded by Councilman Howard to purchase material for the memorial up to \$1122.00 from parks and rec. Unanimously approved.

9. Adjournment.

Vice Mayor Leonard motioned, seconded by Councilman Howard to adjourn the meeting. The motion was unanimously approved.

Mayor

Town Manager

TOWN OF CHINCOTEAGUE, INC
 FY'13 BUDGET AMENDMENT
 PUBLIC HEARING
 FEBRUARY 4, 2013, 7 P.M.
 6150 COMMUNITY DRIVE
 CHINCOTEAGUE ISLAND, VA 23336

BUDGET AMENDMENT FY'13

NAME	TYPE ACCT	ORIGINAL BUDGET	AMENDED BUDGET
<u>GENERAL FUND 10</u>			
TRANSFER FROM GENERAL FUND SAVINGS	REVENUE	\$0	\$107,020
FEMA - REIMBURSEMENT	REVENUE	\$0	\$150,359
ATTORNEY/LEGAL CONSULTANT	EXPENSE	\$50,600	\$99,057
PUBLIC RESTROOMS	EXPENSE	\$10,500	\$28,400
STORM DEBRIS CONTRACT	EXPENSE	\$0	\$154,222
TRANSFER TO MAIN STREET FUND 20	EXPENSE	\$0	\$36,800
<u>MAIN STREET FUND 20</u>			
TRANSFER FROM GENERAL FUND	REVENUE	\$0	\$36,800
DCR OUTDOORS FUND GRANT	REVENUE	\$0	\$25,000
MAIN STREET PROJECT	EXPENSE	\$565,646	\$602,446
ROBERT REED PARK EXTENSION (DREDGING)	EXPENSE	\$0	\$50,000
<u>BROADBAND FUND 25</u>			
CDBG GRANT	REVENUE	\$0	\$190,000
CONSTRUCTION	EXPENSE	\$0	\$190,000

Public Works Committee Meeting
January 2nd, 2013
MINUTES

Members Present:

Hon. Ellen Richardson, Chairwoman
Hon. John Tarr
Hon. Arthur Leonard

Also Present:

Mr. Robert Ritter
Mr. Harvey Spurlock
Ms. Jane Hook Turlington
Mr. Hunter Leonard
Mr. Aiden Leonard

Chairwoman Richardson called the meeting to order at 5:10 pm.

Public Participation

Ms. Jane Hook Turlington explained her home on Herbie's Lane was inaccessible during storm tides. She stated she had received a proposal for road improvements from a contractor in the amount of \$15,000. Her understanding was the Town had provided drainage assistance to the residents of Horseshoe Lane and she would like to request assistance as well.

Mr. Spurlock explained no work had been done by the Town on Horseshoe as it is private property. The work had been performed on Wayne Road which is in the VDOT urban maintenance system.

Mayor Tarr explained Herbie's Lane is privately owned consequentially any improvements are the responsibility of the owner.

Agenda Adoption

Mr. Spurlock requested discussion of the Downtown Restroom Force Main Connection be added to the agenda as Item 1a. Mr. Leonard made a motion the agenda be approved with the addition. Mayor Tarr seconded the motion. The agenda was unanimously approved.

1. VDOT Urban Construction Project Priorities

Mr. Spurlock informed the committee the Virginia Department of Transportation (VDOT) had contacted him concerning the selection of the Town's next VDOT Urban Construction Project. Mr. Spurlock provided the relevant section of the VDOT Urban Maintenance Manual as background information. Mr. Spurlock also provided an excerpt from the Town's transportation plan which enumerated several projects which had been identified in an earlier study. Mayor Tarr reminded the committee any construction project must strictly adhere to established VDOT standards. Mr. Ritter identified improvements to Maddox Blvd., in the form of sidewalks and a bicycle path, between Deep Hole Road and the traffic circle as a potential project. Following a brief discussion the committee unanimously agreed Maddox Blvd. improvements should be identified as the Town's top priority. Mr. Spurlock to inform VDOT of the selection and inquire as to what the Town needs to do to initiate the project.

1a. Downtown Restroom Force Main Connection

Mr. Spurlock presented a proposal from Bundick Well and Pump, in the amount of \$15, 900. to provide all labor and materials required to connect the downtown restrooms sewage system to the Sunset Bay Utilities force main. Mr. Spurlock explained despite multiple attempts to get pricing from other vendors, this was the only quotation received from a certified E One grinder pump installer. E One pumps were specified by the utility company's engineer of record. Mr. Spurlock further explained, given the current cost of pump and haul sewage services for the restrooms, the connection should have a payback period of approximately four years. The committee unanimously recommended the proposal be moved to full Council for consideration.

2. Questions/Comments

None

Mr. Leonard motioned to adjourn the meeting at 5:45 pm. The motion was seconded by Mayor Tarr and unanimously approved.

**Recreation and Community Enhancement
Committee Meeting Minutes
January 8, 2013**

Committee Members Present:

John Jester, Chairman
Terry Howard, Councilman
Gene Wayne Taylor, Councilman
Jack Van Dame
Bob Conklin
David Johnson

Staff Present:

Robert G. Ritter, Town Manager
William Neville, Town Planner

Others Present:

Ray Rosenberger
Gladys Baczek

Call to Order

Chairman Jester called the meeting to order at 5:00 PM

Agenda Adoption

Councilman Terry Howard motioned, seconded by Mr. Bob Conklin to adopt the agenda. Unanimously approved.

1. Donald Leonard Park

Ms. Gladys Baczek presented the idea that some friends of the Leonard family would like to place a boulder type bench under the tree in memory of Mrs. Martha Leonard. There was a picture presented to the committee members. There was discussion about other requests for memorials in other parks. She stated that the Leonard's gave the land for the park to the Town. It was suggested to bring this to the next Council meeting. Councilman Howard motioned, seconded by Councilman Taylor to bring the matter to Council.

2. Project Report Updates

Ocean Boulevard Extended

Town Planner Neville stated that the Ocean Boulevard Extended project had been put on hold due to storm debris removal. The committee discussed that there was hope in making the bridge across Fowling Gut accessible by the mosquito truck.

CNWR Bike Trail Extension

Chairman Jester stated the most dangerous place for bike riders was at the traffic circle. He would like to see some sort of defined bike path in that area. Mr. Bob Conklin stated he believed the most dangerous part was from the horse corral toward the beach as there is no specified bike path. Chairman Jester also stated the end of the new bike lane near the Chincoteague Museum was a concern.

Jessie R. Watson Sr. Memorial Park

Ms. Nancy Lane would like to get a trellis to put in the park for the flowers.

Mariners Point

The Boy Scouts will be placing the Ship Mast Memorial. Mr. Rosenberger would like to see the area more level.

Island Activity Center

The center is being used every day and Youth Basketball is getting ready to start for the season.

Town Map-Points of Interest

Town Planner Neville stated they were still working on the map.

3. Committee Member Comments

Town Planner Neville wondered if the request honoring Ms. Martha Leonard would bring up past requests for honoring others and agreed that the Committee would work on a proposed memorial donation policy at the next meeting.

Adjourn:

Councilman Howard motioned, seconded by Mr. Bob Conklin to adjourn the meeting.

MINUTES OF THE JANUARY 29, 2013
Cemetery Committee

Members Present

Ellen Richardson, Chairwoman
Terry Howard, Councilman
Gary Turnquist

Others Present

Robert Ritter, Town Manager
William Neville, Town Planner

Call to Order

Chairwoman Richardson called the meeting to order at 6:04 p.m.

Agenda Adoption

Councilman Terry Howard motioned, seconded by Mr. Gary Turnquist to adopt the agenda. Unanimously approved.

1. Draft Cemetery Preservation Plan

Mr. Neville discussed several proposed recommendations from the Committee, including a request for assistance from the Town Public Works Department for regular cemetery maintenance as needed to supplement what can be accomplished through donations and volunteers. The Public Works Department has estimated that this may require approximately 40 hours of work per month.

Committee members recommended they continue the voluntary cleanup fund and ask for further donations. Mr. Gary Turnquist is concerned with people not donating to the clean-up fund as there aren't many donations now.

The committee discussed the needs of many of the cemeteries. One recommendation was to have the Public Works department maintain the larger cemeteries and have individuals take care of the smaller ones.

The Committee agreed to send recommendations to the Council on doing a pilot program over the next two years. The program would continue to ask for donations and having the Public Works Department help with 40 hours of maintenance per month.

The Committee also would like to add two additional members to the Cemetery Committee. It was suggested to ask people from some of the churches as well as community organizations to join the committee.

Mr. Gary Turnquist came up with the following Mission Statement of the Cemetery Committee:

Mission Statement

The mission of the Town Cemetery Committee is to oversee the maintenance of the 25 Town Cemeteries, and to insure the integrity of each burial area.

To those ends:

- Maintenance shall include scheduling of grass mowing according to the dictates of the weather, and within the structure of a yearly budget.
- Inspecting each cemetery for damage caused by weather or vandalism.
- Creating community clean up opportunities through scheduling a community wide Cemetery Clean Up Week, and by asking for assistance from local organizations on a specific clean up task.

- Insuring the integrity of each Cemetery from encroachment by neighboring property owners, and establishing that any activity within a cemetery be undertaken in accordance with state law and local code.

Mr. Gary Turnquist proposed the following motion:

To recommend adoption of a Cemetery Preservation Plan that will guide future efforts for perpetual care of community cemeteries, continue the current work of the Cemetery Committee with an expanded membership, and actively promote voluntary donations to the separate dedicated cemetery 'clean-up fund' that is managed by the Town Finance Department. In addition, seek approval of Town Council to include cemetery maintenance and repair as a responsibility and budget line item for the Town of Chincoteague Public Works Department

Councilman Terry Howard seconded the motion.

Mr. Neville will add the mission statement to the Plan.

It was agreed that Council will decide on the additional members of the Committee.

2. Cemetery Maintenance Fund

Mr. Neville would like to send a letter of thanks to Mr. Chuck Ward regarding his suggestions and recommendations to the Committee. An article for the newspaper will be prepared to inform the community if the Cemetery Preservation Plan is passed and provide an update on the work of the Cemetery Committee.

3. Committee Member Comments

The Committee discussed that Cemetery Cleanup Week will be April 13-19th with Cemetery Clean-Up Day being April 13th. They will concentrate on the north end of Holly Ridge cemetery if landowner permission is granted.

Mr. Gary Turnquist thanked Mr. Bill Neville for his hard work on this project. They also thanked Town Manager Ritter for his work as well.

Adjourn

Councilman Terry Howard motioned, seconded by Mr. Gary Turnquist to adjourn the meeting.



MEMORANDUM
Town of Chincoteague Inc.

Date: February 4, 2013
To: Mayor Tarr and Members of the Town Council
From: Robert Ritter, Town Manager
William Neville, Planner
Subject: Cemetery Preservation Plan

The Town of Chincoteague Cemetery Committee met on January 29th to finalize their review of a Cemetery Preservation Plan and to prepare the following recommendation for Town Council:

To recommend adoption of a Cemetery Preservation Plan that will guide future efforts for perpetual care of community cemeteries, continue the current work of the Cemetery Committee with an expanded membership of two (2) additional people, actively promote voluntary donations to the separate dedicated cemetery ‘clean-up fund’ that is managed by the Town Finance Department, and include cemetery maintenance and repair as a responsibility for the Town of Chincoteague Public Works Department up to 40 hours per month for a trial period of 2 years.

This plan was prepared as a means to strengthen the work of the committee and to respond to a citizen proposal for an independent authority or commission to provide long term care for the community cemeteries.

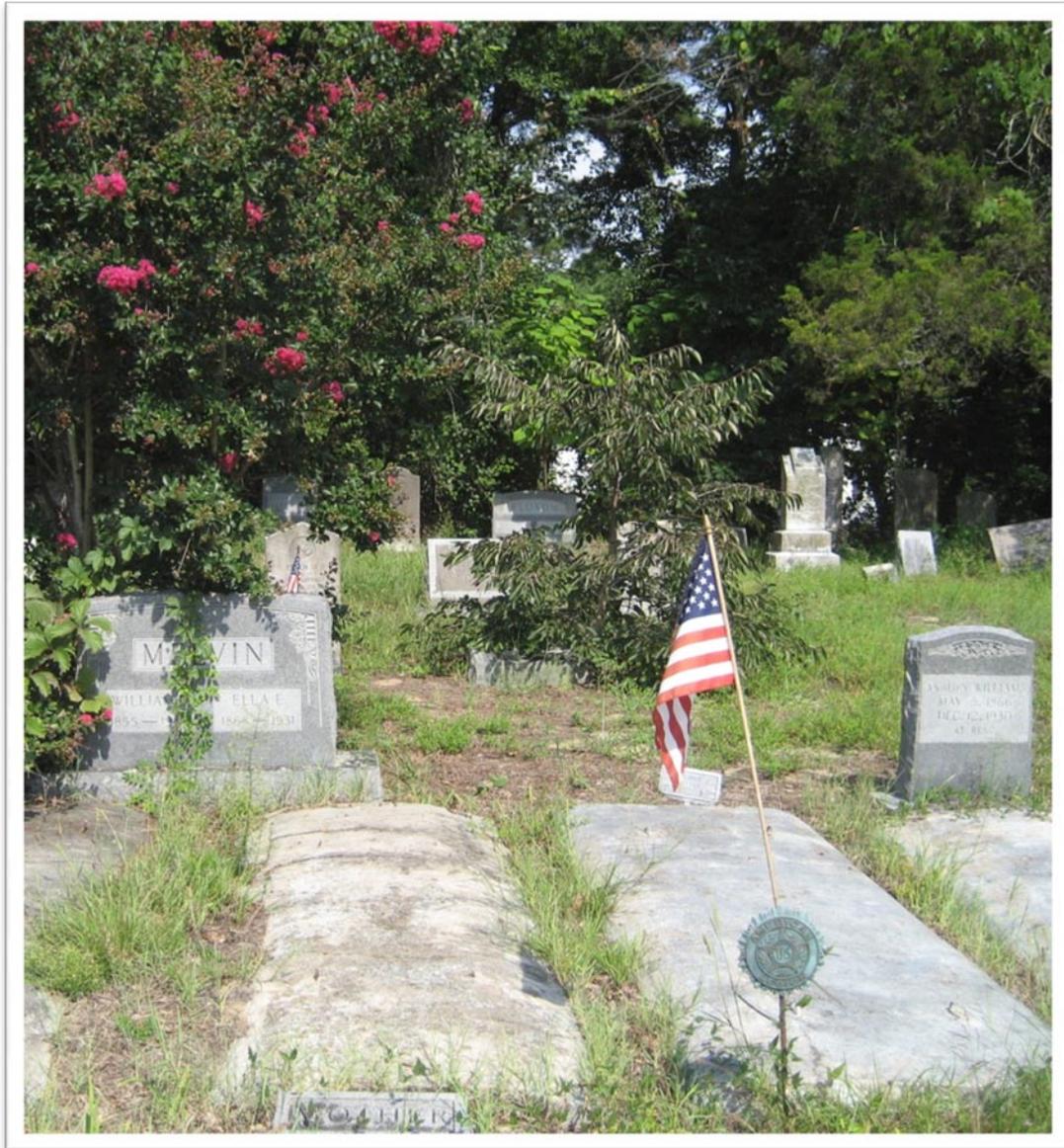
Committee members have expressed a strong preference for keeping the Town government involved in the long term care of the community cemeteries rather than passing the responsibility to an independent Authority. However, a separate non-profit organization, if established in the future by others to assist with fundraising for perpetual care, would be consistent with the Town Code, Chapter 2, Section 1:

“...to cooperate with any nonprofit corporation in the improvement and care of burial places and the approaches thereto; and to provide for the perpetual upkeep and care of any plot or burial lot therein, the Town is authorized...”

