

REGULAR COUNCIL MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

March 3, 2014 - 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 February 3, 2014 (Page 2 of 32)
2. Chincoteague Cultural Alliance Presentation and Grant Request (Mr. John Beam)
3. Sign Honoring Land Owners Who Donated Property to Veterans Memorial Park (Page 8 of 32)
4. New Fence for Curtis Merritt Harbor of Refuge (Page 10 of 32)
5. Consulting Service for the Hallie Whealton Smith Drive Drainage Improvement (Page 14 of 32)
6. Budget and Personnel Committee Report of February 11, 2014 (Mayor Tarr) (Page 26 of 32)
The following action by the Committee occurred and will need to be acted upon:
 - Revised Director of Transportation job description (Page 27 of 32)
7. Ordinance Committee Report of February 13, 2014 (Councilman Howard) (Page 29 of 32)
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 FEBRUARY 3, 2014
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
Tripp Muth, Councilman
Gene W. Taylor, Councilman
Terry Howard, Councilman

CALL TO ORDER

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

INVOCATION

Councilman Howard offered the invocation.

PLEDGE OF ALLEGIANCE

Mayor Tarr led in the Pledge of Allegiance.

Mayor Tarr introduced and welcomed the Boy Scouts who were in attendance because of a badge they're earning.

OPEN FORUM/PUBLIC PARTICIPATION

Mayor Tarr opened the floor for public participation.

- Mr. Alex Hubb addressed Council representing the Marsh Point Townhome Association. He advised that they are seeking help from the Town regarding a tree that was struck by lightning and has since died. He stated that they are concerned with the condition of the now leaning tree that it will fall damaging cars or a residence. He reported that a letter was sent from the Association to the property owner with no reply. He asked what their options are.

Town Manager Ritter advised that he would speak to Building and Zoning Administrator Lewis regarding this matter.

STAFF UPDATE

Planning Department

Town Planner Neville reported that the Planning Report was included in the packed. He added that the Planning Commission was off to a good start in January with a couple of meetings in an attempt to update the Comprehensive Plan. He added that there is one item to be reviewed under the Virginia Code regarding Coastal Resource Management. He advised of the agenda items to be reviewed at the next meeting.

Town Planner Neville also reported that the Planning Commission has reelected officers. He stated that according to Mr. Joe McCauley with the Fish & Wildlife Service the CCP is

approximately 6 weeks out. He stated that the Safe Routes to School Project is still in the design stage. He also added that at the last Council meeting Supervisor Thornton raised an issue that the Worcester County, Maryland was talking about adopting a TDML standard for the Chincoteague Bay. He advised that after receiving information from the D.E.Q. he feels that we are ready to compose a letter.

Town Planner Neville also reported on the FEMA Floodplain Maps and compliance. He stated that the Town requested that the Town be exempt from the Virginia Storm Water Management Program. He added that Delegate Lewis submitted this change and it has been postponed until next year. He also stated that there were other legislative changes submitted asking the Governor to help in the case of another government shutdown and beach closures. He added that this didn't have enough strength to move forward and was tabled at the Committee level

Town Planner Neville stated that there will be a design workshop on March 6th at 5:00 p.m. for playground equipment and fundraising.

Police Department

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

Public Works Department

Public Works Director Spurlock advised that the monthly report has been included in the agenda packet. He stated that January's activities were dominated by weather with snow removal.

Councilman Howard stated that he has received comments on how well the Public Works Department did with snow removal.

General Government

Town Manager Ritter reported that the EMS responded to 73 calls in January 2014 which is 2 less than January 2013; ALS calls were 31; BLS were 25. He added that the Emergency Medical Staff continue to monitor the upcoming ANTARES launch which will be May 8th. He also added that EOC Coordinator Rush has recently returned from the FEMA Hurricane Center Conference.

Town Manager Ritter stated that staff has worked on mailing the 2nd notices for taxes and Business License Renewals. He reported that the vehicle decals have been ordered. He added that the application for the fishing license at the new pier downtown has been completed. He also added that the Veteran's Memorial Park fishing license has been renewed.

Town Manager Ritter advised that he is still working on the draft Event Calendar. He stated that the draft FY15 budget will be reviewed by the Budget and Personnel Committee. He also reminded Council that he will be going to the VLGMA Conference on February 19th through the 21st.

Councilman Howard asked Town Manager Ritter to review the revenues as the resources are up. He also asked about the Debt Setoff Program.

Town Manager Ritter explained that the Debt Setoff Program is handled by Finance Director Hipple.

Finance Director Hipple advised that the Debt Setoff Program is done through the Virginia Department of Taxation. She explained that it is a garnishment of the tax return or lottery winnings through the state. She added that the Town has been participating in this program for the last ten years. She explained that each year the Town has to submit a list of names of those delinquent taxpayers and those that owe the Town anything.

AGENDA ADDITIONS/DELETIONS AND ADOPTION

Vice Mayor Leonard motioned, seconded by Councilman Howard to adopt the agenda as presented. Unanimously approved.

1. Consider Adoption of the Minutes

- **Regular Council Meeting of January 6, 2014**
- **Council Budget Workshop Meeting of January 16, 2014**

Councilman Muth advised that he was absent at the January 6, 2014 Regular Council Meeting.

Councilman Howard motioned, seconded by Councilman Jester to adopt the minutes as corrected. Unanimously approved.

2. Introduction to Eastern Shore Tourism Director, Ms. Kerry Allison

Town Manager Ritter introduced Ms. Kerry Allison who is the new Director of the Eastern Shore Tourism Commission. He also congratulated Mrs. Evelyn Shotwell who has accepted the position of Executive Director of the Chincoteague Chamber of Commerce.

Mayor Tarr welcomed Ms. Allison aboard and welcomed back Mrs. Shotwell.

Ms. Allison addressed Council. She advised that she started with the Eastern Shore Tourism Commission in October of 2013. She stated that she has been coming to the Shore for over 30 years visiting her family. She explained what the Eastern Shore Tourism Commission has done for the Shore. She stated that Tourism is a big business and highly competitive. She talked about the upcoming workshop. She also advised that they are working on the digital footprints of the Shore. Ms. Allison also stated that tourism drives tourism dollars and tax base. She stated that she is very excited and looking forward to working with Council.

3. Financial Report Presentation by Robinson, Farmer, Cox Associates

Mr. Aaron Hawkins gave the annual presentation of the Town's FY 2014 Financial Report. He thanked Town Manager Ritter, Finance Director Hipple and staff for doing a good job and preparing for the audit. He reviewed and explained the Audit Report giving a brief review.

Councilwoman Richardson thanked Mr. Hawkins and Finance Director Hipple.

4. Public Hearing on a Possible Budget Amendment

Mayor Tarr opened the public hearing.

