

# REGULAR COUNCIL MEETING A G E N D A

TOWN OF CHINCOTEAGUE

June 3, 2013 - 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:

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1. Consider Adoption of the Minutes
  - Regular Council Meeting of May 6, 2013 (Page 2 of 79)
  - Council Workshop Meeting of May 16, 2013 (Page 21 of 79)
2. Public Hearing for the Fiscal Year “2014” Budget, Consisting of: (Page 26 of 79)
  - Revenues for all Divisions
  - General Government Fund Expenses
  - Water Division Expenses
  - Total Main Street Fund Expenses
  - Trolley Division Expenses
  - Harbor Division Expenses
  - Water, & Gen Gov. Rate Sheets
3. Consider Adoption of the State Motor Vehicle Code (Page 45 of 79)
4. Public Safety Committee Report of May 7, 2013(Mayor Tarr) (Page 46 of 79)

*The following may require a motion:*

  - Possible adoption of the Updated Emergency Operation Plan (EOP) (Page 49 of 79)
  - Possible adoption of the Continuity of Operations Plan (COP)
5. Recreation & Community Enhancement Com. Report of May 14, 2013 (Councilman Jester) (Page 50 of 79)

*The following may require a motion:*

  - Possible adoption of the Updated Bicycle Plan (Page 52 of 79)
6. Cemetery Committee Report of May 21, 2013 (Councilwoman Richardson) (Page 66 of 79)
7. Discuss the bids to dredge the Curtis Merritt Harbor and Robert Reed Park (Page 67 of 79)
8. Discuss the Engineering Design Proposal for the Fishing Pier for Downtown (Page 68 of 79)
9. Mayor & Council Announcements or Comments  
*(Note: Roberts Rules do not allow for discussion under comment period)*
10. Closed Meeting in Accordance with Section 2.2-3711(A) (7) of the Code of Virginia.
  - Legal Matters
  - Personnel Matters
11. Town Manager’s Contract

ADJOURN:

**MINUTES OF THE MAY 6, 2013**  
**CHINCOTEAGUE TOWN COUNCIL MEETING**

**Council Members Present:**

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

**CALL TO ORDER**

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

**INVOCATION**

Student Government Councilwoman Yasmine Johnson offered the invocation.

**PLEDGE OF ALLEGIANCE**

Mayor Tarr led in the Pledge of Allegiance.

**INTRODUCTION OF STUDENT GOVERNMENT DAY STUDENTS**

Mayor Tarr introduced the Student Government Mayor, Mr. Cole Chesser who introduced the other students and positions:

Mayor, Cole Chesser  
Town Manager, Sarah Cathey  
Chief of Police, Derek Clark  
Public Works Director, Nick Chesnoski  
Councilman, Zach Allen  
Councilman, Josh Cabbage  
Councilwoman, Yasmine Johnson  
Councilwoman, Taylor Moltedo  
Vice Mayor, Rebekah Reed  
Councilwoman, Amber Sipe

Student Government Mayor Chesser addressed Council regarding some of the issues that were discussed in their meeting earlier. He advised of the issues with the drainage at the foot of the new bridge. They discussed possible solutions, who they should contact and the costs associated. He stated that they also discussed the Sign Ordinance, which was the majority of their meeting's discussion. They suggested raising the amount of signs per business per property as opposed to a large sign or going by square footage.

Student Government Mayor Chesser also advised that they discussed the Camper's Ranch property. They suggested that the Town purchase this property for parking for the Seafood Festival, 4<sup>th</sup> of July or Pony Penning and for fundraising events. They would like to see more

community events and to pay for this with the fees for parking. He stated that there aren't enough lights at Memorial Park for fishing off the pier.

Mayor Tarr thanked the Student Government attendees.

### **OPEN FORUM/PUBLIC PARTICIPATION**

Mayor Tarr opened the floor for public participation.

- Mrs. Nancy Lane and Mr. David Landsberger addressed Council on behalf of the Chincoteague Island Arts Organization. They invited Council to attend an update with their Directors at the Island Theatre on June 7<sup>th</sup> at 7:00 p.m. This is regarding transforming the interior of the theater for multiple uses. They would like the community and Council to be involved. They will also show a free movie at 8:00p.m.

- Mr. Raymond Britton stated that he has been a marine contractor on Chincoteague for over 40 years. He advised that in the past month the Town's Building Official has started requiring building permits for storm damaged piers. He stated that he has never had to obtain a permit for a storm damaged pier or bulkhead in the past. He added that the County Zoning Official, David Fluhart wrote a letter advising that they do not require a permit for repairs due to storm damage. He also added that Mr. Hank Badger with the VMRC along with the Army Corps of Engineers issued letters advising that they do not require permits for storm damage repairs.