The Cemetery Preservation Plan is intended to be a working document for fund raising, providing maintenance instructions, and/or competitive bidding for the care of individual cemeteries.



TOWN OF CHINCOTEAGUE DRAFT CEMETERY PRESERVATION PLAN 2013



**Cemetery Preservation Plan
for
Chincoteague Island, Virginia**

Cemetery Preservation Plan – a preservation plan identifies activities that help perpetuate and care for historic burial sites, including planning, maintenance, documentation and education.

Prepared by the Town Cemetery Committee:

Ellen Richardson, Chairwoman
Terry Howard, Councilman
Gary Turnquist

January 2013

Mission Statement

The mission of the Town Cemetery Committee is to oversee the maintenance of the 25 Town Cemeteries, and to ensure the integrity of each burial area. To those ends:

Creating community clean up opportunities through scheduling a community wide Cemetery Clean up Week, and by asking for assistance from local organizations on a specific clean up task;

Inspecting each cemetery on a regular basis for damage caused by weather or vandalism;

Ensuring the integrity of each Cemetery from encroachment by neighboring property owners, and establishing that any activity within a cemetery be undertaken in accordance with state law and local code;

Maintenance shall include scheduling of grass mowing according to the dictates of the weather, and within the structure of a yearly budget of voluntary donations from the community.

Preface

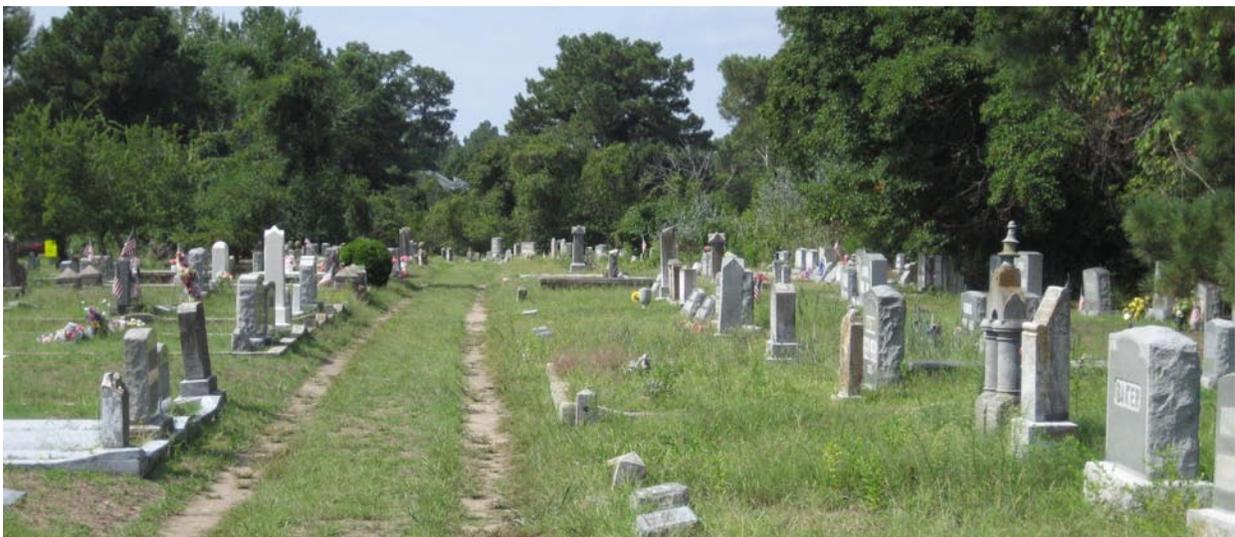
Historic cemeteries are important cultural, architectural and archaeological resources. They provide us with information on our community's history. Often a cemetery is the only remnant left from early settlements and families - as such it is a vital link with the past. They are an invaluable educational tool whether we seek to research genealogy, educate our youth or delve into local history. They provide quiet places to commemorate the deceased. Old cemeteries provide valuable information to those interested in their family histories, information that may not be available elsewhere. Sometimes they provide us with more than the bare facts of birth and death; they provide us with tender, tragic or humorous glimpses into the lives of earlier generations. They tell us about the struggle to survive childhood diseases, childbirth, wars and epidemics. But most of all they tell us about the recurring cycle of birth, life, and death and how we are all a part of that cycle.

“The thoughtful work and volunteer efforts of the Cemetery Committee are much appreciated by the community. Were it not for their efforts, it is likely that many final resting places would have been forgotten, overgrown or lost due to neglect.”

Chincoteague Citizen
October 2011

The **Town of Chincoteague Cemetery Committee** is thankful for all donations and the volunteer efforts of our community organizations, churches, businesses, families and individuals who have contributed their time and resources toward the care of our community cemeteries. This is an important responsibility that we willingly share.

The preparation of a **Cemetery Preservation Plan** is the latest effort to identify a lasting solution for the long-term care and maintenance of Chincoteague Island's cemeteries and burial grounds. Much of this work is built upon the research and documentation of James W. Carpenter Sr. who published the book *From Tears to Memories – A comprehensive look at Chincoteague Island Cemeteries* in 2007. Our community is fortunate to also have exhaustive documentation of the gravestones, shared on the website www.IslandBones.com.



A Cemetery Preservation Plan for Chincoteague Island

By collecting available information and checking on what others have done to plan for the care of historic cemeteries, the Town of Chincoteague hopes to move forward with a plan for the perpetual care and maintenance of over 3,600 recorded gravesites in 25 cemeteries on Chincoteague Island. Several quick **planning checklists** show that we are making progress:

Cemetery Preservation Preparations

1. Determine the ownership of the cemetery
2. Research the cemetery
3. Copy important information to the cemetery: maps/plats, marker inscriptions, family contacts, etc.
4. Survey the cemetery
5. Enlist a volunteer or organization to clean up the cemetery
6. Meet with the owner/trustees at the cemetery to discuss preservation of the markers/cemetery and to agree upon the clean-up process and scope
7. Establish a continual maintenance program for the cemetery
8. Educate the public about the cemetery

Preservation of historic cemeteries and burial sites in their original place and form is the preferred treatment option. Good cemetery maintenance strategies should incorporate the gentlest, most low-impact measures possible, and should address issues of long-term care (including the financial commitment necessary). Temporary or hasty solutions will only postpone a recurring problem and may inadvertently cause additional problems. Virginia's Department of Historic Resources (DHR) advocates innovative strategies for the long-term maintenance of historic cemeteries that are compatible with the cemetery's traditional form.

Planning Steps for Cemetery Preservation

- a) Establish Ownership & Get Permission – The first step prior to beginning any cemetery preservation project is to establish the ownership of the cemetery.
- b) Safety – Cemeteries, particularly abandoned or deteriorated sites, can pose a number of safety concerns. Take precautionary steps when visiting cemeteries.
- c) Developing a Cemetery Preservation Plan – It is critical to develop a written plan of action before beginning any preservation work in a cemetery.
- d) Organization – Community support from local residents is critical to cemetery preservation efforts. The support and input from churches, local organizations and residents ensures long-term preservation of the cemetery.

Regular maintenance is the best preservation procedure. When abandonment and neglect have resulted in severe damage to fences, landscape features, vegetation, markers, or monuments, responsible repairs should be undertaken as quickly as possible. No matter the level of repair or preservation necessary, there are a few essential rules that should be followed in planning a course of action:

- Do no harm: use the gentlest and least intrusive methods available.
- Do nothing that cannot be undone.
- Design all work to retain and preserve the historic character of the cemetery.
- Repair, rather than replace, damaged historic features.
- Quick or easy fixes are not always the best options.
- Assume unmarked graves exist and avoid ground disturbing activities
- When in doubt, consult a professional
- Document all changes.

What is involved in helping maintain and protect a cemetery?

To maintain or protect a cemetery, individuals or organizations should keep the cemetery free of weeds, tall grass, and brush; pick up trash; and report vandalism. Cemetery preservation entails maintaining the markers and cemetery as is. Markers are only cleaned with distilled water, trash is picked up, and possible threats to the markers like tree limbs and underbrush are removed.

- ✓ Contact the owners and get permission to clean up.
- ✓ Clear away brush and weeds by hand from around the gravestones and markers. (use care with weed whackers and pesticides near the markers as each can damage stone)
- ✓ Clean markers using soft toothbrushes and distilled water. This method removes algae and dirt. (to remove graffiti, you need to hire a professional conservator)
- ✓ If markers are toppled, leaning, or broken, you need to hire a professional
- ✓ Pick up trash
- ✓ Ask neighbors or organizations to accept the responsibility of maintaining the cemetery

The Town of Chincoteague Cemetery Committee has traditionally organized volunteer efforts to complete one or two major ‘clean-ups’ per year. The Committee created a cleanup fund several years ago to defray the expense of having key Island cemeteries mowed when volunteer help could no longer be found. This fund has been used to provide timely mowing to several other cemeteries when the need arose.

The Cemetery Committee reviewed an inventory map of the 25 private cemeteries and documented who has maintained each one over the last several years. A priority ranking was established on the attached cemetery key to identify priorities for maintenance. In addition, a citizen proposal to create an Authority or Non-Profit Foundation has been considered as a means to assure a sustainable solution for long term cemetery care and preservation.

Proposed Next Steps

The Committee created a cleanup fund several years ago to defray the expense of having key Island cemeteries mowed when volunteer help could no longer be found. This fund has been used to provide timely mowing to several cemeteries when the need arose. A summary of donations and expenses from 2005 to 2012 (July to June fiscal year) is presented to highlight the increased cost of maintenance.

	Donations	Expenses	Fund Balance
2005	2495	1600	2900
2006	1175	1700	2375
2007	1425	1950	1850
2008	970	1525	1295
2009	1835	2300	830
2010	2665	700	2795
2011	2020	2725	2090
2012	2745	4325	510

Several ideas have been discussed including a request for donations similar to the one used for the Cemetery Cleanup Fundraiser in 2008, or a request for new individuals or groups to volunteer for maintenance of an ‘adopted cemetery’. The maps and priority ranking have been prepared by Town Staff with the idea that they may be used for fund raising, providing maintenance instructions, or competitive bidding.

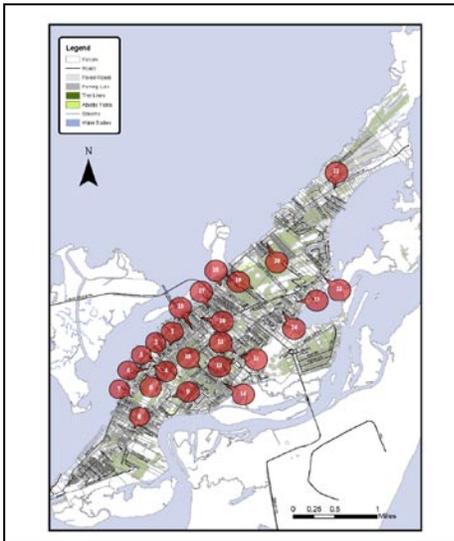
Long term strategies that have been considered by the Committee include:

- A.** Request an amendment to the Town Charter to specifically allow the creation of an Authority or Commission for long term maintenance of private cemeteries on Chincoteague Island
- B.** Prepare a Cemetery Preservation Plan, identify cemetery ownership, encourage the creation of a non-profit foundation to provide perpetual care
- C.** Continue the current Cemetery Committee and promote the separate dedicated donation fund that is managed by the Town Finance Department
- D.** Seek approval of Town Council to include cemetery maintenance and repair as a responsibility and budget line item for the Public Works Department.

Cemetery Committee Recommendation

Adopt a Cemetery Preservation Plan to guide future efforts for perpetual care of community cemeteries, continue the current work of the Cemetery Committee with an expanded membership, and actively promote voluntary donations to the separate dedicated cemetery ‘clean-up fund’ that is managed by the Town Finance Department. In addition, seek approval of Town Council to include cemetery maintenance and repair as a responsibility and budget line item for the Town of Chincoteague Public Works Department

Cemetery Inventory and Maintenance Priorities



Cemetery Key Map – An overall map showing the location of all 25 existing cemeteries on Chincoteague Island was prepared to provide a quick reference document.