Town Manager Ritter explained the amendments. He advised that Phase 2B of the Downtown Revitalization Project has been bid out for the consultant in the amount of \$79,800. He added that \$63,840 is from the grant. And the Town's portion is \$15,960, which will be taken from the General Fund Savings. He advised that there is also the Recreation/Tourism expense of \$30,600 which will be taken out of the Recreation/Tourism Reserve for the consultant for another 6 months. He also advised that they will be transferring from the Water Reserve for the repairs to Well #4, which has been completed with a of cost \$40,939.

Mayor Tarr asked for public comment at this time. There was none, Mayor Tarr closed the public hearing. He asked for questions from Council. There was none.

Councilman Howard motioned, seconded by Vice Mayor Leonard to approve the budget amendments as presented. Unanimously approved.

5. Recreation and Community Enhancement Committee Report of January 14, 2014

• Repair or Removal of the Skate Park Fence

Councilman Jester reported that the Committee discussed the question of what they can do to improve the playground. He announced a meeting scheduled for March 6th and suggested having parents involved. He mentioned the associated costs. He also advised that they discussed the fencing for the Skate Park. He stated that the fence has been damaged. He asked Council's opinion if they should replace, repair or remove the fence around the Skate Park.

Councilman Muth asked if this would be a liability issue if the fence is removed.

Councilman Jester stated that a child could be injured doing anything.

Town Attorney Poulson asked if they currently attempt to regulate entry.

Mayor Tarr advised that they do. He added that this is a two part question. He stated that safety along the road is one issue and another issue is do they still need to regulate or should they remove the fence and allow them to skate at their own risk.

Town Attorney Poulson feels they should keep the fence around the Skate Park and continue to regulate it.

Councilman Howard feels there is a liability issue and the fence does cut down on that liability. He added that children will be children and feels that it protects them and the Town. He doesn't feel that the Town can supervise and have enforcement if it is open.

Town Attorney Poulson added that there would be no supervision and enforcement if the fence is removed.

There was further discussion about liability.

Councilman Jester wanted to know who would open and close it if they keep the fence and gate. He wants to see that it is done right.

There was discussion regarding signage.

Chief Lewis advised that there was a sign but it has been stolen.

Councilwoman Richardson feels that the fence should remain. She stated that it is a safety issue. She suggested that the fence by the volleyball court should be replaced also.

Discussion continued regarding use of the baseball field and the reasons for the Skate Park.

Town Attorney Poulson stated that if the Town is going to have the Skate Park they have to do it right. He recalled the debate about safety when the Skate Park was built.

Councilman Howard stated that it is important that the Town provide the necessary means for a safe Park.

Mayor Tarr added that the rules have been enforced and are posted. He stated that it has been operated the way it was supposed to be.

Councilman Muth motioned, seconded by Councilwoman Richardson to approve the repairs and or replacements as needed for the fence and signage to the Skate Park. Unanimously approved.

Councilman Jester also added that there has been discussion over time regarding the generous donation of the land by the Kingsbury, Savage and Toothill families for the Chincoteague Veteran's Memorial Park. He suggested a simple sign under the primary sign recognizing those families for the donation of the land to the Park.

Town Manager Ritter stated that the company that made the existing Park sign issued a quote for a 3' x 1' sign, which would cost \$375.

There was discussion about adding the signage.

Mayor Tarr directed Town Manager Ritter to obtain the information for the signage along with the cost to be presented at the next Council meeting.

6. Mayor & Council Announcements or Comments

Councilman Taylor thanked the Boy Scouts for attending. He stated that this age group gives him great hope. He asked Council to keep Mr. Wayne Tolbert in their thoughts and prayers. He stated that Mr. Tolbert does a lot for the Food Bank and the community. He added that it is great to have a Community that sticks together.

Councilman Howard added that both Mr. and Mrs. Tolbert have done a lot for the Community and they should be remembered in everyone's thoughts and prayers.

Councilman Muth commended Public Works Director Spurlock for the work he and his department has done with the snow removal.

Councilman Jester thanked Mr. David Johnson for all his emails regarding the events and things happening in the community.

Councilwoman Richardson also commended the Town employees for the good work they've done keeping the roads clear during the snow storm.

Adjourn

Councilwoman Richardson motioned, seconded by Vice Mayor Leonard to adjourn.
Unanimously approved.

John H. Tarr, Mayor

Robert G. Ritter, Jr., Town Manager



MEMORANDUM
Town of Chincoteague Inc.

Date: February 26, 2014
To: Mayor Tarr and Town Council Members
From: Robert Ritter, Town Manager
Subject: Land Donation Sign at Veterans Memorial Park

The Mayor and Council asked to bring forth the correct language and correct spelling of the families who donated land at Veterans Memorial Park to the March 3, 2014, Council meeting. At the meeting of February 3, 2014, Councilman Jester stated that he would like to have the sign state “This Park is made possible by generous donations of the: Kingsbury, Savage & Toothill Families. A rough example is attached.

The quote we received from Redwood Burl, who manufactured the original Veterans Memorial Park sign, was \$375 for a 3’ X 1” sign with 1-3/4” letters.



This park is made possible by generous donations of:
The Kingsbury, Savage & Toothill Families

MEMORANDUM

TO: Town Council
FROM: Harvey Spurlock, Public Works Director
DATE: March 03, 2014
SUBJECT: Harbor Fencing

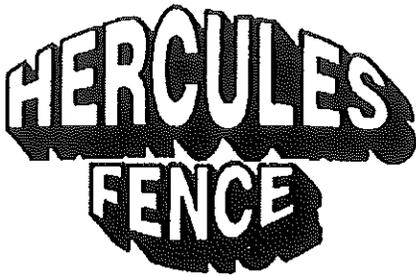
The attached bids were received to install chain link fencing along the west perimeter of Curtis Merritt Harbor

Hercules Fencing	\$12,250
Hurricane Fence Company	\$15,500

It should also be noted the Harbormaster received a bid from Anderson Fence that was significantly higher than those listed above.

The Curtis Merritt Harbor fund has \$10,000 budgeted for fencing this fiscal year.

I recommend the contract be awarded to Hercules Fencing based on being the lowest price qualified bidder.



"Security in Every Job"
Since 1955

CORPORATE OFFICE
1526 Early Street
Norfolk, VA 23502
757-321-6700
757-321-6710 (f)

RICHMOND
11074 Air Park Road
Ashland, VA 23005
804-752-7992
804-752-7121 (f)



PENINSULA
570 E. Industrial Park Drive
Newport News, VA 23608
757-877-8593
757-877-8923 (f)

NORTHERN VIRGINIA
8194 Euclid Court
Manassas Park, VA 20111
703-551-2609
703-361-2127 (f)

MARYLAND
5408 Branchville Road
College Park, MD, 20740
301-441-1600
301-441-8600 (f)

February 6, 2014

PROPOSAL

Name: Town of Chincoteague
Attention: Harvey Spurlock

Work Site: Town Harbor

Estimator: Brent Willard 435-5753

SCOPE OF WORK:

The following represents the cost to furnish labor and materials necessary to install the indicated items for the above referenced project.

