

REGULAR COUNCIL MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

February 7, 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 January 3, 2011 (Page 2 of 21)
 - Council Workshop Meeting of January 20, 2011 (Page 10 of 21)
2. Public Hearing on the Grant for Two New Trolleys (Page 15 of 21)
3. Public Hearing on a Budget Revision (Page 16 of 21)
4. Wireless Water Meter Replacement Project Financial Option
5. Public Works Committee Report of February 1, 2011 (Mayor Tarr) (Page 19 of 21)
6. Public Radio News and Announcements (Councilman Howard)
7. Mayor & Council Announcements or Comments
(Note: Roberts Rules do not allow for discussion under comment period)

ADJOURN:

MINUTES OF THE JANUARY 3, 2011
CHINCOTEAGUE REGULAR TOWN COUNCIL MEETING

Council Members Present:

John H. Tarr, Mayor
Nancy B. Conklin, Councilwoman
Tripp Muth, Councilman
John H. Howard, Councilman
Terry Howard, Councilman

Council Members Absent:

Ellen W. Richardson, Vice Mayor
John N. Jester, Jr., 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

Mayor Tarr opened the floor for public participation.

- Mrs. Laurie Walton thanked the homeowners for the Holiday House Tours. She advised that they presented the Chamber with a check in the amount of \$2,500.

STAFF UPDATE

Police Department

Chief Lewis presented Council with the monthly and yearly report. He reported that crime overall is down. He also added that domestic and drug arrests have gone up. The citations and summons are down by about 250.

Public Works Department

Public Works Director Spurlock reported: Clark*Nexen is progressing with the Waste Water Master Plan. The citations from OSHA's inspection in November have been corrected. DEQ issued a Draft Ground Water Withdraw Permit. The original application was filed in 2001 and should be final in approximately 60 days.

The Public Works Department conducted snow removal along with assisting VDOT near the pump houses and wells during the recent snowstorm. He commended the Public Works staff for their long hours and efforts. Winterization of the sprinkler system and water supply has been completed at the Harbor. The Deer Depopulation Program is underway. There was shoreline stabilization at Memorial Park. Maintenance continued to the work that was completed on Wagner Lane and Lekites Drive. They relocated the meters on Oak Ridge and repaired a leak in the main on Ridge Road. They completed a reconfiguration of the pipe for the 16" main to keep the flow and not freeze up during the colder temperatures. Routine Water Works operations continue. They plan to complete the drainage work on Margaret's Lane. Branscome will be

paving Wayne Road, Maddox Boulevard and Pension Street. They will continue to complete the replacement of meters as required by DEQ. A new Maintenance Specialist has been hired and will begin rehab work on the well houses.

Councilman T. Howard asked about the salting during snow plowing.

Public Works Director Spurlock advised that they sand and salt the main intersections and the main roads. He stated that the minor roads were just plowed because of the shortage of salt.

Council Members T. Howard, COUNKlin and J. Howard commended the Public Works Department on a great job of plowing and removal.

Councilman T. Howard asked how long the Deer Depopulation Program lasts.

Chief Lewis advised that the permit is good until March.

General Government

Town Manager Ritter reported: Town Attorney Poulson has prepared the contract for the acquisition of the property adjacent to the Robert N. Reed, Sr. Downtown Waterfront Park and Bridge Street and as of last Thursday, December 30, 2010 the Town now owns the property. Next week Town Manager Ritter and Public Works Director Spurlock will attend the AS400 class. The Draft Personnel Policy changes have been completed and forwarded to Ms. Anne Sullivan to review.

Town Manager Ritter reminded Council that the Conflict of Interest filing deadline is January 18th. There was a meeting with the Main Street Merchants regarding the grant application for the Down Town revitalization. They will execute the fuel tank specs for the Harbor and should be out for bid in January. There have been no comments for the new website which is currently under the news and announcements on the old website. The new website should be up and running within the next 2 weeks as they are working out some things with the creator Mr. Eric Schuster. County Supervisor Thornton along with Councilman Jester, Mr. Rob Catron and Town Manager Ritter met on to Assateague. There will be a letter to the Department of Interior regarding the beach access issue.