**TOWN OF CHINCOTEAGUE
CEMETERIES KEY**

KEY	NAME	GRAVESITES	PARCEL AREA (ACRES)	OWNER'S PHONE	MAINTAIN	PRIORITY
1	ANDRELOTTE	63	0.22	504270	FAMILY	1
2	CHRIST UNION BAPTIST	31	0.41	143194	FAMILY/FRIENDS	3
3	ODD HOLLOW	55	0.40	674275	ISLAND BAPTIST SOCIETY	3
4	BURNING	212	0.37	65495	TOWN HIREES	2
5	BEULAH	39	0.17	654150	UNION BAPTIST SOCIETY	3
6	GREENWOOD	794	1.23	1594170	TOWN HIREES	2
7	ANDREWS & DASEY	65	1.2	804250	COURT GUARD JELLY OFFICERS	3
8	DASEY	66	0.38	1004110	FAMILY	3
9	THORNTON	151	0.46	1154130	FAMILY/FRIENDS	1
10	JONES	9	0.22	20475	-	1
11	MEDHANCE & DASEY MEMORIAL	182	2.27	754100	TOWN HIREES	2
12	REYNOLDS	38	0.07	754117	FAMILY	3
13	REYNOLDS	38	0.07	754117	FAMILY	3
14	BIRCH FAMILY	8	0.42	354200	-	1
15	CLARK	15	0.24	25490	DANA CORWELL	3
16	CATHOLIC CHURCH (BESLEY)	14	0.08	60460	CATHOLIC CHURCH	3
17	TAYLOR (BIRCH)	6	0.1	20460	JOSEPH KEMERAM	1
18	RED MEN (BERGMAN)	628	0.91	954130	CURSED UNITED METHODIST MEN	3
19	WHEALTON/ CLAYVILLE	10	0.12	40475	RUTH LANE	3
20	HOLLY HEDGE	131	1.67	60840	DOG MANSION	1
21	CAPTAIN CHANDLER	1	0.19	20410	CHUCK WARD	3
22	NEED	17	0.40	708180	-	1
23	HILL	17	0.15	50880	DOVNY KAY THORNTON	3
24	CARTER	1	0.01	-	STEWART BAKER	3
25	BAPTIST CHURCH	1	1.53	-	CHURCH	3
TOTAL		1487	15.29			

*Cemetery information based on *From Tears to Memories - The Cemeteries of Chincoteague*, by James W. Carpenter, Sr., revised August 2008 Edition.

Priority 1 – Needs maintenance 385 sites 3.53 acres
 Priority 2 – Town hires out 2321 sites 3.85 acres
 Priority 3 – Someone is maintaining 981 sites 7.91 acres

Cemeteries Key – A summary was prepared to identify priorities for which cemeteries are currently being cared for and which need regular maintenance

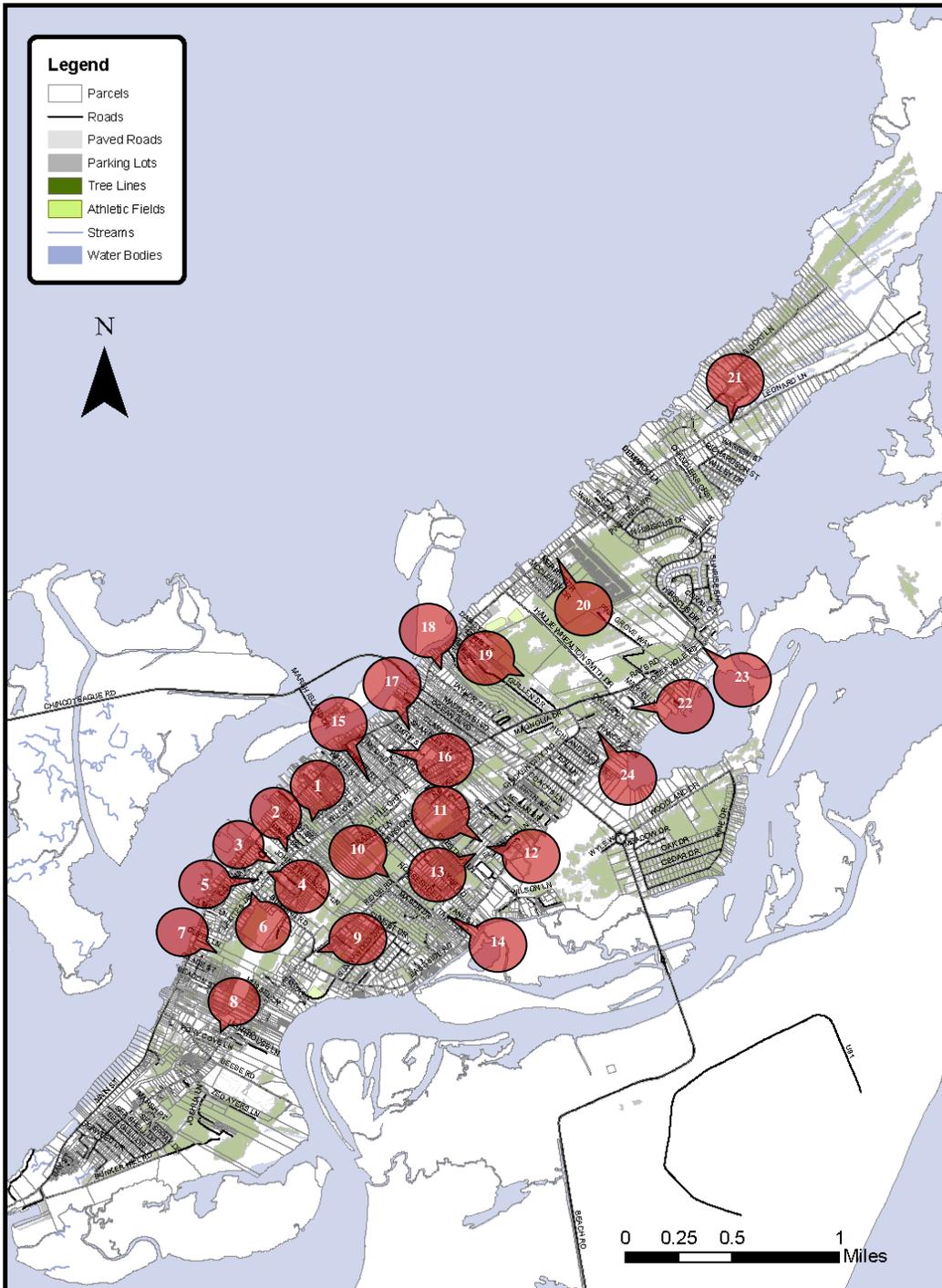
- 0.46 Acres
- Family
- 151 Buried
- 44 Unmarked
- 1865

9

Thornton

Tax Parcel 30A3-A-249 Edge Road

Cemetery Information Sheet – Information for each cemetery site was collected, including: map location, aerial photo view, ground level photo view, street address, tax parcel I.D., size and acreage, number of gravesites and age of the oldest burial site.



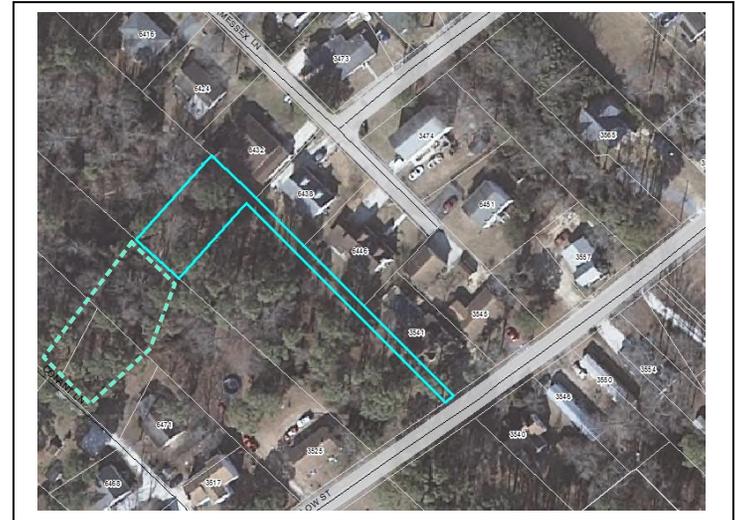
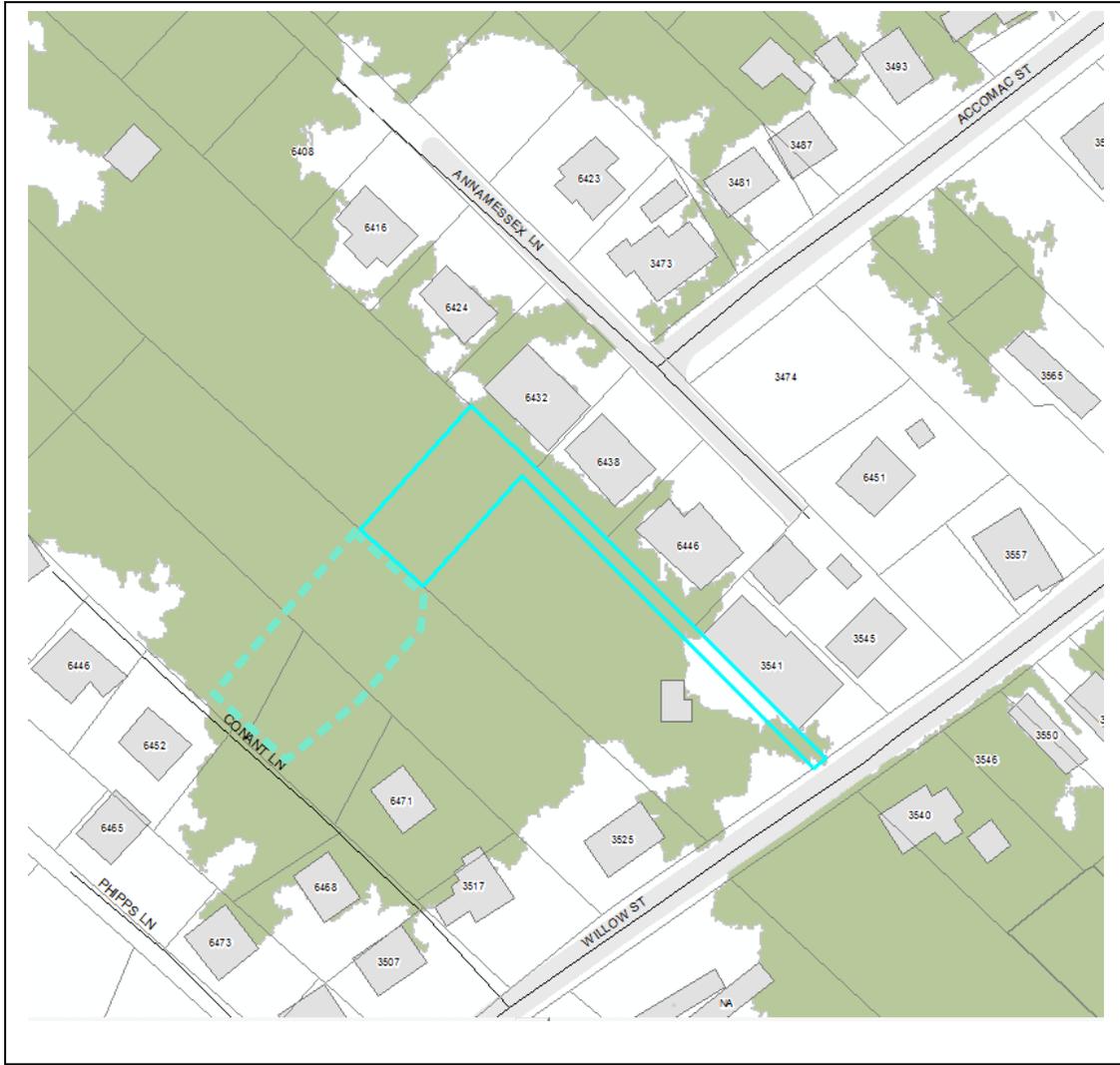
1. AYDELOTTE (BOOTH)
2. CHRIST UNION BAPTIST
3. ODD FELLOWS
4. BUNTING
5. BEULAH
6. GREENWOOD
7. ANDREWS & DAISEY
8. DAISEY
9. THORNTON
10. JONES
11. MECHANICS
12. DAISEY MEMORIAL
13. REYNOLDS
14. BIRCH FAMILY
15. CLARK
16. CATHOLIC CHURCH (RISLEY)
17. TAYLOR (BIRCH)
18. RED MENS (REDMAN)
19. WHEALTON/CLAYVILLE
20. HOLLY RIDGE
21. CAPTAIN CHANDLER
22. REED
23. HILL
24. CARTER
25. BAPTIST CHURCH (under)

TOWN OF CHINCOTEAGUE CEMETERIES KEY

KEY	NAME	GRAVESITES	PARCEL AREA (acres)	DIMENSIONS (feet)	MAINTAIN	PRIORITY
1	AYDELOTTE	63	0.21	50x270	FAMILY	1
2	CHRIST UNION BAPTIST	31	0.41	143x146	FAMILY/FRIENDS	3
3	ODD FELLOWS	55	0.45	67x275	ISLAND BAPTIST MEN	3
4	BUNTING	212	0.37	65x95	TOWN HIRES	2
5	BEULAH	39	0.17	65x150	UNION BAPTIST MEN	3
6	GREENWOOD	734	1.21	159x170	TOWN HIRES	2
7	ANDREWS & DAISEY	65	1.2	80x250	COAST GUARD PETTY OFFICERS	3
8	DAISEY	66	0.38	100x110	FAMILY	3
9	THORNTON	151	0.46	115x130	FAMILY/FRIENDS	1
10	JONES	9	0.22	20x75	-	1
11 12	MECHANICS & DAISEY MEMORIAL	1182 193	2.27	75x520 100x500	TOWN HIRES	2
13	REYNOLDS	38	0.07	75x117	FAMILY	3
14	BIRCH FAMILY	8	0.42	35x200	-	1
15	CLARK	15	0.24	25x90	DANA CONKLIN	3
16	CATHOLIC CHURCH (RISELY)	14	0.08	60x60	CATHOLIC CHURCH	3
17	TAYLOR (BIRCH)	6	0.1	20x60	JOSEPH KEMBRAM	1
18	RED MENS (REDMAN)	628	0.91	95x150	TOWN HIRES	2
19	WHEALTON/ CLAYVILLE	10	0.12	40x75	SCHOOL BOARD	3
20	HOLLY RIDGE	131	1.67	60x840	DOUG MARSHAL	1
21	CAPTAIN CHANDLER	1	0.19	20x45	CHUCK WARD	3
22	REED	17	0.45	70x180	-	1
23	HILL	17	0.15	50x80	DONNY RAY THORNTON	3
24	CARTER	1	0.01		STEWART BAKER	3
25	BAPTIST CHURCH	1	3.53		CHURCH	3
	TOTAL	3687	15.29			

*Cemetery information based on From Tears to Memories – The Cemeteries of Chincoteague, by James W. Carpenter, Sr., revised August 2008 Edition.