- 1. Install approx. 625 lf of 8' commercial chain link fence at the above location.

All posts set in concrete

Total: \$ 12,250.00

EXCLUSIONS:

- Clearing & Grading - Engineering Layout - Grounding - Utilities - Access controls - Traffic Control - Permits
- Core drilling - Padlocks - Design Calculations - Wage Scale - Rock Excavation - If Bonding is Reqd, Add 1 1/2

TERMS: Due Upon Completion

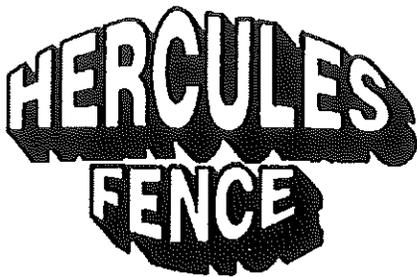
Conditions: Contractor is responsible only for written terms of this contract. Deviations or Changes to terms must be written and may involve additional charges.
Purchaser is responsible for necessary permits. Hercules will assist with fence location and Zoning restrictions but assumes no liability for either. Purchaser assumes liability and Indemnifies Hercules for damage to unmarked underground utilities, sprinklers or Construction and for damage where fence coincides with marked utility lines that cannot be avoided. Hidden obstacles which cannot be pre-determined and require Additional labor will require an additional charge.
In the event Purchaser defaults on payment terms the full amount shall be due immediately. Past due payments will be subject to a delinquency charge of 2% per month. Purchaser agrees To pay all cost of collection including attorney fees of 33% of the amount referred

Proposal good for 30 Days.

Estimator's
Signature: _____

Customer's
Signature: _____

Title: _____



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CORPORATE OFFICE
1526 Early Street
Norfolk, VA 23502
757-321-6700
757-321-6710 (f)

RICHMOND
11074 Air Park Road
Ashland, VA 23005
804-752-7992
804-752-7121 (f)



PENINSULA
570 E. Industrial Park Drive
Newport News, VA 23608
757-877-8593
757-877-8923 (f)

NORTHERN VIRGINIA
8194 Euclid Court
Manassas Park, VA 20111
703-551-2609
703-361-2127 (f)

MARYLAND
5408 Branchville Road
College Park, MD, 20740
301-441-1600
301-441-8600 (f)

February 6, 2014

PROPOSAL

Name: Town of Chincoteague
Attention: Harvey Spurlock

Work Site: Town Harbor

Estimator: Brent Willard 435-5753

SCOPE OF WORK:

The following represents the cost to furnish labor and materials necessary to install the indicated items for the above referenced project.

- 1. Install approx. 300n lf of 8' commercial chain link fence at the above location

All posts set in concrete

Total: \$ 5,980.0

EXCLUSIONS:

- Clearing & Grading - Engineering Layout - Grounding - Utilities - Access controls - Traffic Control - Permits
- Core drilling - Padlocks - Design Calculations - Wage Scale - Rock Excavation - If Bonding is Reqd, Add 1 1/2

TERMS: Due Upon Completion

Conditions: Contractor is responsible only for written terms of this contract. Deviations or Changes to terms must be written and may involve additional charges.
Purchaser is responsible for necessary permits. Hercules will assist with fence location and Zoning restrictions but assumes no liability for either. Purchaser assumes liability and Indemnifies Hercules for damage to unmarked underground utilities, sprinklers or Construction and for damage where fence coincides with marked utility lines that cannot be avoided. Hidden obstacles which cannot be pre-determined and require Additional labor will require an additional charge.
In the event Purchaser defaults on payment terms the full amount shall be due immediately. Past due payments will be subject to a delinquency charge of 2% per month. Purchaser agrees To pay al cost of collection including attorney fees of 33% of the amount referred

Proposal good for 30 Days.

Estimator's
Signature: _____

Customer's
Signature: _____

Title: _____



HURRICANE FENCE CO.

2850 CROMWELL ROAD
NORFOLK, VA 23509
Phone: (757) 853-5669
Fax: (757) 852-9247
www.hurricanefenceinc.com

Estimate

REV 2
Date: 2/24/2014
Estimator:

To: Harvey Spurlak
Town of Chincoteague

Project: Chincoteague Temporary, Remove,
and Install

Description	Amount
We propose to do the following:	
Furnish and Install approximately 212' of 7' high temporary fence with top rail	\$ 5,000.00
Remove and dispose of 212' of fence	
Furnish and Install approximately 610' of 8' high privacy wood fence	\$ 18,500.00
Repairs	\$ 1,000.00
Total	\$ 24,500.00
Option: 8' high galvanized chain link fence in lieu of wood fence	\$ 15,500.00

Fence shall be erected by skilled mechanics in accordance with the best practice of the trade in accordance with the recommendations of the Chain Link Manufacturers' Institute and ASTM F-567

Hurricane Fence Co. is a SWaM Certified Small Business

Note: This proposal may be withdrawn if not accepted within 14 days. PLEASE SIGN AND RETURN.

Accepted Signature: _____

Date Signed: _____

NO Retainage To Be Withheld On Temporary Fence Contracts

EXCLUSION: Removal of Spoils from Site

CONDITIONS: All work shall be completed per specifications in a workmanlike manner according to standard procedures. Any alteration or deviation from specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the price. Purchases will be responsible for all permits. Contractor is only obligated by what is written in and on this proposal. No verbal agreements or guarantees shall be considered valid. Purchaser assumes full responsibility for the location of the line upon which fence materials are to be installed or lot or boundary line inside which fence materials are to be installed. Purchaser agrees to defend, hold harmless and indemnify contractor from and against all claims. Any hidden obstacles or underground line which cannot be determined in advance by contractor or purchaser and results in the use of additional labor or equipment may require and extra charge. In the event purchaser defaults on payment or fails to comply with any of the terms or conditions hereof, the full amount shall be immediately due and payable. In the event of default or late payment, past due payments shall be subject to a delinquency charge of 2% per month. Purchaser agrees to pay reasonable attorney fees and all costs of collection.

MEMORANDUM

TO: Town Council

FROM: Harvey Spurlock, Public Works Director

DATE: March 03, 2014

SUBJECT: Hallie Whealton Smith Drainage Improvement Proposal

Attached is a proposal from Clark Nexsen, the Town's storm water consultant, to provide professional engineering consulting services for the design of Hallie Whealton Smith drainage improvements. Total amount of the proposal is \$17,690.

The funding source for the proposed work will be the Public Works administration drainage budget line item which currently has a balance of \$22,660.20.