Town Manager Ritter reported the revenues for the month of December:

	<u>Year to Date</u>	<u>Prior Year</u>	<u>Difference</u>
Real Estate Tax	\$558,223	\$581,012	(down)\$ 22,790
Tangible Property Tax	\$150,728	\$149,350	(up) \$ 1,378
Meals Tax	\$442,754	\$350,876	(up) \$ 91,878
Transient Occupancy	\$523,717	\$490,417	(up) \$ 33,300
Sales Tax	\$ 60,042	\$ 52,404	(up) \$ 7,638
Solid Waste Collection Fee	\$105,413	\$ 95,576	(up) \$ 9,837
Water Rent	\$581,948	\$503,830	(up) \$ 78,118

Councilman T. Howard asked about the closing costs of the purchase of the downtown property.

Planning Department

Town Planner Neville reported that the Planning Commission did not meet in December. However, they will resume the zoning map updates along with the review of the Sign Ordinance relative to the banners and flags. The Beach Access Committee meeting went well. There will be a letter asking that the Refuge and the Department of Interior work together. He also mentioned a letter along with phone calls regarding the use of Christmas trees for dune replenishment. Town Planner Neville advised the Town hasn't heard from Mr. Hinds as of yet.

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 December 6, 2010

Councilwoman Conklin motioned, seconded by Councilman J. Howard to approve the minutes of the Regular Council Meeting of December 6, 2010. Unanimously approved.

2. Committee/Commission Appointments and Recommendations

• Building Code Board of Appeals

Mayor Tarr stated that the Building Code Board of Appeals term for Mr. Ernest Holston has expired. Mr. Holston has expressed interest to remain on the Board. Mayor Tarr opened the floor for nominations.

Councilman T. Howard nominated Mr. Ernest Holston for reappointment for a new term on the Building Code Board of Appeals. All were in favor.

Mayor Tarr asked Town Manager Ritter to notify Mr. Holston that he has been reappointed for a term of 5 years.

• Curtis Merritt Harbor Committee

Mayor Tarr stated that the Curtis Merritt Harbor Committee term for Mr. Ernest Bowden has expired. Mr. Bowden has expressed interest to remain on the Committee. Mayor Tarr opened the floor for nominations.

Councilman J. Howard nominated Mr. Ernest Bowden for reappointment for a new term on the Curtis Merritt Harbor Committee. All were in favor.

• Chincoteague Recreation & Civic Center Authority

Mayor Tarr advised that Mr. Bill Fallon has resigned from the Chincoteague Recreation & Convention Center Authority. His term will expire December 4, 2011. The position has been advertised to fill the vacancy. Mr. J. W. Jeffries, Mrs. Laurie Walton and Mr. Michael Dendler all have expressed their interest to fill the vacancy. Mayor Tarr opened the floor for nominations.

Councilwoman Conklin nominated Mr. J. W. Jeffries.

Councilman J. Howard nominated Mrs. Laurie Walton.

Councilman T. Howard nominated Mr. Michael Dendler.

Mayor Tarr closed the nominations. He called for a vote for the nomination of Mr. J. W. Jeffries. Voting for: Conklin.

Mayor Tarr called for a vote for the nomination of Mrs. Laurie Walton. Voting for: J. Howard, T. Howard, Muth. Mrs. Walton, with the majority vote, will fulfill the term of the Chincoteague Recreation & Civic Center Authority to expire December 4, 2011.

3. Director of Transportation Annual Report

Director VanDame reviewed the annual Trolley Operation Report. He explained the report regarding the revenues and expenditures along with the ridership. He also discussed the Federal grant monies along with the State's and Town's contributions. He stated that there is a resolution in the packet which is done every year.

Councilman J. Howard asked if the \$32,000 was for both trolleys that the Town will pay.

Director VanDame advised this was correct. He stated that the current trolleys are mechanical nightmares with many problems. He also stated that the wheelchair lifts have had significant problems. He advised that in 2003 the ADA mandated that certain safety devices be installed on the lifts. He informed Council that the Town has 2 of the first units after the change. He explained the plans to possibly receive financial assistance because of the condition of the trolleys. Director VanDame added that the current trolleys were roughly \$230,000 for both of them and they were demos with low mileage.

There was brief discussion about the sale of the current trolleys.

Director VanDame continued to explain the grant and ideas for more funding. He stated that under another trial grant 1 time per week they could travel to the Four Corner Plaza area for a couple of hours. He stated that the state allows 95% for a feasibility study. He advised that they plan to contact the WalMart about a possible \$1,000 donation. He stated that they would be driven during the winter months and it could help the citizens for transportation. He would have to schedule a public hearing for this capitol grant. He advised Council of the 3 grant proposals which are on a list in the packet.