Priority 1 – Needs maintenance	385 sites	3.53 acres
Priority 2 – Town hires out	2321 sites	3.85 acres
Priority 3 – Someone is maintaining	981 sites	7.91 acres



Chincoteague Cemetery Plan

1

Aydelotte/Booth/Whealton

Tax Parcel 30A3-A-214/ Willow Street

- 0.21 Acres
- Family
- 63 Buried
- 24 Unmarked
- 1871



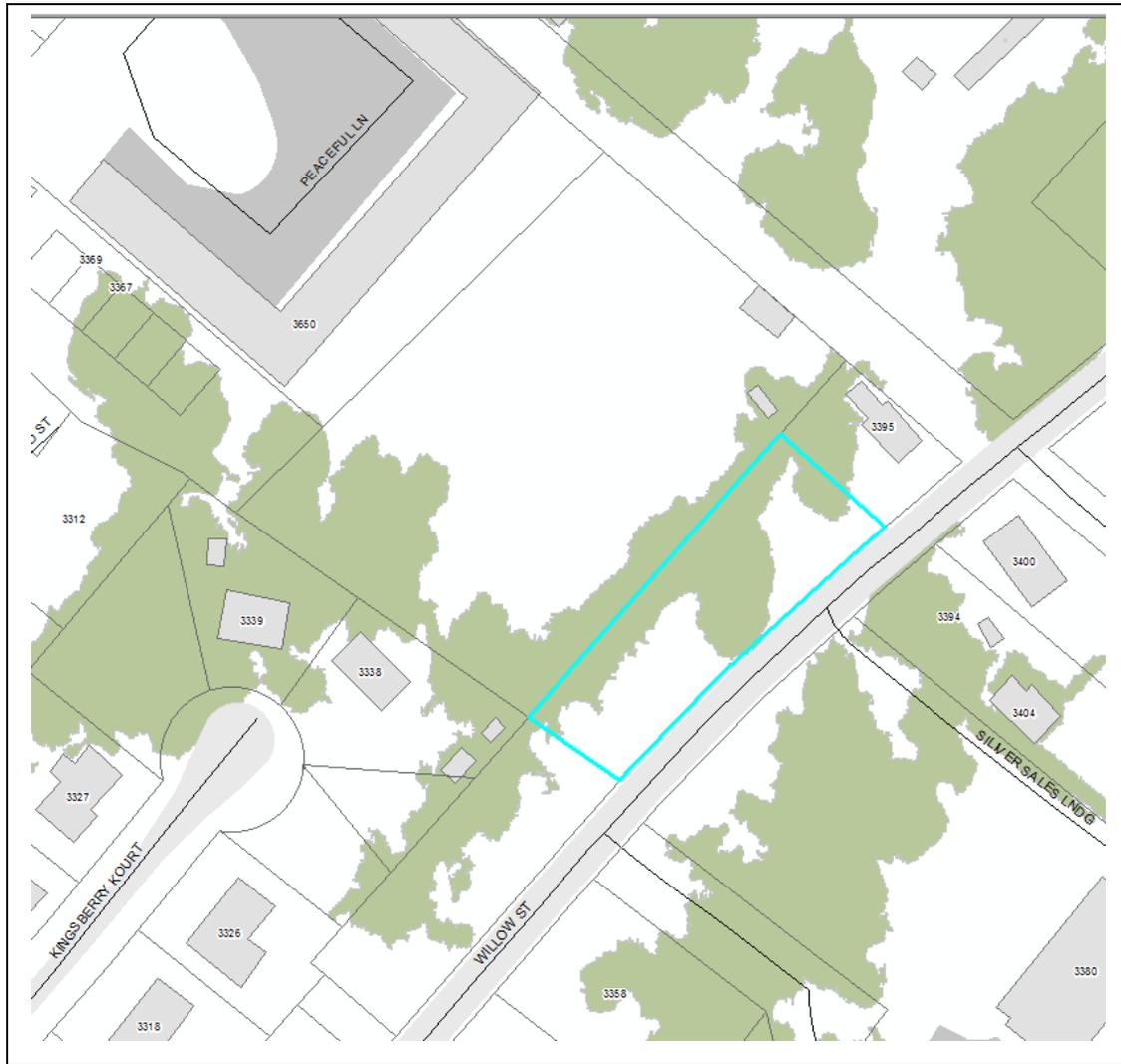
2

Chincoteague Cemetery Plan

Christ Union Baptist

Tax Parcel 30A3-A-167,168/ Willow Street

- 0.41 Acres
- African American
- 31 Buried
- 22 Unmarked
- 1870



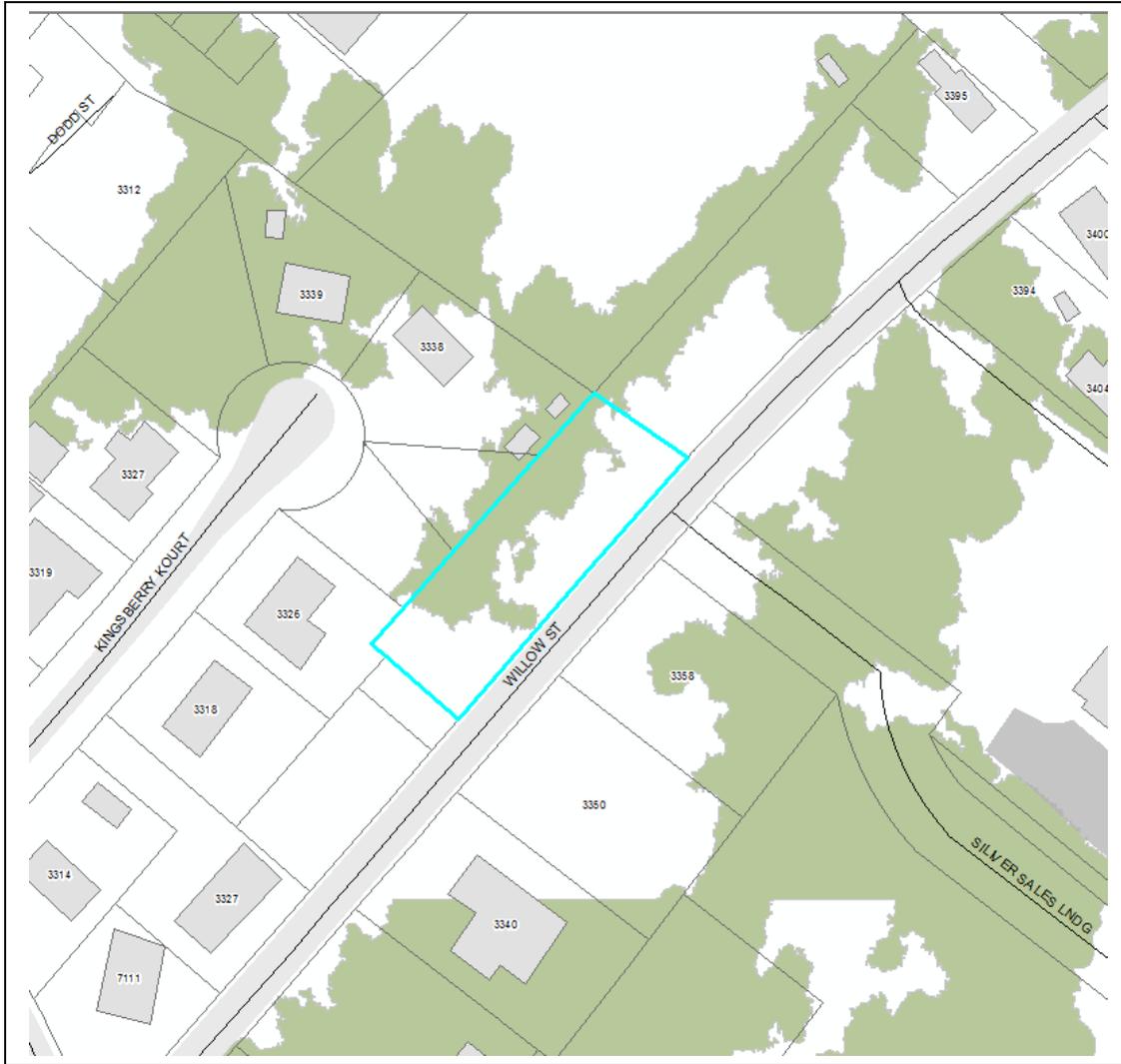
3

Chincoteague Cemetery Plan

Odd Fellows

Tax Parcel 30A3-A-156/ Willow Street

- 0.45 Acres
 - African American
 - 55 Buried
 - 34 Unmarked
 - 1853



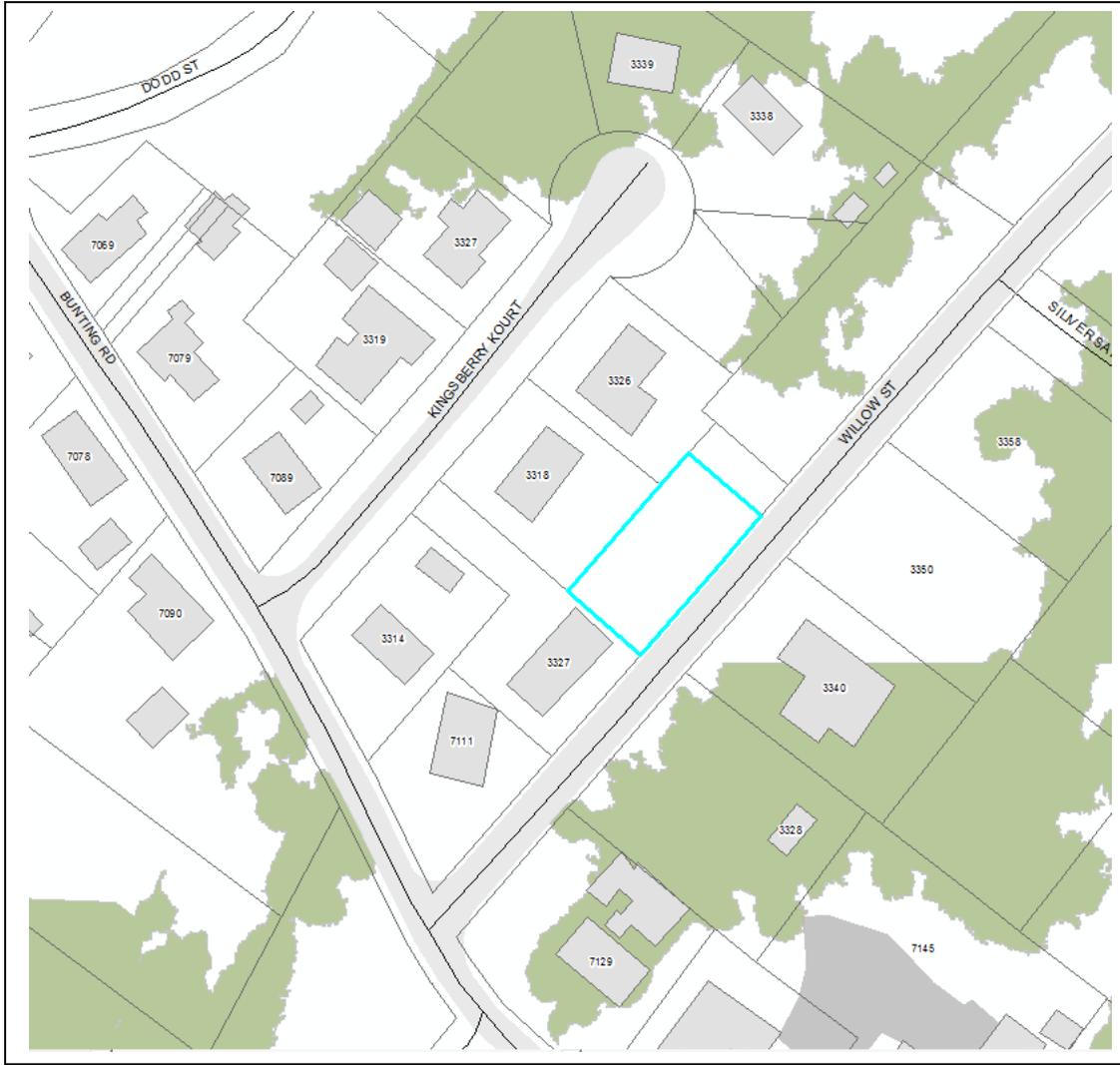


Chincoteague Cemetery Plan

Bunting

Tax Parcel 30A3-A-155/ Willow Street

- 0.37 Acres
- Community
- 212 Buried
- 35 Unmarked
- 1854



5

Chincoteague Cemetery Plan
Beulah
 Tax Parcel 30A3-A-154/ Willow Street

- 0.17 Acres
- Union Baptist Church
- 39 Buried
- 28 Unmarked
- 1865

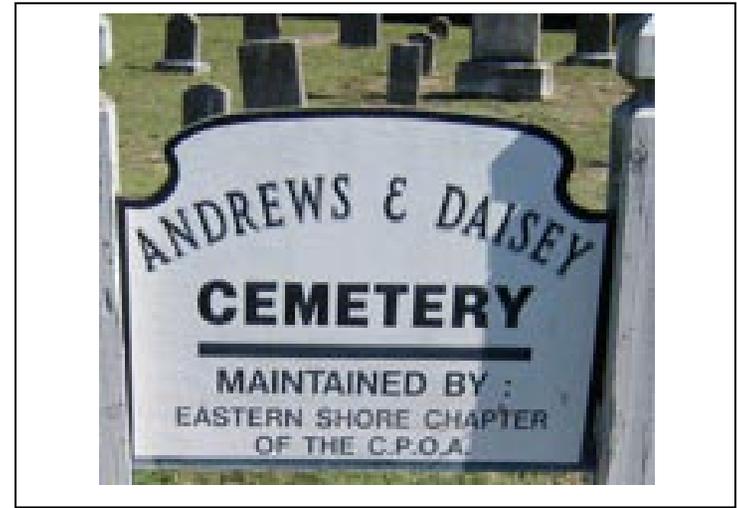
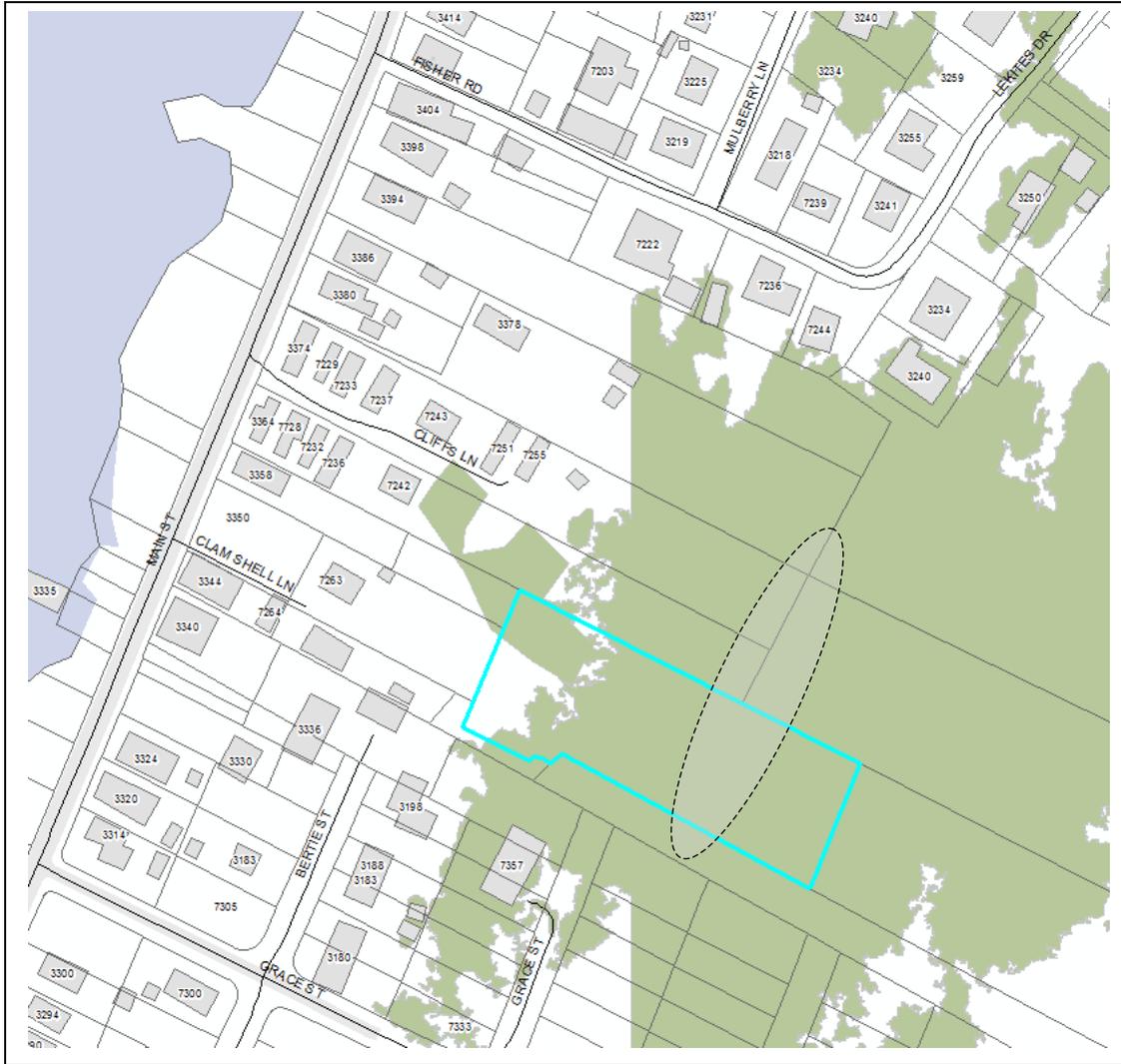