I recommend Clark Nexsen be authorized to proceed with the work detailed in the proposals. All services shall be in accordance with these proposals and the terms and conditions of the professional storm water management services agreement entered into by the Town of Chincoteague and Clark Nexsen (ref.RFQ # 09-001, Storm Water Management Support).

**TOWN OF CHINCOTEAGUE
PROFESSIONAL ENGINEERING CONSULTING SERVICES
HALLIE WHEALTON SMITH DRIVE DRAINAGE IMPROVEMENTS**

GENERAL DESCRIPTION

Clark Nexsen will develop construction plans for drainage improvements at Hallie Whealton Smith Drive.

COORDINATION

Clark Nexsen will coordinate with the Town of Chincoteague (Town) on the design and plan development as necessary throughout the work. Internal meetings will be held to evaluate the progress of the work.

TOPOGRAPHIC SURVEY

Topographic survey and ground and bathymetric elevations will be prepared by NXL Inc. for the development of the drainage improvement plans. This mapping will augment previous mapping from the Safe Routes to School (SRTS) survey for the pedestrian trail to be used in the design of drainage and outfall improvements. Services will be based on the enclosed fee proposal provided by NXL. No property impact plats are anticipated since the proposed work will be performed within existing VDOT right-of-way and drainage easements. The survey fee will also include utility designation of the water line at Main Street and one test pit to determine the depth and size of the utility if an offset is required.

DRAINAGE MODEL RE-EVALUATION

The drainage model will be updated to reflect surveyed conditions and surveyed water surface elevations. These conditions may improve or reduce performance of the overall design because all conditions were not known at the time of the prior study.

ENVIRONMENTAL PERMITTING

The Town will obtain and coordinate any environmental permitting and approvals required for the construction of this project.

**TOWN OF CHINCOTEAGUE
PROFESSIONAL ENGINEERING CONSULTING SERVICES
HALLIE WHEALTON SMITH DRIVE DRAINAGE IMPROVEMENTS**

CONSTRUCTION PLANS

Construction plans for drainage improvements will be development at 50% Design, 100% Design and Final Design plans.

50% Design

- (1) Title Sheet
- (1) General Notes, Legend, Abbreviations
- (1) Existing Conditions and Demolition Plan
- (1) Proposed Layout Plan and Profile
- (1) Details

100% Design

All plans sheets as indicated at 50% incorporating review comments from the 50% Design submittal.

Final Design

All plans sheets as indicated at 50% incorporating review comments from the 100% Design submittal.

CONSTRUCTION SPECIFICATIONS

All standard plan details will conform to Virginia Department of Transportation (VDOT) Road and Bridge (R&B) Specifications 2007 to maximum extent practical. Supplementary specifications will be prepared by Clark Nexsen and provided to the Town for inclusion in the bid package. Front end documentation and assembly of project specifications for bidding purposes will be prepared by the Town. Draft specifications will be provided at 100% Design. Revisions to Draft Specifications will be provided at Final Design.

A supplemental specification for tide gates is anticipated.

COST ESTIMATE

An estimate of probable construction cost will be developed with the 50% Design plans and amended with subsequent construction plan submissions as required.

**TOWN OF CHINCOTEAGUE
PROFESSIONAL ENGINEERING CONSULTING SERVICES
HALLIE WHEALTON SMITH DRIVE DRAINAGE IMPROVEMENTS**

QUALITY CONTROL

Quality control and assurance will be provided for plan development prior to delivery.

DELIVERABLE

Adobe Portable Digital Format (PDF) of the proposed plans, cost estimates and specifications at 50% Design, 100% Design, and Final Design.

REIMBURSABLES

Project reimbursables include travel and tolls. Labor travel time is included in the work-hour breakdown.

FEE SUMMARY

The ENGINEER will be paid **\$17,690.00**.

**TOWN OF CHINCOTEAGUE
 PROFESSIONAL ENGINEERING CONSULTING SERVICES
 HALLIE WHEALTON SMITH DRIVE DRAINAGE IMPROVEMENTS**

SCHEDULE

TASK	COMPLETION (CALENDAR DAYS)
NTP	March 7, 2014
Topographic Survey	25 (Property Access + Field Work)
Drainage Model Re-evaluation	7
Environmental Permitting	-
50% Design	14
100% Design	14
Final Design	7

The anticipated maximum total schedule is two (2) months. Additional time following Town reviews may influence the schedule.

OPTIONAL SERVICES

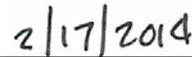
1. Geotechnical Services
2. Environmental Permitting
3. Construction Administration
4. Citizen Information/Council Meetings and Presentations

SUBMITTED:



David A. Bradshaw, PE
 Principal
 Clark Nexsen

DATE:



TOWN OF CHINCOTEAGUE
PROFESSIONAL ENGINEERING CONSULTANT SERVICES
HALLIE WHEALTON SMITH DRIVE DRAINAGE IMPROVEMENTS
SUMMARY

CN COMM: 3459.2
SUBMITTED DATE: 2/17/2014

TASK GROUP/BREAKDOWN	Principal hrs.	Project Manager hrs.	Civil Engineer hrs.	Civil Engineer Intern hrs.	GIS Specialist hrs.	Environmental Scientist hrs.	CADD Technician hrs.	Clerical hrs.	Total hrs.	Subtotal Cost \$	Sub Consultant \$	Sub Consultant Mark-up \$	Direct Costs \$	Total \$
A Coordination/Project Management		4						6	10	\$1,088				\$1,088
B Topographic Survey			0.5				0.5		1	\$107	\$4,231	\$423		\$4,761
C Drainage Model Re-evaluation			8						8	\$1,128				\$1,128
D Environmental Permitting														
E Construction Plans														
50% Design			28.5				46		74.5	\$7,377				\$7,377
100% Design			9				8		17	\$1,853				\$1,853
Final Design			5				4		9	\$997				\$997
F Quality Control		2					2		4	\$486				\$486
Reimbursables														
TOTAL WORK HOURS		6	51				60.5	6	124	\$13,036	\$4,231	\$423		\$17,690
HOURLY RATE	\$204	\$170	\$141	\$96	\$96	\$96	\$73	\$68						

TOWN OF CHINCOTEAGUE
PROFESSIONAL ENGINEERING CONSULTANT SERVICES
HALLIE WHEALTON SMITH DRIVE DRAINAGE IMPROVEMENTS
WORK-HOUR BREAKDOWN