Mayor Tarr asked if the drivers' salaries along with fuel and maintenance would be taken out of the demonstration grant.

Director VanDame advised they would and stated that there would be 5 or 6 trips. He believes that the first trip would be with two trolleys and there would be only one trolley per trip after that.

There was further discussion of the details of the costs and grant monies.

Director VanDame stated that if they feel that it is feasible then they would possibly implement the route regularly. His concern is that the merchants wouldn't want the Town's tax dollars to take people off the Island. He reminded Council that there will be a public hearing. He feels that the same people would be going to WalMart anyway but they normally go out of state and this would keep them in the state.

Mayor Tarr asked if it would only have to go to the Four Corners area. He suggested possibly doing a hospital run and waiting 2 or 3 hours and returning or doing a 2nd run in the afternoon for doctor visits or whatever.

Director VanDame stated that this is a possibility.

Councilman J. Howard stated that there will have to be a budget cut next year because of the economy. He wants to know why the Trolley Service is important.

Director VanDame responded that the Council approved this system. He stated that it is up to the Council to justify it. He added that every community that deals with tourism has a Trolley Service. He advised that the ridership last year is averaged at 12 people per hour. He also stated that July ridership is twice as much as August. However, it is a service to the Island visitors. He feels it is generally a good service.

Councilwoman Conklin stated that the Town is out \$3,400 for the service last year and feels that this is a small sum for this community. She also advised that the Senior Citizens' bus goes to Salisbury once a month. She suggested providing some services to the community.

Director VanDame feels this is a modest fee.

Mayor Tarr added that this service also has the 4 History tours a week and the 2nd Saturday Art Stroll utilizes the service along with the Oyster Festival weekend. He also feels that \$3,400 isn't much.

Director VanDame explained that there is a budget of \$19,000 and \$15,600 is revenue is returned to the Town during the season. He also touched on the ridership and income of the History Tour.

Councilman J. Howard expressed his concerns with the expenses.

Councilman Muth feels that the Town could utilize the Demonstration Grant to see if it would be feasible. He feels this is a great opportunity.

Councilman T. Howard feels that it would be a good idea to be in touch with the Downtown Merchants and the Chamber on this.

Discussion continued about the grant and percentages. Director VanDame again reviewed the budgeted amounts, expenditures, and revenues along with the capitol grant and the money from the sale of the trolleys. He added that this is for FY12 and they won't be requesting the grant

until FY13. He suggested the Town apply again the next 2 years for the demonstration grant to keep the money coming.

- **Motion to Approve an Operating Funds Grant Application Resolution**

Councilwoman Conklin motioned, seconded by Councilman T. Howard 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. Unanimously approved.

**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, Jr., Town Manager
The Town of Chincoteague, Inc.

- **Motion to approve a Demonstration Grant Application**

Councilman Muth motioned, seconded by Councilwoman Conklin 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. Unanimously approved.

- **Motion to Approve a Capital Grant Application**

Councilman T. Howard motioned, seconded by Councilwoman Conklin 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. Unanimously approved.

4. Christmas Home Decoration Results

Mayor Tarr read the list of winners of the 2010 Annual Christmas Decorations:

Judges Choice *

Lisa & Scott Chesson

Most Festive *

Bill & Ginger Birch

Most Themed *

Dino Johnson

Most Traditional *

Russell & Joan Fish

Mayor Tarr stated that each category winner will receive a \$100 savings bond.

Honorable Mention

Arlene & Dill Wilgus

Nancy & Ray Rosenberger

Carlene Bloxom

Chuck & Tama Ward

Mayor Tarr thanked those who participated and entered along with the judges.

5. Water System SCADA Design/Installation RFQ Proposal

Public Works Director Spurlock explained that the Town released a request for qualifications for the design and installation of a potable water SCADA system. He advised that the only response received was from Shorite Controls of Princess Anne, MD. He recommended that the Town conclude negotiations and enter into a contract with Shorite Controls. He added that the total cost shall not exceed \$113,408, and added that all products and services shall be in accord with Shorite's response and the terms and conditions of the RFQ.

Public Works Director Spurlock stated that the current budget includes a line item in the amount of \$55,000 for the SCADA installation. He added that the balance will be funded from the \$92,700 in availability fees received from the U. S. F & W Service for the upgrade in their water system.