Chincoteague Cemetery Plan

Greenwood

Tax Parcel 30A3-A-104/ Leakes and Bunting Road

- 1.21 Acres
- Community
- 734 Buried
- 174 Unmarked
- 1853



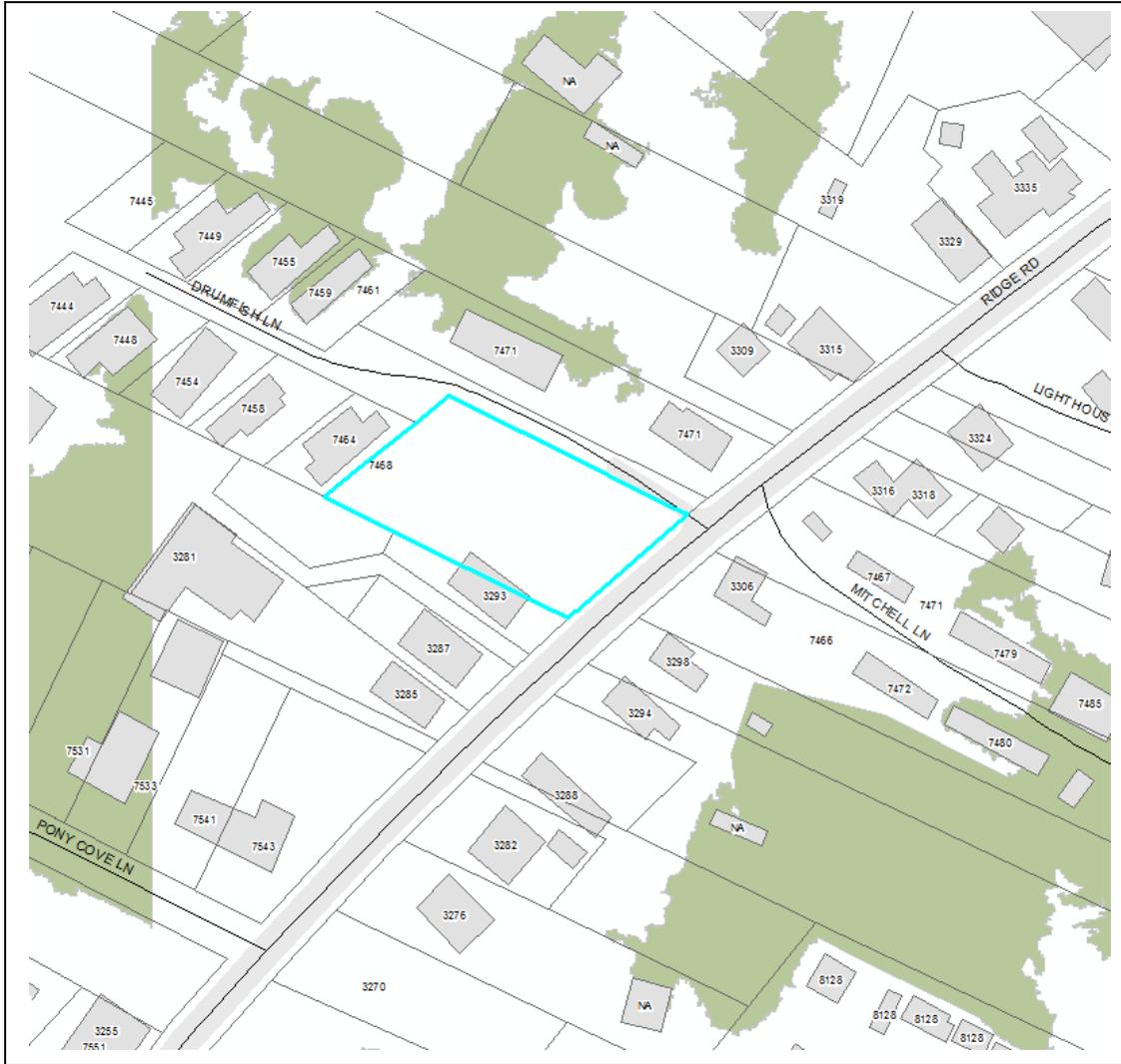
7

Chincoteague Cemetery Plan

Andrews & Daisey

Tax Parcel 30A3-A-90/ South Main Street

- 1.2 Acres
- Family
- 65 Buried
- 25 Unmarked
- 1871



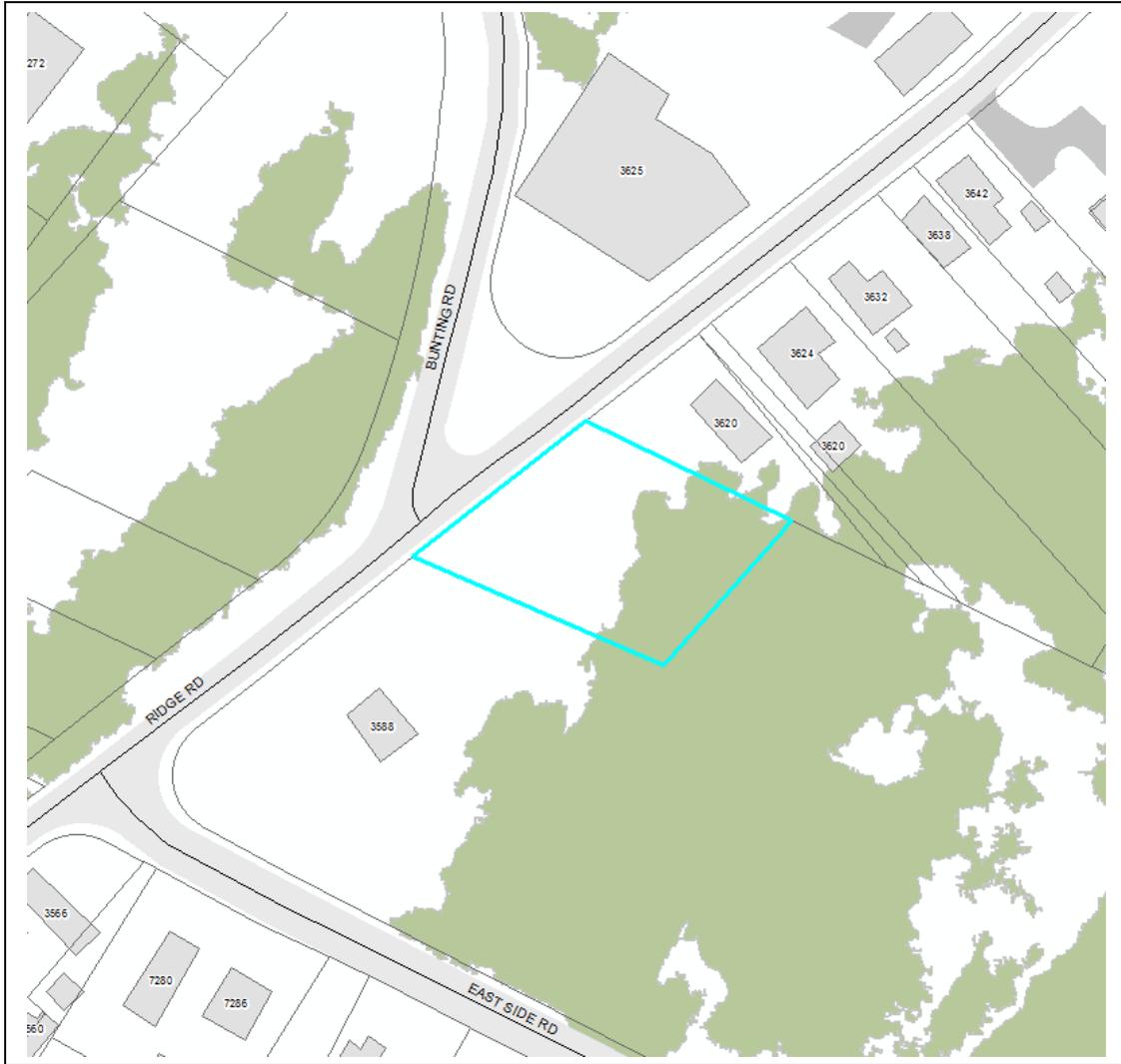


Chincoteague Cemetery Plan

Daisey

Tax Parcel 30A3-A-116/ Ridge Road

- 0.38 Acres
- Family
- 66 Buried
- 14 Unmarked
- 1899



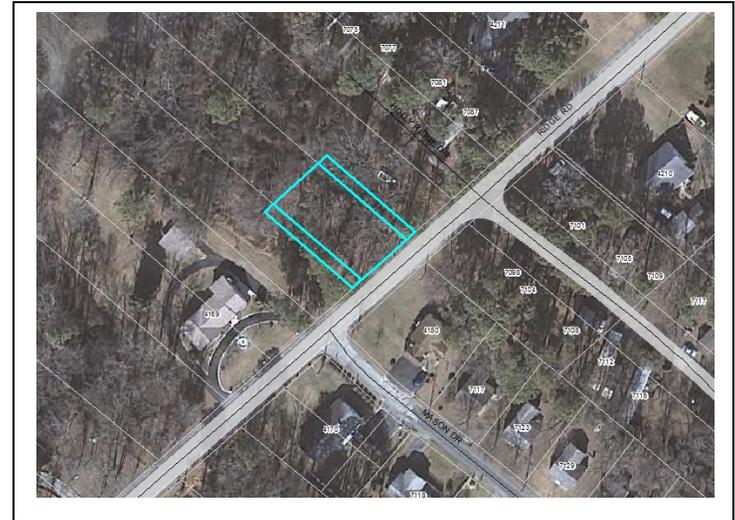


Chincoteague Cemetery Plan

Thornton

Tax Parcel 30A3-A-243/ Ridge Road

- 0.46 Acres
- Family
- 151 Buried
- 44 Unmarked
- 1865



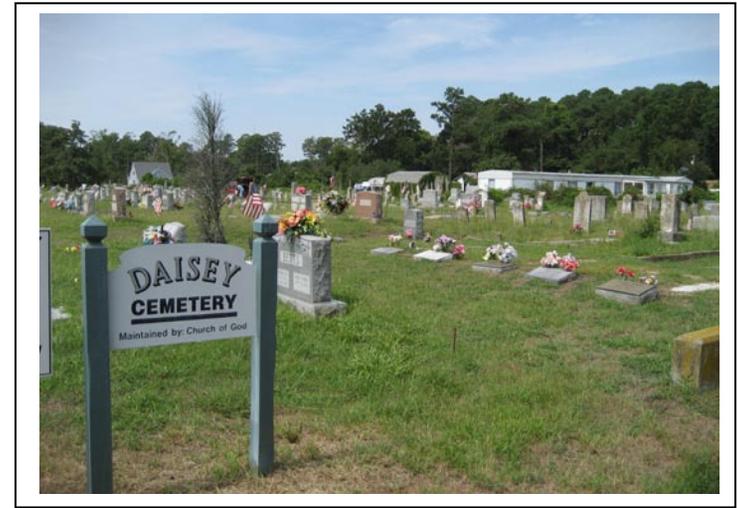