CN COMM: 3459.2
SUBMITTED DATE: 2/17/2014

TASK GROUP/BREAKDOWN		Principal	Project	Civil	Civil	GIS	Environmental	CADD	Clerical	Total	Total Cost
		hrs.	Manager	Engineer	Engineer	Specialist	Scientist	Technician	hrs.	hrs.	\$
			hrs.	hrs.	hrs.	hrs.	hrs.	hrs.			
A	Coordination/Project Management										
	Internal Meetings/Discussions with Town		4						6	10	\$1,088
	Subtotal Coordination/Project Management		4						6	10	\$1,088
B	Topographic Survey										
	Integrate and review survey			0.5				0.5		1	\$107
	Subtotal Topographic Survey			0.5				0.5		1	\$107
C	Drainage Model Re-evaluation										
	Update model with available survey			2						2	\$282
	Re-evaluate improvements and revise			6						6	\$846
	Subtotal Drainage Model Re-evaluation			8						8	\$1,128
D	Environmental Permitting										
	Research/Field Visit										
	Prepare JPA and Permit Sketches										
	Coordinate with Agencies/Town										
	Subtotal Environmental Permitting										
E	Construction Plans										
	50% Design										
	Title Sheet			0.5				4		4.5	\$363
	General Notes, Legend, Abbreviations			2				4		6	\$574
	Existing Conditions and Demolition Plan			2				6		8	\$720
	Proposed Layout Plan and Profile			10				12		22	\$2,286
	Details			12				20		32	\$3,152
	Probable Construction Cost Cost Estimate			2						2	\$282
	Subtotal 50% Design			28.5				46		74.5	\$7,377
	100% Design										
	Incorporate Plan Revisions			4				8		12	\$1,148
	Probable Construction Cost Cost Estimate			1						1	\$141
	Draft Specifications			4						4	\$564
	Subtotal 100% Design			9				8		17	\$1,853
	Final Design										
Incorporate Plan Revisions			2				4		6	\$574	
Probable Construction Cost Cost Estimate			1						1	\$141	
Final Specifications			2						2	\$282	
Subtotal Final Design			5				4		9	\$997	
Subtotal (All Construction Plan Hours)			42.5				58		100.5	\$10,227	
F	Quality Control										
	Interval Review of Deliverable		2					2		4	\$486
	Subtotal Quality Control		2					2		4	\$486
TOTAL WORK HOURS			6	51				60.5	6	123.5	
HOURLY RATE		\$204	\$170	\$141	\$96	\$96	\$96	\$73	\$68		
TOTAL FEE			\$1,020	\$7,191				\$4,417	\$408		\$13,036



nxi | Engineers, Surveyors
Construction Managers

*Professional Surveying Services Proposal
Narrative and Fees
NXL #13-11-016L.A*



Project:
**NXL Project #13-11-016L.A
Chincoteague Shared-Use Trail
Additional Survey for Drainage Design
Town of Chincoteague, VA**

Submitted to:
**Clark Nexsen
Robert A. Sherman, P.E.**

Prepared by:
**Todd French, L.S.
Survey Division Manager**

Revised: February 17, 2014



Project Narrative:

Topographic Surveys

NXL Construction Services, Inc. (NXL) will be responsible for Survey Project Management, Project Coordination, and Survey Services described below for this project.

1. Limits

Survey corridor for this project will be located along Hallie Whealton Smith Drive and Main Street within the Town of Chincoteague as defined on **Attachment “A”** (provided by Clark Nexsen).

2. Property Owner Notification

NXL will obtain Property Owner Data from Accomack County assessment records to determine current owners and mailing addresses for the parcels located within and immediately adjacent to the survey limits (defined on **Exhibit A**). Right of Entry (**ROE**) for field survey tasks, sanitary sewer, and storm sewer as-built surveys will be required for parcels located adjacent to the survey limits. **NXL** anticipates approximately 5+/- owners total within and adjacent to survey limits. The letters are to be mailed a minimum of 15 days prior to **ROE** per Virginia Code Subsection 33.1-94. The brochure “Let’s Take a Look” should be sent with the letter. **NXL** field personnel will carry copies of the owner notification letter.

3. Horizontal and Vertical Control Recovery

Horizontal datum for this survey will be based on Town of Chincoteague GPS Control Network, Virginia State Plane Coordinate System, South Zone (NAD 1983), U.S. Survey Feet. Vertical Datum for this survey will be based on North American Vertical Datum of 1988 (NAVD 1988), U.S. Survey Feet.

4. Storm Drainage/Sanitary Survey

NXL will locate existing storm water drainage features within the survey limits. **NXL** requests the assistance of the Town to identify the direction and location of the existing outfall pipe at the channel. Previous attempts to identify the pipe location/direction have been unsuccessful.

5. Topographic Survey

NXL will provide a topographic survey to define the grading and swale features along the “Henzel” property. **NXL** will also determine the MHW, MLW marks, obtain bathymetry shots along the cove and extend the survey limits 150’ beyond the MLW mark of the cove located on the property of Accomack County School Board as defined in Attachment ‘A’. **NXL** will also locate typical physical features within the topographic survey corridor to include, but not limited to bulkheads, piers, docks, etc..

6. Wetlands Survey

NXL will locate wetland delineation flags as placed by **CN** or their environmental consultant, if flagging is completed before or during initial field survey. The results of the survey locations shall be incorporated into the CADD survey file. If **NXL** is required to return to the site to locate wetland flags, additional fees will be required.

7. Utility Survey

NXL will provide a fee/quote from Accumark Subsurface Utility Services to provide Quality Level B underground utility designation and one test hole designation to determine the location and depth of an existing waterline along Main Street. Accumark will be responsible for preparing field mark ups and final Q/C of the utility documents. NXL will be responsible for locating the field markings and incorporating the data into the final file.

8. Project Schedule and Deliverables

NXL anticipates approximately **10** business days from effective right of entry date for the delivery of completed survey files. Right of entry is set by the Code of Virginia at 15 calendar days from the mailing date of the Property Owner Notification Letters. Deliverables will include:

- All requirements set forth by **CN** (CLARK NEXSEN SURVEY REQUIREMENTS).

9. Clarifications/Limitations/Exclusions

- This scope of work and related Fee Proposal were developed from direction, conversations, and e-mail transmissions with Robert Sherman, P.E. of Clark Nexsen.
- Existing easement research is not included in this scope.
- Survey limits have been identified on **Attachment “A”**
- Utility designation will be provided by Accumark Subsurface Utility Services and is part of this lump sum fee proposal.
- Travel, per diem and associated project direct cost(s) based upon the NXL Newport News Office location.

10. Cost

Based on NXL’s approved rates for the **Town of Chincoteague**, the **Lump Sum** cost for the above described management and surveying services by **NXL** is as follows:

<u>NXL Survey Fee</u>	<u>\$4,231.00 (Includes Direct Expenses)</u>
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NXL looks forward to once again working with the staff of **Clark Nexsen** on this important project for the Town of Chincoteague, Accomack County. Please call with any questions or comments. I can always be reached at **(757) 596-4005 – Office** or via e-mail at tfrench@nxl.com.