Public Works Director Spurlock explained the SCADA system which is a high-tech radio controlled system for the high rise and ground water storage tanks. He stated that it would report the levels of water in each tank and remotely turn the wells on or off. He feels that it would be a tremendous improvement in efficiency. He added that the main control would be on Willow Street but could be controlled by a computer.

Mayor Tarr stated that it compiles a lot of accurate data that we wouldn't otherwise have.

Public Works Director Spurlock also added that it would alarm and page a Water Works Technician that the water levels are high or low.

Councilwoman Conklin motioned, seconded by Councilman Muth to approve the award of contract to Shorite Controls for the design and installation of a SCADA system for the Town's potable water system not to exceed \$113,408. Unanimously approved.

6. Mayor & Council Announcements or Comments

Councilwoman Conklin stated that there were good comments about the New Year's Horseshoe Drop in the Downtown Park and the number of those in attendance.

Councilman Muth wished everyone a Happy New Year.

Councilman J. Howard stated that he would like to see Christmas decorations in the Town Office next year.

Adjourn

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

Mayor

Attest: Town Manager

**MINUTES OF THE JANUARY 20, 2011
CHINCOTEAGUE TOWN COUNCIL WORKSHOP MEETING**

Council Members Present:

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

Council Members Absent:

Tripp Muth, 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.

AGENDA ADDITIONS/DELETIONS AND ADOPTION

Councilwoman Conklin motioned, seconded by Councilman T. Howard to adopt the agenda adding item 3) A Closed Meeting to discuss land acquisition and discussion of a contract concerning Springstead. Unanimously approved.

1. Discussion on the Current and Future Project Priorities

Town Manager Ritter stated that they would like to review the list of projects that were discussed previously in 2008 and 2009. He stated that Staff would like to present and review the current work list and project priorities identified for this calendar year. He added they would also like to present the list for potential funding needs of projects and assign Council's priority to each project. He also mentioned the review and possible implementation of the Draft Personnel Policy Handbook. Town Manager Ritter updated Council on the old bridge artifacts and gates.

There was discussion regarding plans for the artifacts from the old bridge.

Town Manager Ritter stated the only problem he sees with the demolition of the old bridge is that VDOT wants to cut the piles off above the water line rather than at the mud line. He added that ANEC has requested that they cut them off at the mud line as opposed to pulling them out. He informed Council that VDOT stated they would be high enough to put finger piers there. He added that the DEQ has contacted the Town stating that there would be a full environmental study.

Discussion continued.

Town Manager Ritter continued to review the Action List from 2008-2009. He mentioned working on the Capital Water Plan. He also added that they have been reviewing the Draft

Drainage Management Plan and the event gates for storms are being installed along with retrofit outfalls. He stated that the SCADA system contract has been awarded. He explained where they are with the FEMA mitigation money.

Council discussed the possibility of a helicopter pad.

Town Manager Ritter advised that the Atlantic Town Center is planning to put a sewage treatment plant on an ancient sand dune and the study should be out soon. The Public Works Department just purchased a new backhoe with an extended hoe and will include in the next budget a walk behind grinder. They are currently still researching the ownership, size and lengths of private roads. Town Manager Ritter advised that he spoke with County Assessor, Brent Hurdle about obtaining this information. It would take a lot of staff time for each road to find out who the owner is by researching the deed.

Discussion continued about ownership and the research of specific roads. Council was informed that Accomack and Cropper Streets have been added into the State system. They further discussed the idea of the Town maintaining private roads.

Councilman J. Howard explained that when Howard Drive was paved the property owners put their money together to have it brought up to state specifications. He asked if there was anyone who actually wanted to help themselves.

They continued to confer about the criteria for the Town to help maintain private roads.

Council also discussed a plan for a permanent site for hazardous waste and possibly including money in FY12 Budget to help with this matter. Council expressed the desire for a hazardous drop off location especially for paint. They suggested contacting Waste Management for a dumpster for this purpose.

Town Manager Ritter stated that there will be discussion at the next Harbor Committee meeting about aquaculture and the promotion through the website and newsletter. He added that the new website is up and running. The Chincoteague Museum promotes aquaculture also.

Council asked for an update with the Downtown Park.

Town Manager Ritter advised that he spoke with Mr. Clay Massey and the plan is to have it done before summer.

Councilman Jester stated he would like Council to have a plan and ask them to do it. He feels it could save the Town money. Discussion continued.