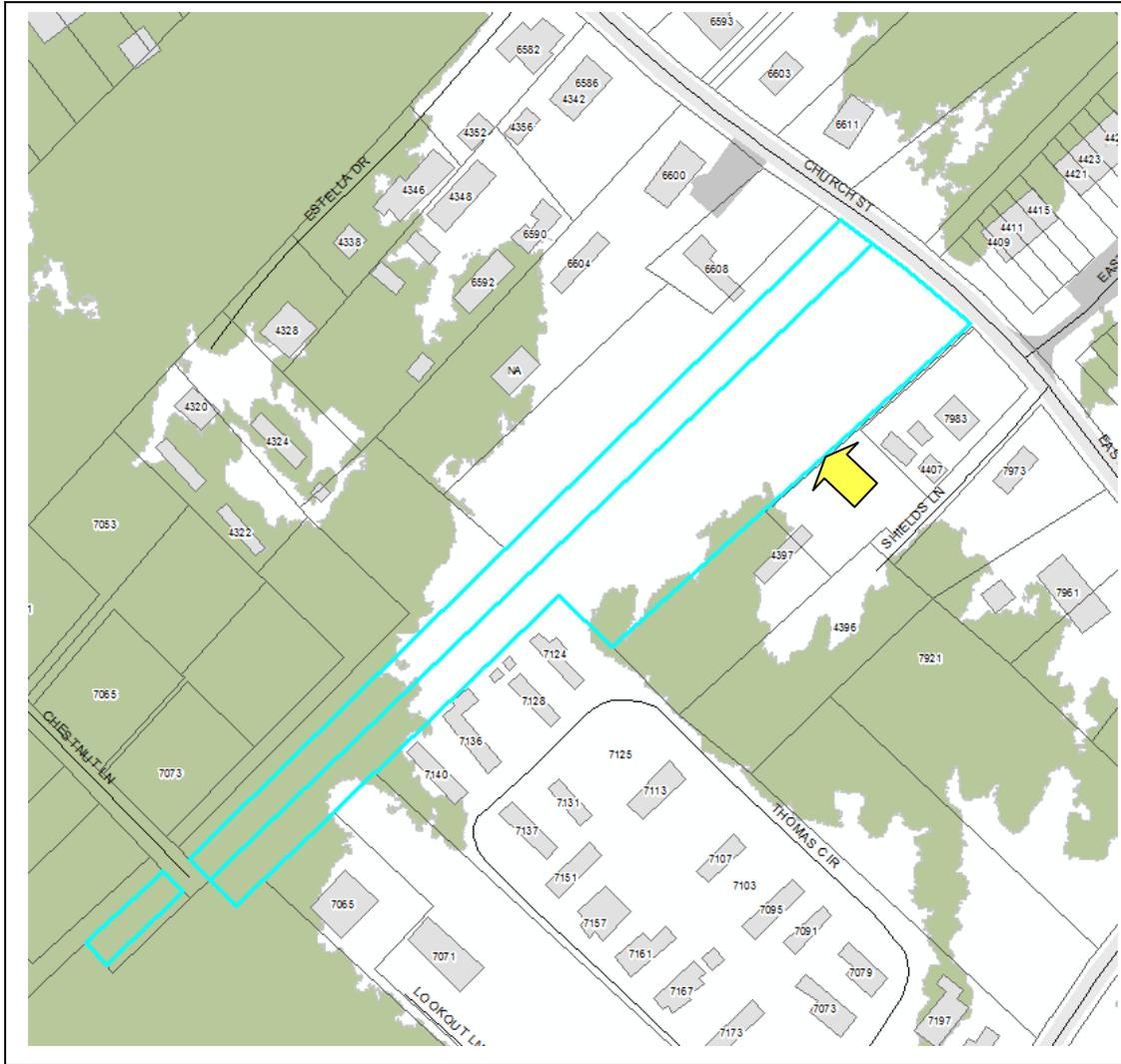


Chincoteague Cemetery Plan

Jones

Tax Parcel 30A4-10-3A/ Ridge Road

- 0.22 Acres
- Community
- 9 Buried
- 5 Unmarked
- 1881



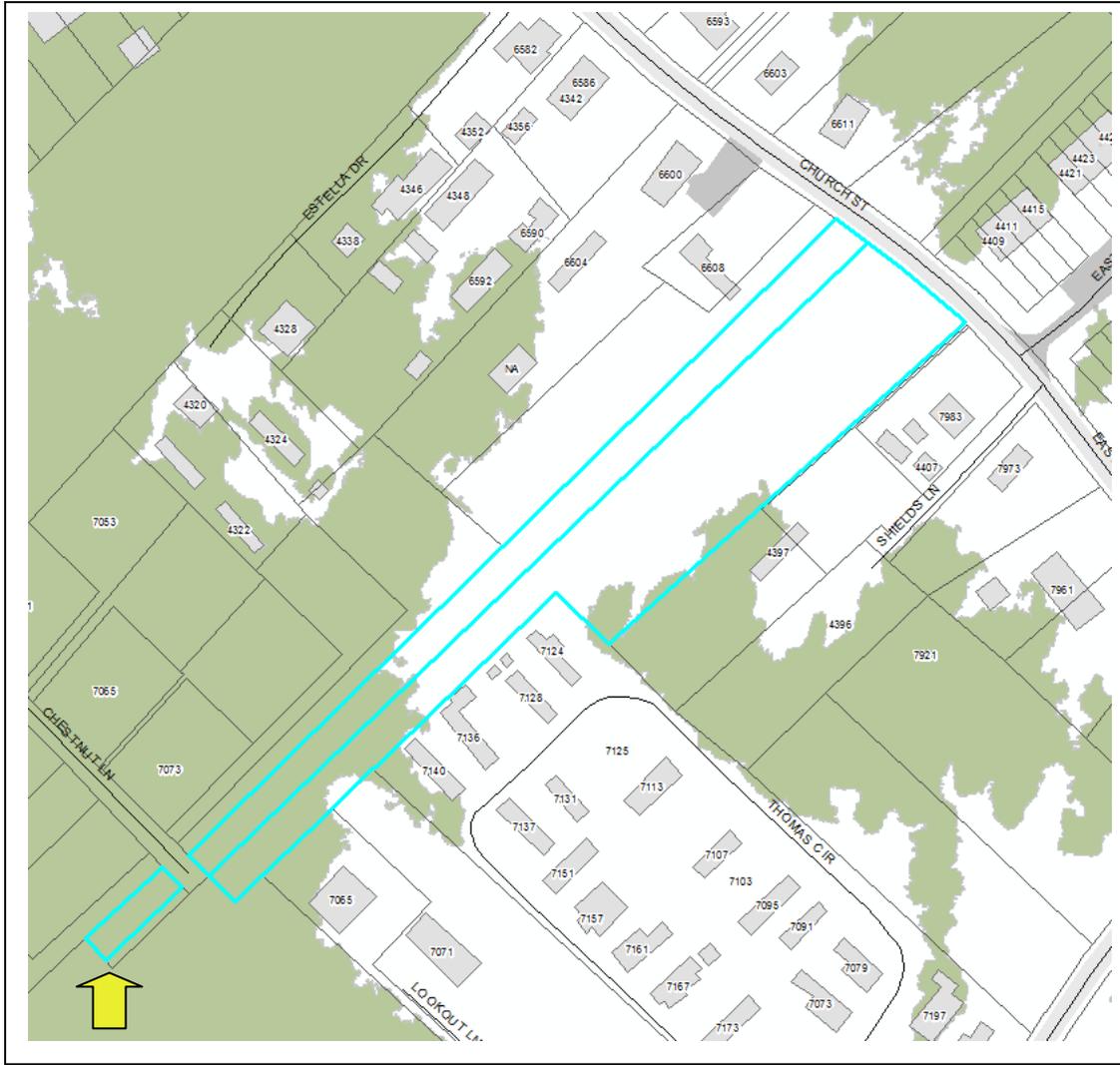


Chincoteague Cemetery Plan

Daisey Memorial

Tax Parcel 30A6-A-36A/ Church Street

- 2.27 Acres
- Community
- 193 Buried
- 14 Unmarked
- 1945



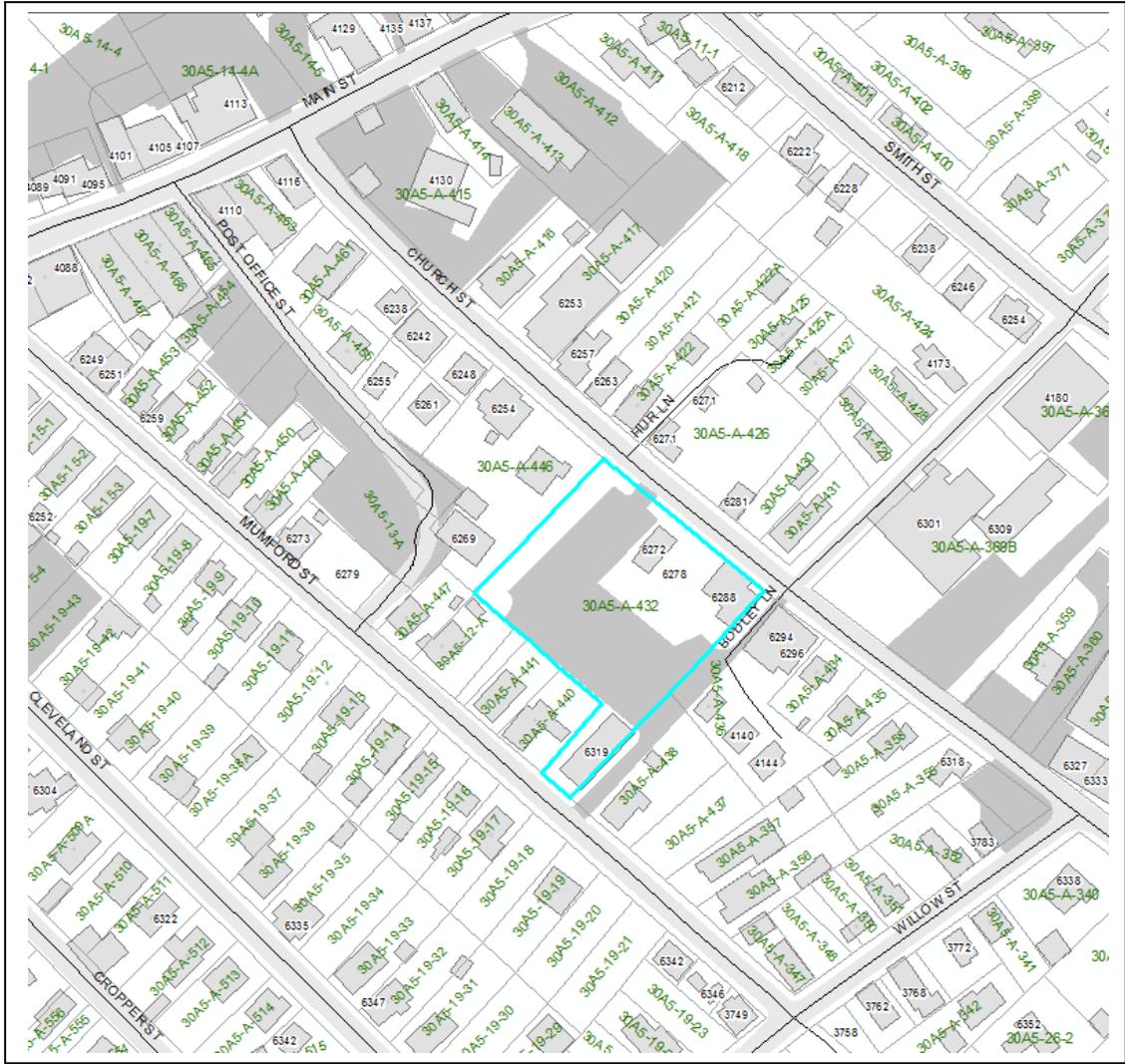


Chincoteague Cemetery Plan

Reynolds

Tax Parcel 30A4-A-144 / Chestnut Lane

- 0.07 Acres
- Community
- 38 Buried
- 4 Unmarked
- 1887



Chincoteague Cemetery Plan

16

Catholic Church (Risley)

Tax Parcel / Street

- Acres
- Community
- 15 Buried
- 7 Unmarked
- 1864



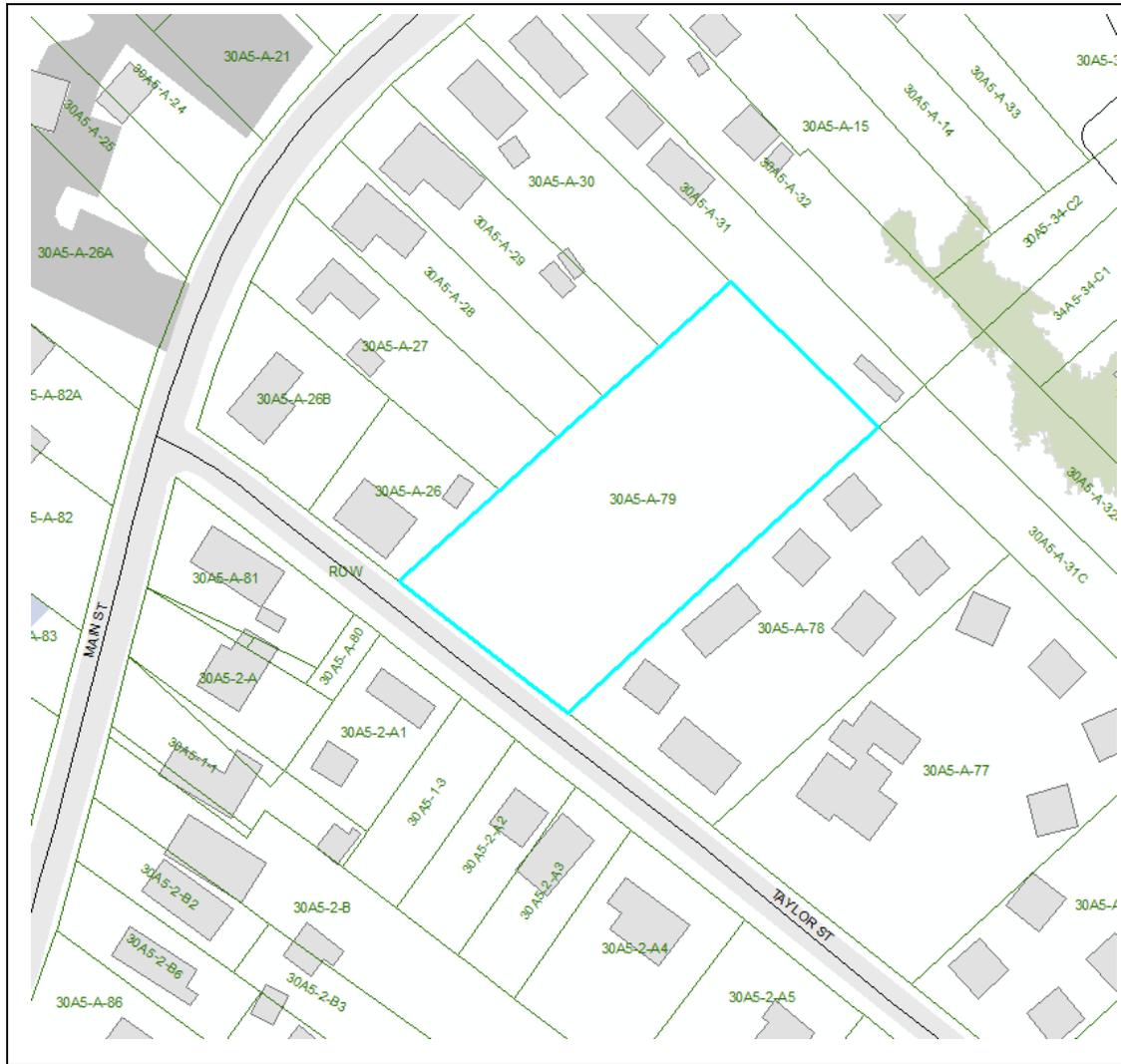


Chincoteague Cemetery Plan

Taylor (Birch)