Sincerely,

A handwritten signature in blue ink that reads "Todd French". The signature is written in a cursive style and is positioned above a light blue rectangular background.

NXL Construction Services, Inc.



Todd French, L.S.

Hampton Roads Survey Division Manager

716 J. Clyde Morris Blvd, Suite A

Newport News, VA 23601

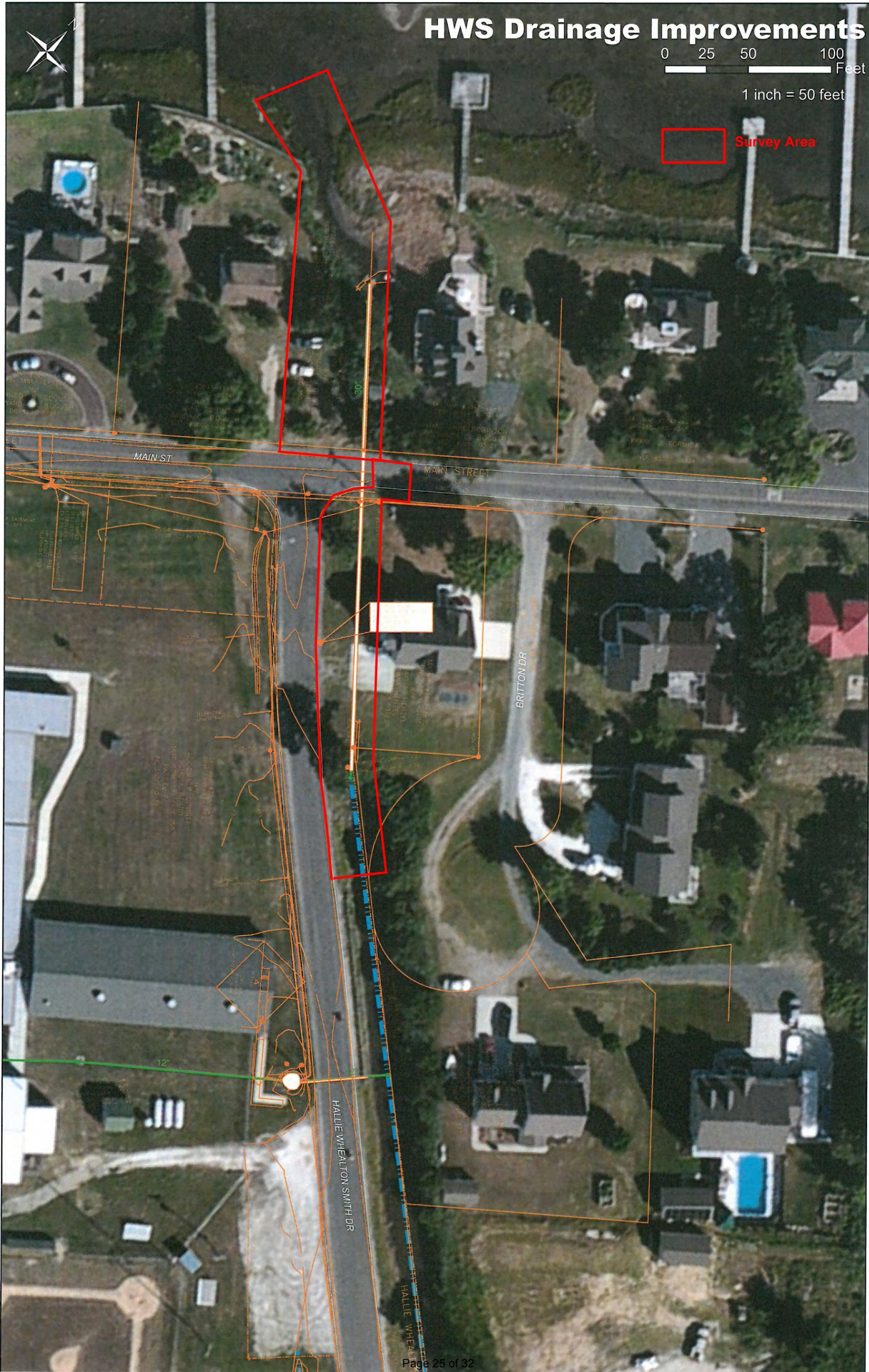
P: 757-596-4005

HWS Drainage Improvements

0 25 50 100 Feet

1 inch = 50 feet

Survey Area



**MINUTES OF THE FEBRUARY 11, 2014
BUDGET AND PERSONNEL COMMITTEE MEETING**

Committee Members Present

John H. Tarr, Mayor
Eugene “Tripp” Muth
Gene Wayne Taylor

1. Call to Order.

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

2. Adoption of Agenda.

Councilman Taylor motioned, seconded by Councilman Muth to adopt the agenda, as presented.

3. FY’15 Proposed Budget.

The Committee reviewed revenues, salaries, COLA, employee benefits, and expenditures for all departments and funds.

After much discussion, the Committee recommended the FY’15 proposed budget for review by Council. FY’15 budget workshops will be held in April 2014.

4. Director of Transportation Job Description.

The Committee discussed the job description in detail and recommended it be forwarded to Council for consideration.

5. Adjournment.

Mayor Tarr adjourned the meeting.

DIRECTOR OF PUBLIC TRANSPORTATION

Part Time Position

(Annual Salary \$9,000 - \$14,000)

GENERAL DESCRIPTION:

Directs and manages the Pony Express Trolley system – a seasonal grant funded program with two (2) fixed routes and 6 to 8 part time employees. The Director performs complex professional and administrative work overseeing the trolley system, with responsibility for supervising all trolley personnel. Work is performed under general supervision of the Town Manager. The position must comply with all provisions in the current version of the Town of Chincoteague employee policy handbook.

ESSENTIAL FUNCTIONS:

Plan, organize and direct the Pony Express Trolley system, responsible for: maintaining trolley system records and files; remaining current with Virginia Department of Rail and Public Transportation (DRPT) program changes and preparing all required reports; coordinating work with other Town departments and Town Manager.

TYPICAL TASKS:

- Plans, organizes, directs and coordinates the activities of the Pony Express Trolley system;
- Prepares and administers capital and operating grants through DRPT;
- Plans, schedules and manages department's workload;
- Ensures the program complies with DRPT and Town standards; makes field inspections; maintains quality control;
- Purchases materials and supplies for the department;
- Prepares department budgets and monitors expenditures;
- Participates in the selection of private contractors for services;
- Establishes and implements operating policies and procedures;
- Provides technical and administrative support to committees;
- Prepares correspondence and reports concerning department operations and inter-agency communications;
- Evaluates employee performance; takes disciplinary action; hires employees for department, subject to Town Manager's approval;
- Directs Department during Town wide emergencies such as hurricanes and floods;
- Receives citizen inquiries or complaints and handles appropriately;
- Performs related tasks as required

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the practices of public transportation; ability to formulate and implement operational policies and procedures; ability to prepare reports; ability to supervise the work of staff; ability to establish and maintain effective working relationships with Town employees, public officials, State and Federal agencies, and the general public; Skills in the operation of standard office, computer and word processing equipment including Microsoft Excel and Word programs.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business or related field and experience in a responsible position in the supervision of personnel.