Councilman J. Howard suggested sending a letter of appreciation to PRMC regarding the new doctor. He advised that the doctor has been doing a good job helping the people in our community.

Councilman Jester suggested an email blast to be able to get important information out to the public. He feels this would be great communication to the residents and property owners of the Island. He also asked where the Town was on the software issue.

Town Manager Ritter advised that the Harris issue has been resolved and they are currently giving support again. He also advised that the Tax program with Southern Software was operational.

Council discussed sending some of the Public Works staff to a class for pruning trees properly.

Councilman J. Howard also feels that the grass cutting by the Public Works staff was insufficient. He would like to see them take pride in the yard work. He also mentioned the right-hand turn onto the Island in front of the Lott's house. He stated that because there was some tire damage on this curb he asked if there was something that could be done. He asked about the quarterly newsletter.

Town Manager Ritter reviewed a list and completion dates of upcoming project goals and objectives: Paving, landscaping at the bridge, a Kayak Launch Policy, Donald Leonard Park enhancements, zoning map updates. Beach Access Committee update: Request from the Corps of Engineers for beach replenishment study and funding. Recreation & Community Enhancement Committee updates: Create a Draft Park Master Plan and Operations Manual, Kayak Launch Policy, Park Donation and Naming Policy, fishing pier at the old drawbridge site, Development Review: Land development applications, LiDAR elevation mapping, Wastewater Preliminary Engineering Report, Water Supply Plan, Hazard Mitigation Plan, Main Street Revitalization in perspective to the bridge landscaping. Grants: The USDA police vehicle laptops, FEMA Hazard Mitigation, Alcalde & Faye are also researching grants, CZM Planning and Mapping, assigning staff to committees. Assign staff: ANPDC groundwater alternate, coastal and broadband committees, Other items: Harbor fuel system, broadband loop installation, quarterly newsletter, and town maps for business directories.

Council discussed some of the details of the project goals and objectives.

2. Committee Member Comments

Mayor Tarr mentioned a meeting with the company that will be managing the Star Transit. They discussed the Blue Route. They have applied for special money known as the New Freedom Grant. This grant is 95% with a 5% match of approximately \$4,000. He feels this would be an investment for the County. Mayor Tarr added that this would help with the new route for the Trolley Service off the Island.

Transportation Director VanDame explained in more detail the new trolley route. He stated that the grant has to be applied for within the next couple of weeks. Discussion continued about the costs. He added that this is a long-term plan.

Mayor Tarr also discussed beach access and the possibility of the Town accruing savings to help put back the parking lots at the beach. Discussion continued. Mayor Tarr suggested that Council review this matter further.

Town Manager Ritter also stated that Council should have a wish list for grants, such as BIG/DCR for the downtown fishing pier. He asked Council to prioritize their project and wish list.

Council talked about the drainage plans on School, Smith and Sharpley Streets. There was a suggestion for a pump station.

Mayor Tarr feels the streetscape should take priority in the Main Street Revitalization.

Town Manager Ritter advised that he met with the Health insurance agent and according to the trends there will be an increase by 12%. There was further discussion as to possibly cutting the percentage or capping the insurance premium per employee.

Councilman J. Howard also questioned on the Town's Holiday Schedule.

- Ms. Laurie Walton stated that the Main Street Merchants held their meeting and would like to suggest adding information regarding Marguerite Henry on the downtown bulletin board.

Mayor Tarr stated they would look into the matter further.

3. Closed Meeting in Accordance with Section 2.2-3711(A) (3) & (30) of the Code of Virginia.

- **Discussion of Acquisition of Real Property**
- **Discussion of a Contract with Springstead**

Councilman T. Howard moved, seconded by Councilwoman Conklin to convene a closed meeting under Section 2.2-3711(A) (3) & (30) of the Code of Virginia to discuss acquisition of real property and consultation with legal counsel pertaining to a possible contract. Unanimously approved.

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

Councilman T. Howard moved, seconded by Vice Mayor Richardson 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)(3) & (30) 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, T. Howard, J. Howard, Richardson, Conklin

- Nays- None
- Absent- Muth

Adjourn

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

Mayor

Attest: Town Manager

MEMORANDUM

THE TOWN OF CHINCOTEAGUE

To: Chincoteague Town Council

Via: Robert G. Ritter

From: Jack G. Van Dame

Subject: Trolley Replacement Public Hearing

On January 3, 2011 the Town Council of Chincoteague approved a motion as follows to authorize staff to apply for a capital grant:

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.