Tax Parcel 30A5-A-374/ Smith Street

- 0.1 Acres (4,355 sf)
- Family
- 6 Buried
- 4 Unmarked
- 1890



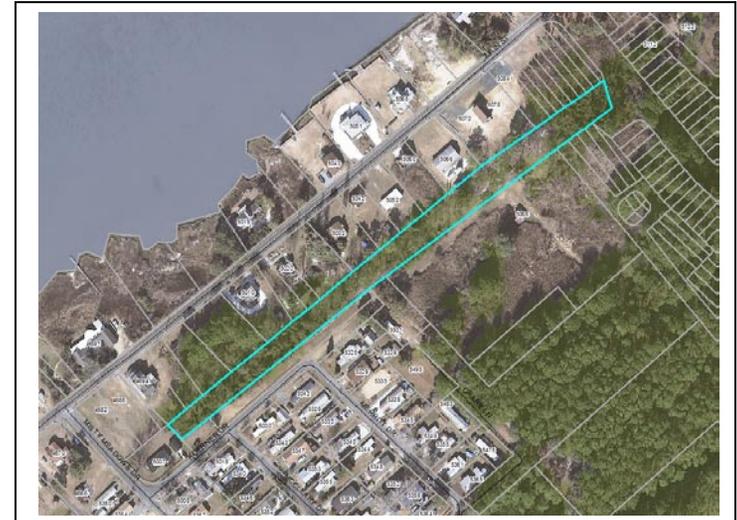


Chincoteague Cemetery Plan

Red Mens (Redman)

Tax Parcel 30A5-A-79 / Taylor Street

- 0.91 Acres
- Community
- 628 Buried
- 173 Unmarked
- 1853



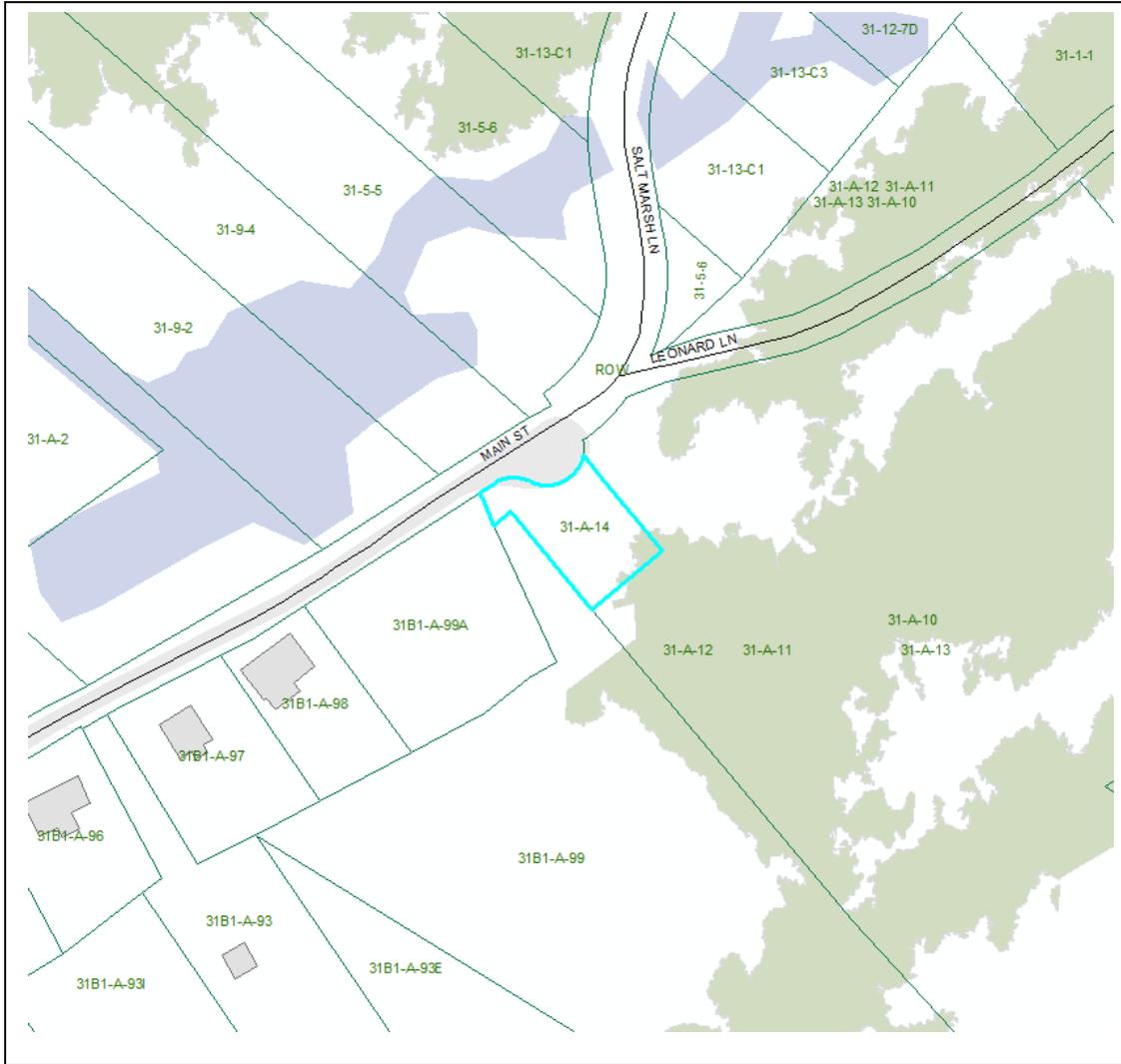


Chincoteague Cemetery Plan

Holly Ridge

Tax Parcel 30A7-A-6 / North Main Street

- 1.67 Acres
- Community
- 131 Buried
- 74 Unmarked
- 1854



Chincoteague Cemetery Plan

Captain Chandler

Tax Parcel 31-A-14 / North Main Street

- 0.19 Acres
- Individual
- 1 Buried
- 0 Unmarked
- 1877



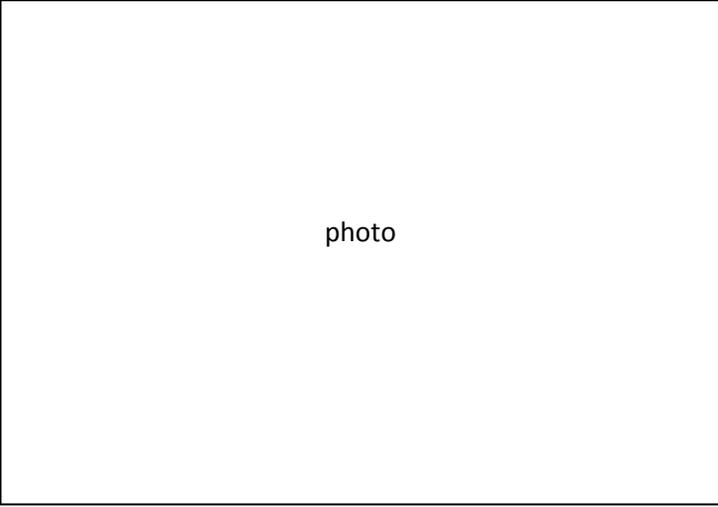


Chincoteague Cemetery Plan

Hill

Tax Parcel 31B-A-50 / Deep Hole Road

- 0.15 Acres
- Family
- 28 Buried
- 8 Unmarked
- 1871



photo

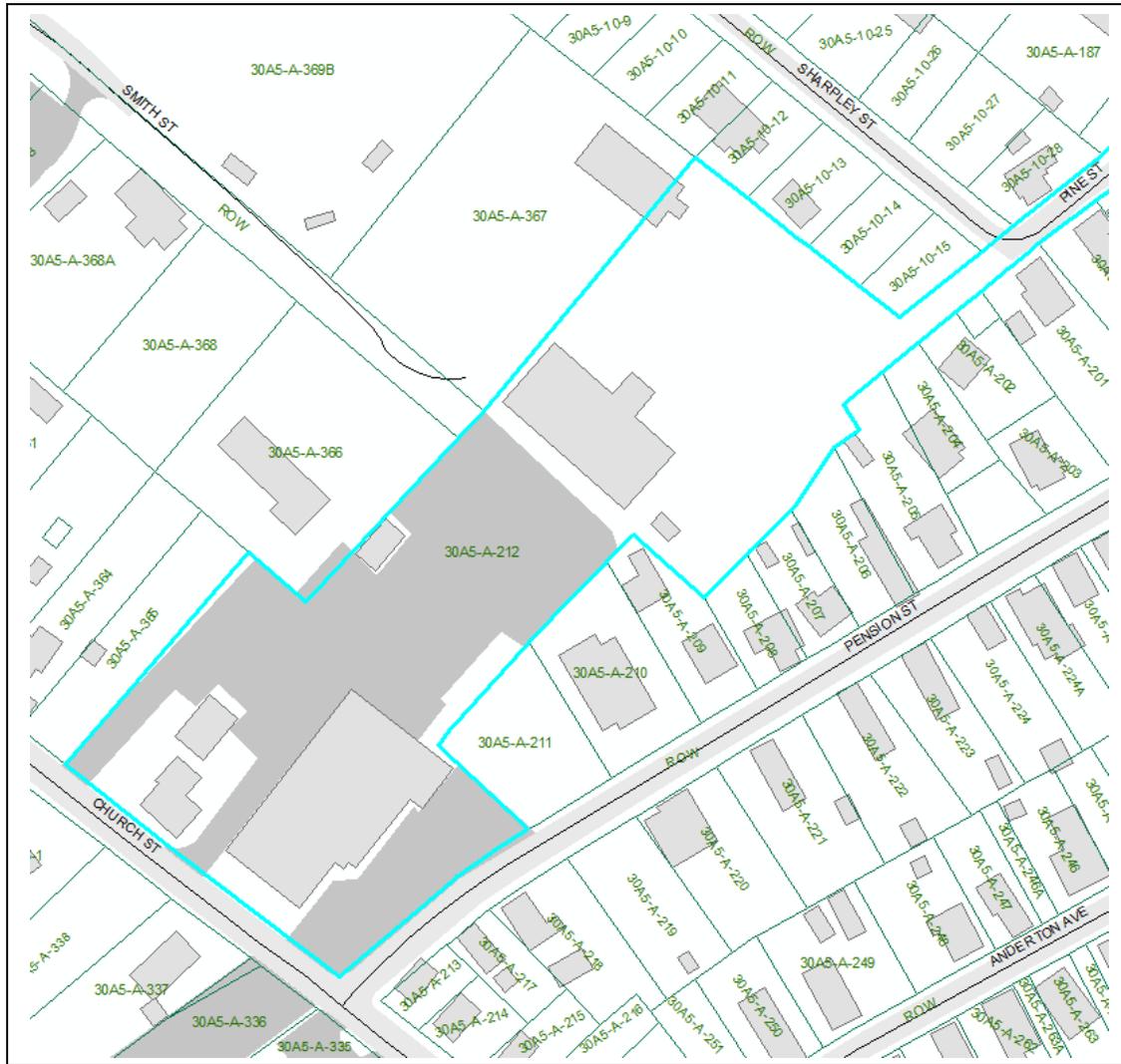


Chincoteague Cemetery Plan

Carter

Tax Parcel 30A6-A-107 / Serenity Drive

- 0.01 Acres (400sf)
- Individual
- 1 Buried
- 0 Unmarked
- 1907





Chincoteague Cemetery Plan

Union Baptist Church

Tax Parcel 30A5-A-212 / Church Street

- 3.53 Acres
- Community
- 1 Buried
- 0 Unmarked
-

Attachments

Legal Statutes

Sample Instructions

Virginia FAQ

Outreach

(Selections from the Town Code and State Code regarding Cemeteries)

THE CODE OF THE TOWN OF CHINCOTEAGUE, VIRGINIA

PART I

CHARTER

Charter CHT:1
 Ch. 1. Incorporation and Boundaries CHT:3
 Ch. 2. Powers of Town CHT:5
 Ch. 3. Town Plan CHT:19
 Ch. 4. Zoning CHT:21
 Ch. 5. Administration and Government CHT:22
 Ch. 6. General Provisions CHT:27

CHAPTER 2. POWERS OF TOWN

Sec. 1. Generally.

37. To provide in or near the town, lands to be used as burial places for the dead; to improve and care for the same and the approaches thereto, and to charge for and regulate the use of the ground therein; to cooperate with any nonprofit corporation in the improvement and care of burial places and the approaches thereto; and to provide for the perpetual upkeep and care of any plot or burial lot therein, the town is authorized to take and receive sums of money by gift, bequest, or otherwise to be kept invested, and the income thereof used in and about the perpetual upkeep and care of the said lot or plot, for which the said donation, gift, or bequest shall have been made.

PART II

CODE

Chapter 22

ENVIRONMENT*

ARTICLE V. CEMETERIES

Sec. 22-151. Definitions.

Cemetery means any place presently utilized for the internment of human remains, whether publicly, privately, or charitably owned, including existing grave site(s) on private property and family burial grounds. For purposes of this article the term “cemetery” shall include the land adjacent to any physical grave site situated within an area extending fifteen feet from any part of the physical grave site, or the area designated by any fence or other boundary, natural or manmade, indicating the actual area designated by any fence or other boundary, natural or manmade, indicating the actual area set aside for cemetery purposes, whichever is the greater area.

Person, firm or entity means any individual, group of individuals, lessee, lessor, guest, licensee, firm, partnership, voluntary association or private or public cooperation, specifically including any person in charge of or supervising any property owned or possessed by any such person, firm or entity.