SPECIAL REQUIREMENTS:

Possession of a driver's license valid in the Commonwealth of Virginia.

CONDITIONS OF WORK:

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, crouching, reaching, standing, walking, data entry, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surrounding and activities; the worker is subject to inside and outside environmental conditions, extreme cold, noise, hazards, and atmospheric conditions.

DIRECTOR OF PUBLIC TRANSPORTATION

Part Time Position

(Annual Salary \$9,000 - \$14,000)

GENERAL DEFINITION AND CONDITIONS OF WORK:

The position must comply with all provisions in the current version of the Town of Chincoteague employee policy handbook. Performs complex professional and difficult administrative work overseeing the trolley system: does related work as required. Work is performed under general supervision. Supervision is exercised over all trolley personnel.

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, crouching, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts at or within arm's length, operation of machine, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surrounding and activities; the worker is subject to inside and outside environmental conditions, extreme cold, noise, hazards, and atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing the public transportation system, responsible making sure all maintenance and repair of trolley system records are kept up; keeping up with RTAP changes; coordinating work with other departments and Town Manager; maintaining records and files; preparing reports.

Plans, organizes, directs and coordinates the activities of all Public Transportation;

Plans, schedules and manages department's workload;

Ensures projects comply with town standards; ensures quality control of projects;

Designs projects; prepares bid specifications and bid package for support service contracts;

Ensures project comply with specifications;

Purchases materials and supplies for the department;

Prepares a variety of correspondence concerning department operations: enforcement of town policies, inter-agency communications, civic groups and other individuals or agencies;

Participates in the selection of private contractors for services;

Makes field inspections of public transportation projects to ascertain status; maintains quality control;

Establishes operating policies and procedures;

Monitor progress on public transportation projects and other capital improvements; Provide technical and administrative support to committees;

Handles correspondence, prepares a wide variety of reports on department activities as requested;

Recommends operational changes to the Town Manager;

Evaluates employee performance; takes disciplinary action; hires employees for department, subject to Town Manager's approval; Direct Department during Town wide emergencies such as hurricane and floods;

Receives citizen inquiries or complaints and handles appropriately;

Prepares department budgets and monitor their expenditures;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the practices of public transportation, comprehensive knowledge of municipal public transportation planning; ability to review and analyze public transportation: ability to formulate comprehensive operational policies and procedures: ability to prepare technical reports: ability to supervise the work of staff; ability to establish and maintain effective working relationships with Town officials, other public officials, associates, State and Federal agencies, and the general public; Skill in the operation of standard office and word processing equipment (Excel and Word).

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or related field and extensive experience in a responsible position in the supervision of people.

SPECIAL REQUIREMENTS:

Possession of a driver's license valid in the Commonwealth of Virginia.

**ORDINANCE COMMITTEE
TOWN OF CHINCOTEAGUE
February 13, 2014
Meeting Minutes**

Present

Terry Howard, Chairman
Councilman Tripp Muth
Councilman Gene Wayne Taylor

Staff

Robert G. Ritter, Jr., Town Manager
William Neville, Planning Director

Call to Order

Chairman Howard called the meeting to order at 5:00 p.m.

Open Forum/Public Participation

There were six members of the public present. Chairman Howard asked for public comment and offered an opportunity to speak again at the end of the meeting.

Mr. Spiro Papadopoulos asked about the disturbed area of 10,000 square feet and suggested it was an arbitrary number. He asked about how many lots on Chincoteague were smaller or larger than this amount, and felt that many smaller lots would be exempt from compliance with the permit. Councilman Taylor and Chairman Howard both commented that this was the same amount of disturbed area that required Accomack County review for a sediment and erosion control permit. Mr. Papadopoulos questioned whether the Town should consider adopting its own standard. Councilman Taylor stated that the Town did not want to be more restrictive than the County.

Mr. Elvie Whealton asked if Chincoteague was the only one in the County dealing with this issue of requiring a floodplain permit for filling and grading, and is the Town being treated fairly. Mr. Ritter responded that this is a FEMA requirement for the Town's flood insurance program. Chairman Howard agreed that the proposed ordinance changes are necessary to qualify for the National Flood Insurance Program. Mr. Neville added that other Towns in Accomack County are administered under the County Floodplain Ordinance and qualify for flood insurance through the County program. Councilman Taylor noted that outside of Chincoteague, other communities are required to obtain grading permits for any disturbance over 2,500 square feet because of Chesapeake Bay standards.

Ms. Wanda Thornton confirmed that Accomack County has not yet been approached to adopt the ordinance changes under consideration by the Town Ordinance Committee. She asked the Committee to consider whether the changes were required or just recommended by the State model ordinance. Ms. Thornton compared this process to the State storm water regulations that require innovative changes to meet the limitations of our unique location. She pointed out the complications of defining storage (of anything) as 'development' and stated that she approved of adopting something that works for the Town and hopes the State will accept it.

Ms. Thornton described the problem of requiring a permit for fill on a larger property when a storm takes down trees and you need to fill in the holes. Councilman Muth discussed the intent of

the exemption for less than 10,000 square feet of disturbance. Ms. Thornton asked for consideration of an exemption for larger properties (acres or more) where regular management is necessary to maintain roads/ponds/fields/etc, especially after a storm.

Another suggestion was offered by Ms. Thornton to make sure that the Floodplain Ordinance accounts for the new FIRMs that propose removal of over 1,000 houses from the 100 year floodplain. She pointed out that the regulations should only apply to the areas within the Town that remain in the mapped flood areas, and we should also anticipate the situation where someone voluntarily participates in the flood insurance program even though their property is no longer in the flood zone. Section 30-2 Applicability needs to have a clause that exempts property that is no longer mapped in the 100 year floodplain. She concluded that these issues should be confirmed in writing with FEMA before the Town adopts the ordinance revisions.

There was discussion about the Town zoning permit for development in the floodplain being a process that confirms all other required state and federal permits have been obtained. There was agreement that FEMA's direction to regulate fill separately from building was a new policy and was unreasonable in the face of storms and flooding that caused erosion that required action to prevent and correct. Discussion continued about the new flood insurance rates and possible impacts on real estate value and the Town economy.