Consistent with the application process, we have scheduled a public hearing for the February 7, 2011 council meeting. The necessary two week advertisement requirement has been posted in the Chincoteague Beacon. Following the outcome of the public hearing the grant application will be transmitted to The Virginia Department of Rail and Public Transportation due February 8, 2011 for approval consideration.

MEMORANDUM

THE TOWN OF CHINCOTEAGUE

TO: Mayor Tarr and the Town Council

THRU: Robert G. Ritter, Jr., Town Manager

FROM: Karen B. Hipple

DATE: January 19, 2011

SUBJECT: FY'11 Budget Amendment

The Budget Amendment will be advertised in the Saturday, January 22, 2011 edition of the Eastern Shore News. The public hearing is scheduled for February 7, 2011. A copy of the amendment is attached.

In the General Fund, there are several changes to expenses. I will attempt to breakdown each showing the revenue to balance it.

Property Acquisition - there was no line item in the budget for this project. \$328141 includes the settlement cost of \$326440.50 plus \$1700 for the environmental review. The revenue for the acquisition will be from LGIP Land Acquisition - \$100000 and the balance of \$228141 from LGIP General Fund Savings.

Lobbyist – the cost for the lobbyist is \$40800. The Attorney/Legal Consultants line item will increase by this amount. The revenue will be from LGIP General Fund Savings.

Church/Ridge/Chicken City VDOT Project – the Town is required to share in the cost of engineering services for our designated capital project. There was no line item for this in the budget. The FY'11 expected cost for these services is \$5000. The revenue will be from LGIP General Fund Savings.

Seasonal Decorations & Banners – Kevin Krome did an excellent job with soliciting funds for new Town Christmas decorations. He collected \$8668 from various sources throughout the Town. Mayor Tarr also promised \$1000 toward the new decorations. There was nothing budgeted for the donations, so banner donations was used and we are now budgeting the \$8668. The Seasonal Decorations and Banners expense item was over

budget before the Christmas Decoration Project began. Therefore, the expense line item is being increased by \$9668.

Ocean Blvd Trail – there was no line item in the budget for this project. Public Works Director Spurlock believes the project will be completed in FY'11 for a total cost of \$4000. The revenue for this project will be from LGIP General Fund Savings.

LGIP General Fund Savings

\$228141
 \$ 40800
 \$ 5000
 \$ 1000
 \$ 4000
\$278941

In the Water Fund, a large availability fee was received which was not budgeted. At the end of December 2010, the Availability Fee line item had not realized \$28000 of the budgeted amount. The SCADA project cost came in above the budgeted amount by \$60000. The balance of the availability fee (\$4700) is being budgeted to go to the Water Reserves.

The service connection line item did not need an amendment as its budget amount has not been realized.

TOWN OF CHINCOTEAGUE, INC
 FY'11 BUDGET AMENDMENT
 PUBLIC HEARING
 MONDAY, FEBRUARY 7, 2011, 7 P.M.
 6150 COMMUNITY DRIVE
 CHINCOTEAGUE ISLAND, VA 23336

BUDGET AMENDMENT FY'11

NAME	TYPE ACCT	ORIGINAL BUDGET	AMENDED BUDGET
<u>GENERAL FUND 10</u>			
TRANSFER FROM LGIP GENERAL FUND SAVINGS	REVENUE	0	278941
TRANSFER FROM LGIP LAND ACQUISITION	REVENUE	0	100000
BANNER DONATIONS	REVENUE	0	8668
PROPERTY ACQUISITION	EXPENSE	0	328141
ATTORNEY/LEG CONSULTANTS	EXPENSE	19000	59800
CHURCH/RIDGE/CHICKEN CITY VDOT PROJECT	EXPENSE	0	5000
SEASONAL DECO & BANNERS	EXPENSE	2000	11668
OCEAN BLVD TRAIL	EXPENSE	0	4000
<u>WATER FUND 80</u>			
AVAILABILITY FEES	REVENUE	36464	101164
S.C.A.D.A.	EXPENSE	55000	115000
TRANSFER TO WATER RESERVE	EXPENSE	0	4700

Public Works Committee Meeting

February 1, 2011

MINUTES

Members Present:

Hon. John Tarr, Chairman
Hon. John Howard
Hon. Ellen Richardson

Also Present:

Hon. John Jester
Mr. Robert Ritter
Mr. William Neville
Mr. and Mrs. Ray Rosenberger
Mr. Harvey Spurlock

Chairman Tarr called the meeting to order at 5:00 pm.