Sec. 22-152. Purposes and authority.

The stated purpose of this article is to regulate cemeteries within the Town of Chincoteague so as to insure that cemeteries and grave sites contained therein are not

disturbed nor used other than for the purposes of the internment of human remains, and that such remains will be afforded the perpetual dignity to which entitled.

This article is adopted pursuant to the authority contained in §15.2-1102 and §15.2-1111 of the Code of Virginia of 1950 as amended.

§ 15.2-1102. General grant of power; enumeration of powers not exclusive; limitations on exercise of power.

A municipal corporation shall have and may exercise all powers which it now has or which may hereafter be conferred upon or delegated to it under the Constitution and laws of the Commonwealth and all other powers pertinent to the conduct of the affairs and functions of the municipal government, the exercise of which is not expressly prohibited by the Constitution and the general laws of the Commonwealth, and which are necessary or desirable to secure and promote the general welfare of the inhabitants of the municipality and the safety, health, peace, good order, comfort, convenience, morals, trade, commerce and industry of the municipality and the inhabitants thereof, and the enumeration of specific powers shall not be construed or held to be exclusive or as a limitation upon any general grant of power, but shall be construed and held to be in addition to any general grant of power. The exercise of the powers conferred under this section is specifically limited to the area within the corporate limits of the municipality, unless otherwise conferred in the applicable sections of the Constitution and general laws, as amended, of the Commonwealth.

(Code 1950, § 15-77.3; 1958, c. 328; 1962, c. 623, § 15.1-839; 1979, c. 297; 1997, c. [587](#).)

§ 15.2-1103. Charter provisions not affected; conflict between chapter and charter.

A municipal corporation, in addition to the powers granted by § [15.2-1102](#), shall have all the powers granted to it in its charter; and nothing contained in this article shall be construed to in anywise repeal, amend, impair or affect any provision of any existing charter or of any charter hereafter granted to a municipal corporation or any provision of any other applicable law, unless such amendment or repeal so provides. Whenever there appears to be a conflict between any provision of this article, or any amendment hereof, and that of any charter of a municipal corporation, the provisions of the charter shall be construed and held to take precedence over such conflicting or apparently conflicting provisions of this article or of any amendment hereof.

(Code 1950, § 15-77.4; 1958, c. 328; 1962, c. 623, § 15.1-840; 1997, c. [587](#).)

§ 15.2-1107. Departments, offices, boards, etc.

A municipal corporation may provide for the organization, conduct and operation of all departments, offices, boards, commissions and agencies of the municipal corporation, subject to such limitations as may be imposed by its charter or otherwise by law. A municipal corporation may establish, consolidate, abolish or change departments, offices, boards, commissions and agencies of the municipal corporation and prescribe the powers, duties and functions thereof, except where such departments, offices, boards, commissions and agencies or the powers, duties and functions thereof are specifically established or prescribed by its charter or otherwise by law.

(Code 1950, § 15-77.9; 1958, c. 328; 1962, c. 623, § 15.1-845; 1997, c. [587](#).)

§ 15.2-1111. Regulation of cemeteries and burials.

A municipal corporation may regulate and inspect cemeteries and burials therein, prescribe records to be kept by the owners thereof, and prohibit burials except in public cemeteries.

(Code 1950, § 15-77.24; 1958, c. 328; 1962, c. 623, § 15.1-860; 1997, c. [587](#).)

Sec. 22-153. Prohibited acts.

No person, firm, or entity shall disturb, alter, remove, excavate, destroy, injure, deface, or erect and/or maintain any improvement, or otherwise use, except as permitted herein, any cemetery as herein defined.

Sec. 22-154. Non prohibited acts.

The provisions hereof shall not prohibit the internment of any other human remains in any cemetery, if otherwise lawfully permitted, nor shall it prohibit any person, firm, or entity from removing brush, weeds, or debris or otherwise maintaining a cemetery, nor the erection and/or maintenance of customary markers, monuments, remembrances, or fencing.

Sec. 22-155. Inspection.

The town manager, or his designee shall have the authority during normal business hours to enter on to any cemetery, whether public, private, or charitable for the purpose of inspection and the insuring of compliance with the provisions hereof, provided however that the town manager, or designee, may inspect any such cemetery at any time if he or she has a reasonable suspicion that any provision of this article is being violated.

Sec. 22-156. Violation and penalties.

Any violation of this article shall constitute a misdemeanor and shall be punishable by confinement in jail for a period not to exceed 12 months and/or a fine of not more than \$500.00.

Sec. 22-157. Injunctive relief.

In addition to any criminal penalty for the violation of this article, the town manager is further authorized on behalf of the town to initiate and seek injunctive relief in the Circuit Court of Accomack County to prohibit any such unlawful acts as provided in this article.

APPENDIX A–ZONING

ARTICLE II. DEFINITIONS

Sec. 2.36. Cemetery.

Any land or structure used or intended to be used for the interment of human remains. The sprinkling of ashes or their burial in a biodegradable container on church grounds or their placement in a columbarium on church property shall not constitute the creation of a cemetery. No cemetery shall be established on a parcel that is less than two acres in area. New cemeteries which adjoin an existing cemetery may not be required to comply with the two-acre requirement. However, a special use permit is required. No interment shall be permitted within ten feet of any lot line within a commercial district or 25 feet of any lot line within a residential district. Where the proposed cemetery will adjoin an existing cemetery, the required setback shall not apply to the common lot line adjoining such cemetery. All new cemeteries or extensions thereof shall be required to provide perpetual care for all new burial lots. Each burial lot shall be a minimum of five feet by ten feet in size. The establishment and/or extension of cemeteries is prohibited in residential R-1 and R-2. Any such establishments and/or extensions shall apply to all political divisions of the Code of Virginia. No such establishment and/or extensions shall be permitted except by a special use permit granted by the board of zoning appeals.
(Ord. of 8-2-1999)

SECTION C. R-3 MIXED USE RESIDENTIAL

SECTION D. R-4 RESORT RESIDENTIAL

SECTION E. A AGRICULTURAL DISTRICT*

SECTION A. C-1 NEIGHBORHOOD COMMERCIAL

SECTION B. C-2 OLD TOWN COMMERCIAL

SECTION C. C-3 CORRIDOR COMMERCIAL

SECTION D. C-4 RESORT COMMERCIAL

SECTION A. PSP PUBLIC/SEMI-PUBLIC

Sec. __ Special exceptions; special use permits; conditional use.

___ Cemetery.

CEMETERY MAINTENANCE GUIDELINES

Good cemetery maintenance strategies should incorporate the gentlest, most low-impact measures possible. Long-term maintenance of historic cemeteries should be compatible with the cemetery's traditional form. Regular maintenance is the best preservation procedure.

Establish Ownership & Get Permission, Safety, Consult the Cemetery Preservation Plan

The first step prior to beginning any cemetery preservation project is to establish the ownership of the cemetery. Cemeteries, particularly abandoned or deteriorated sites, can pose a number of safety concerns. Take precautionary steps when visiting cemeteries. It is critical to follow a written plan of action before beginning any preservation work in a cemetery.

Initial Cleanup

This cleanup will consist of activities such as removing dead limbs, picking up trash, cutting back grass and brush. If the site has been neglected for a long period, you will need to carefully remove growth by hand or with clippers. You should not use herbicides, pesticides or fertilizers on or near the grave stones. Identify and protect heirloom vegetation that was planted as a memorial to the deceased. Do not remove any pieces of stone. Care should be given to leave all markers, footstones, and fragments as they lie. You should not burn trash or brush near the cemetery. Remove debris to an appropriate location. Pick up trash and debris from the grounds on a regular basis and provide trash receptacles.

Routine Care of the Cemetery:

- Remove the trash and brush from the cemetery
- Small trees may only be removed (at ground level) with prior approval
- Repairs of any fencing must have prior approval
- Gravestones, field markers, etc. should not be disturbed (if fallen or broken, do not attempt to right or fix them)
- Remove long vines or runners carefully, so as not to disturb field stones or gravestones (snip off at ground level)
- No digging – do not do any digging in the cemetery.
- Power tools may be used with extra care
- Do not use a weed whacker near a marker or gravestone
- Weed killers may only be used with permission of the cemetery owner
- Cleaning of gravestones may be done with soft brushes and distilled water only (do not use any type of cleaning agent)
- Report any damage immediately to the cemetery administrator
- Delay maintenance activity in the event of a funeral or burial

*Remember, the cardinal rule in cemetery preservation is
“Do No Harm.”
The second rule is to make sure
that all work is reversible.*

Specific Instructions

Mowing

Frequency of cutting is, to a great extent, dependent upon weather and fertilization conditions. For the most part, the following mowing schedule can be used to keep the cemetery looking manicured:

- ❖ From the beginning of the season to mid June, every five days
- ❖ From mid June to mid or late August, every ten days
- ❖ From late August to the end of the cutting season, every five days



Whose responsibility is it to take care of old cemeteries?

Although Virginia law protects cemeteries, graveyards, and burial sites from disturbance and damage (§[18.2-127](#)), there is no law requiring that the owner of a cemetery maintain that cemetery. If you are an adjacent landowner, and feel that a neglected or unsightly cemetery on someone else's property lowers the value of your property, you may petition the city or county circuit court for relief (§[57-39.1](#)). If you would like to take care of a cemetery, but do not own the property, make sure that you discuss your ideas with the landowner and obtain his or her permission to be on private land. If you do not know who owns the property, you can access this information through your local planning department or circuit court clerk's office. You should also contact your city or county's Commonwealth's Attorney to make sure that you are aware of any local requirements or regulations with regard to cemetery treatment.

...if I want to help preserve old graveyards and isolated graves? Preservation of historic cemeteries and burial sites in their original place and form is the preferred treatment option. Good cemetery maintenance strategies should incorporate the gentlest, most low-impact measures possible, and should address issues of long-term care (including the financial commitment necessary). Temporary or hasty solutions will only postpone a recurring problem and may inadvertently cause additional problems. DHR advocates innovative strategies for the long-term maintenance of historic cemeteries that are compatible with the cemetery's traditional form. DHR staff can provide broad-based technical assistance regarding the preservation of historic cemeteries. This assistance includes recommended options for the treatment and preservation of cemeteries, and information regarding the historic context and traditional form of regional historic cemeteries.

...if I need a copy of the laws pertaining to cemeteries? Information regarding the [Code of Virginia](#), as well as local regulations, can be obtained by contacting your local government or visiting your local library. DHR's index to the Code of Virginia is located [here](#).

I have an old abandoned cemetery on my property. What are my legal rights and obligations? Do I have to maintain the cemetery or let family members come on my land?

As the owner of property that includes a cemetery, you are not obligated to do anything as long as you leave the cemetery alone. You may maintain the cemetery if you wish, or allow descendants or other parties to do so. Virginia law protects all cemeteries from willful and malicious damage, whether by the owner or by others (§[18.2-127](#)). Should you decide to remove and relocate the graves so that the area may be used for other purposes, you are required to file a bill in equity with the city or county circuit court for permission to do so (§[57-38.1](#)). This

petition will require a good faith effort to identify and contact the families or descendants of the persons interred in the cemetery, as well as publication of a notice of intent in a local newspaper. If the cemetery is unmarked, and you wish to have the remains recovered by professional archaeologists, you will also require a permit (download the [permit application](#)) from DHR (§[10.1-2305](#)). Unless otherwise ordered by the court, you will be responsible for all costs incurred during the relocation process.

There is no Virginia law that requires landowners to maintain cemeteries on their properties, although section §[57-39.1](#) of the Code of Virginia does provide an avenue for adjacent landowners to petition the courts for relief in the event that a cemetery is found to be neglected and unsightly, thus reducing adjacent property values. You are required to allow access to the cemetery for visitation by family members or descendants of the interred persons or by owners of any plots within the cemetery, and for the purpose of genealogical research (§[57-27.1](#)). You have the right to designate the frequency, hours, and duration of any access, and you are not required to create a special access route if one is not already present.



PROCLAMATION

WHEREAS, throughout our community there are many cemeteries and family burial grounds; and

WHEREAS, over the years many of the loved ones of those buried in our cemeteries have moved away or are no longer able to tend to these cemeteries; and

WHEREAS, many organizations and individuals throughout our community have volunteered to assist in the cleanup of those sites and common areas within these cemeteries; and

WHEREAS, these organizations and individuals need assistance from all citizens to accomplish their cleanup goals to beautify and preserve our family burial grounds.

NOW, THEREFORE, I, Mayor John H. Tarr do hereby proclaim the week of November 10TH through 16TH, 2012, as Cemetery Cleanup Week within the Town of Chincoteague and call upon our citizens to volunteer to organize and assist in the cleanup of our Island cemeteries.

DATED this 5th day of November, 2012.

John H. Tarr, Mayor

ATTEST:

Robert G. Ritter Jr., Town Manager



TOWN OF CHINCOTEAGUE, INC.

OFFICE OF THE MAYOR

July 31, 2012

Dear Friends:

First let us say thank you to the organizations and individuals that have financially supported us through the years with their generous yearly donations to maintain four of our twenty five cemeteries. We have worked very hard as volunteers to clear all the cemeteries of overgrowth, and are working to repair all the stones and gravesites that we can.

The Town Cemetery Committee created a clean-up fund several years ago, to defray the expense of having four key Island cemeteries mowed (Greenwood, Bunting, Mechanics, Daisey), when volunteer help could no longer be found. We have also been able to use the fund to provide timely mowing to several other cemeteries when the need arose.

Our strategy is to encourage volunteer clean-up efforts twice per year, to encourage adoption of a cemetery for regular maintenance, and to spread our donation requests among as many Island civic and church groups as possible, asking for a reasonable donation from many so we may continue this important maintenance effort into the coming year.

The people buried in our many town cemeteries were family and friends, Baptists, Methodists, and Catholics, fraternal members and veterans. They were once, just like all of us. It is important as a community that we continue to maintain our cemeteries in a dignified manner, and that those who preceded us continue to have a respectable final resting place.

Your donation to the Cemetery Clean-Up Fund is greatly appreciated, and will be wisely used. If you are able to make a donation, it may be delivered, or mailed, to the Town Office, directed to the "Cemetery Clean-Up Fund". If you cannot make a donation, we hope that you will be able to help us this year through your volunteer work by adopting one of the five cemeteries that are not currently being maintained (please call for more information 757.336.6519).

Thank you and God Bless,

Jack Tarr, Mayor

Cc: Ellen Richardson
Terry Howard
Gary Turnquist