Mr. Donald Thornton asked who will 'police' the floodplain ordinance. Mr. Ritter stated that is the responsibility of the Zoning Administrator and pointed out that the Town has already adopted the floodplain ordinance and we are just considering revisions that will comply with the NFIP. Councilman Muth commented on the Town's experience with anchoring fuel tanks and why that did not result in an improved rating in the flood insurance program. Mr. Whealton asked about when penalties would be enforced if a zoning permit was not obtained to repair storm damage or improve access on their property. Chairman Howard repeated a local saying that whenever a law or ordinance is passed, some freedom is lost. Mr. Whealton offered to help in any way as long as the changes are beneficial to the community remaining on the Island.

Agenda Adoption

Councilman Taylor motioned, seconded by Councilman Muth to adopt the agenda. The motion passed unanimously.

1. Discuss Possible Revision to the Floodplain Ordinance

Chairman Howard introduced the first agenda item and asked Mr. Ritter for a presentation.

Town Manager Ritter noted in the Staff Report that FEMA was now scheduling for adoption of the new Flood Insurance Rate Maps (FIRMs) by the community by May 4, 2015. He stated that whatever changes are adopted in the Flood Ordinance will apply to the current maps for at least another year. Mr. Neville explained that the color text highlighted in the draft ordinance shows revisions proposed by either Mr. Banks/DCR, by Town Staff, or by Town Attorney Poulson. He apologized that each color was no longer assigned to a particular author and commented that the black text was the existing flood ordinance currently adopted by the Town.

Town Planner Neville continued to explain the revisions proposed by Mr. Poulson and suggested that the Committee consider in particular the period of limitation for a fill/grading zoning permit. Committee members discussed options ranging from 6 months to 1 year to 5 years to control how often/long the 10,000 square foot disturbance exception could be used before a permit is required

in order to control cumulative fill activity. Councilman Taylor stated the he could not support any period over 1 year. The example of a large property was used by Councilman Muth to highlight that one truckload of fill per year would not be an equally reasonable restriction for someone with 10 acres compared to a 10,000 square foot lot.

Councilman Muth confirmed with Town Staff that FEMA has not seen or approved the proposed exclusions under the definition of 'development'. Councilman Taylor compared the proposed floodplain permit with the existing County erosion/sediment control permit which does not include a time limitation to complete the work. Ms. Thornton added that the County does not currently enforce a floodplain zoning permit in addition to the sediment/erosion control permit.

Chairman Howard expressed concern that the timeframe selected could affect people's freedoms and liberties, and that everyone is concerned that too many regulations will stifle businesses and stifle people's ability to rise above their circumstances. Mr. Neville responded that Town Council had considered the benefit of requiring a floodplain permit in order to maintain our participation in the National Flood Insurance Program and balanced that with a process which would not be too burdensome by waiving the fee and limiting number of restrictions. He added that FEMA was less concerned about approval or denial as much as using this permit to make sure all other required county/state/federal permits have been issued. Council directed Staff to use the floodplain zoning permit for development except for fill and grading activity of less than 10,000 square feet of disturbed area.

Staff continued to explain the intent of the ordinance change to find a reasonable 'middle ground' where no more than 10,000 square feet of fill (100 x 100 feet) can be placed in a year without a permit would take care of the average person with a small lot that needs to place fill around their house. A depth of fill, or number of truckloads, was not proposed in order to provide flexibility.

Chairman Howard asked members of the public in attendance whether they considered this a reasonable approach. Ms. Thornton commented that FEMA does not consider a property owner who needs to manage their property even when 'development' is not proposed. Mr. Ritter reminded everyone if you go over 10,000 square feet you just come in and get the permit. Mr. Thornton asked how much fill and grading can occur with a permit, and what is required for storm damage repair. Councilman Taylor described a similar situation with an Army Corps of Engineers permit for wetlands.

Chairman Howard returned to Mr. Thornton's question about recurring storm damage, erosion and tree removal relative to a time restriction for fill and grading activity. Ms. Thornton added the issue of additional storm water management/water quality controls for development that will be enforced beginning in July.

Staff suggested removing the timeframe limitation of cumulative fill and grading activities if there was not agreement about the benefit of including it. Ms. Thornton agreed and suggested that it could be added later if necessary. Mr. Neville explained how a recent example of fill activity in Town had brought FEMA's attention to our floodplain permitting procedures. In response to a question, he added that the Town has been successful so far in working with FEMA to make sure that the floodplain zoning permit would not restrict our ability to protect property from storm and flood damage.

Committee members discussed storm water and FEMA standards in relation to a coastal community like Chincoteague. Mr. Ritter confirmed that the Committee recommended removal of the proposed cumulative timeframe limit from the draft ordinance revisions. Councilman Muth asked for more discussion and confirmation from FEMA that they recognize our unique location should not require implementation of every FEMA requirement.

Mr. Ritter presented an alternate definition of 'floodplain or flood prone area' that would combine with 'special flood hazard area' to make it clear that floodplain means the 100 year, or 1% chance flood as shown on the adopted FEMA map. This will be important when the new draft maps are adopted showing higher elevations of Chincoteague Island as no longer within the floodplain.

Chairman Howard summarized the proposed changes as being reasonable to meet minimum FEMA requirements. Councilman Muth expressed his disappointment that the Town's voluntary effort to require fuel tank anchoring had not been recognized by FEMA as exceeding the minimum requirements and that there had been no benefit to Town in terms of additional discount credit under the flood insurance Community Rating System. He cautioned being too cooperative with FEMA.

Mr. Neville advised the Committee that FEMA representatives would be in Town for a meeting with Town Staff on March 12th. There was discussion about maintaining a 10% flood insurance discount and what would be necessary to achieve a higher discount. Further history regarding problems of enforcing the higher standard of fuel tank anchors was offered by Councilman Muth, with the conclusion that there was no benefit to the community.

The Committee discussed public participation and who should meet with FEMA on the 12th. Ms. Thornton offered several insights on working with FEMA and suggested it was important to allow Staff the time to work out an acceptable solution with FEMA and then present it again for public review. Chairman Howard stated he was glad that FEMA was coming here, and hoped that we can take care of any changes they feel are necessary.

Mr. Ritter suggested a joint meeting with the Council workshop on March 20th at 5pm to review the proposed revisions along with any comments from FEMA. Supervisor Thornton suggested that Accomack County's Floodplain Administrator David Fluhart should also attend the FEMA meeting since the County floodplain ordinance will likely come under the same review later this year. She offered to check on the County Attorney's schedule as well if the Committee felt that his attendance on the 12th would help. Mr. Thornton reminded the Committee that it may be necessary to request an extension of the April 4th deadline set by FEMA to adopt ordinance revisions.

2. Committee Member Comments

Chairman Howard thanked everyone who attended and participated in the meeting.

Adjourn:

Councilman Taylor motioned, seconded by Councilman Muth to adjourn the meeting.

Next Meeting: March 20th at 5pm (Town Council Workshop)