Mr. Howard made a motion to approve the agenda. The motion was seconded by Ms. Richardson and unanimously approved.

Public Participation

None

1. Atlantic Town Center Update

Mr. Chris Carbaugh provided an update regarding the status of the proposed Atlantic Town Center sewage treatment plant in Wattsville. Mr. Carbaugh stated the primary focus at this point is acquiring the requisite DEQ permits with emphasis on Phase I of the project. Testing by Golder and Associates indicates the proposed recharge basins are capable of absorbing 700,000 of treated water per day. Initial feedback from DEQ is favorable. DEQ is also pleased to learn the Town and portions of North Accomack County are investigating the feasibility of utilizing the treatment facility. The Atlantic Group is considering acquiring additional properties in the immediate vicinity to be used for recharge basins. GMB Engineering has been contracted to file the necessary permit applications with DEQ. The review process is approximately 8 months in duration.

Mayor Tarr inquired if a determination had been made as to what areas of north Accomack County would be served by the plant. Mr. Carbaugh indicated there were several possibilities but nothing was definite at this point.

Mr. Howard asked if there were positive indicators that the Atlantic Town Center would actually be constructed. Mr. Carbaugh explained that the development was dependent on expansion at Wallops Flight Center but the intent was to develop a basic infrastructure such that the group could capitalize on opportunities as they emerged.

Mayor Tarr asked if the Atlantic Group had met with representatives from the Wallops Research Park. Mr. Carbaugh explained the research park had been engaged from very early in the process. Mayor Tarr also noted that the Atlantic Group should attend the ANPDC Economic Development Committee meeting in June. Mr. Carbaugh concurred.

Mr. Jester asked if there was a potential to complete the treatment plant, should the Town decide to utilize it, prior to construction of the Town Center. Mr. Carbaugh stated this would further the group's goal of creating an infrastructure as influent is required to successfully operate the plant.

Mr. Spurlock will attempt to acquire electronic copies of the Southern Rivers Grant feasibility studies for the Atlantic Group's review.

2. Utility Pole Relocation – Main/Maddox

Mr. Spurlock provided an update of the Main/Maddox intersection reconfiguration. Drawings provide by VDOT indicate both Main St. left turn lanes will be eliminated and the south stop bar will be relocated to a point 34 feet south of the existing location. Mr. Spurlock also reported that ANEC had provided a cost proposal in the amount of \$18,000 to relocate the three utility poles immediately adjacent to the intersection. The committee decided to review the need to relocate the utility poles after the intersection was reconfigured.

The committee also discussed the steps being taken to secure a sidewalk easement in the northwest quadrant of the intersection.

3. Bridge St. Naming

Mr. Spurlock informed the committee that the street between Main St. and the old drawbridge, formerly a portion of Chincoteague Rd. will require renaming as per 911 requirements. The committee will revisit this matter after the Town takes possession of the street.

4. Trash Fee Waiver Request – Jester

The committee discussed the merits of Ms. Jester's claim at length. Portions of the discussion centered on transferring the trash fee to property taxes. The transfer will be considered during the budget process. Ultimately Mrs. Richardson made a motion to approve the request which was seconded by Mr. Howard. The motion was unanimously approved.

5. Water Usage Adjustment Request – Abell

Unanimously approved

6. Water Usage Adjustment Request – Webb

Unanimously approved

7. Questions/Comments

Mr. Howard noted the drainage at the intersection of Main St. and Halie Whealton Smith Drive required improvement. Mr. Spurlock agreed to investigate and suggest potential improvements.

Mr. Howard also inquired as to the feasibility of using light asphalt in certain locations in lieu of concrete sidewalks. Mr. Spurlock will investigate this matter as well.

Mrs. Richardson requested an Ocean Blvd. Extended update. Mr. Spurlock explained the USACE is conducting a jurisdictional determination. Permit applications can be filed upon completion of the determination.

Mr. Rosenberger noted that impending reductions in the federal budget will make grants increasingly difficult to obtain therefore the Town should attempt to acquire funding for

sewage infrastructure as soon as possible.

Mrs. Richardson motioned to adjourn the meeting at 6:10 pm. The motion was seconded by Mr. Howard and unanimously approved.

The next meeting is scheduled for Tuesday, April 5th, 2010 at 5:00 pm.