Mr. Britton stated that he has a copy of the requirements from the Building Official about obtaining a demolition permit. He also stated that he didn't need a demolition permit as they were demolished by the storm. He wanted to know why this just recently came about. Mr. Britton made further comments.

Mayor Tarr asked Building and Zoning Administrator Lewis how long the Town has been requiring a building permit for repairs to a pier from storm damage.

Building and Zoning Administrator Lewis advised that minor repairs don't require permits. He added that Mr. Britton and his grandson have been completely rebuilding the projects. He stated that he has pictures of the "repairs".

Mr. Britton stated that this wasn't true and explained the actual repairs that would and wouldn't require a permit from the Army Corps of Engineers.

Mayor Tarr advised that the Town would look into this further and speak with the Town Attorney along with contacting other localities to see how they are handling these types of permits.

- Mr. Luke Britton also addressed Council regarding obtaining building permits for repairs to storm damaged piers and bulkheads. He advised that he spoke with the Town Manager and Building and Zoning Administrator Lewis about this issue. He was advised that the main concern with the piers were safety and the requirement for a permit for "safety". He agrees that it isn't safe for children to be on a storm damaged pier. He needs immediate action as he has

clients that need repairs to their piers. He added that because of this process it could take months adding that renters will be coming into town with children on the piers and he needs the permits to rebuild the dock. He doesn't mind having to obtain the permit. However, he minds the length of time it takes to get one. He asked Council if it was fair or safe to take a month or longer to obtain the permit for a repair to 20% of a pier.

- Mr. Steve Potts on behalf of the Chincoteague Center came before Council in opposition to the possible change in the Transient Occupancy Tax and flat lining the funding to the Center. He advised that in the beginning they received 25% of the Occupancy Tax. It was reduced to 17% and now 14%. He feels that this is the premier venue attracting patrons to local businesses. He advised that last year the Center hosted 38 "free" events. He stated that the value to the community of the "free events" was over \$34,000. He added that flat lining the funding will not help reduce the costs or increase the free community events. He compared the costs of the Center to other eastern shore facilities. He mentioned the Blueberry Festival. He urged Council to reconsider the decision to reduce the funding to the Center. He thanked Council for listening.

Mayor Tarr stated that in the packet there was a list of free events and asked for a list of the paid events also.

## **STAFF UPDATE**

### **Planning Department**

Town Planner Neville advised that the Planning Report in the packet summarizes the events that led up to the discussion about the Sign Ordinance revision on the agenda this evening. He highlighted the public hearing originally scheduled for this evening adding that it will not take place as it wasn't publicized properly. It is on the agenda for additional discussion. He mentioned the Safe Routes to School Program. There is a pre-scoping meeting with the engineer on Wednesday where they will present the plans for VDOTs approval.

Town Planner Neville stated that the Joint Land Use Committee kicked off last week. He stated that this should accomplish two things; the Wallops military base will plan for the activities they want to hold inside the gates and Accomack County will plan for land uses and needed infrastructure surrounding the facility. It's an opportunity for Accomack County while working on their Comprehensive Plan to accommodate the rocket launches and restricted airport zones. He advised that this is just getting it all on the same map.

Town Planner Neville stated that he met with FEMA about the new Flood Plain Maps. He stated that the Chesapeake Bay is getting hit a little harder and the Island seems to be a little less. He also reported that they are working on getting the fishing pier at Bridge Street started. VDOT is finishing the deed with conveyance to the Town on May 10<sup>th</sup>. The design will then go out for bid and the project to start hopefully this summer.

Councilman Howard asked why there has been such a delay on this project on Bridge Street.

Town Planner Neville advised that the process has been based on the bridge project coming to a close and the Commissioner of VDOT ruling on an abandoned ruling. He advised that Bridge

Street is serving several properties on either side. He stated they want to make this part of the park with the Town having access and maintaining it.

### **Police Department**

Chief Lewis advised that the monthly report was included in the agenda. He will have a personnel matter to be discussed in executive session. He stated that on May 11<sup>th</sup> the Police Department will hold a fundraiser at the Chincoteague Inn to benefit the Waterman's Memorial. He also reported that on May 18<sup>th</sup> there will be a bicycle rodeo for young adults.

### **Public Works Department**

Public Works Director Spurlock stated that there is a report in the agenda packet. He added that the base coat has been put on Willow Street. They will be back in a couple of weeks to install the surface coat and striping will follow. He added that the bike path on Beach Road (Maddox Blvd. ext) will be paved then also.

### **General Government**

Town Manager Ritter reported that there were 60 EMS responses for the month of April which is down 7 from April 2012. He advised that the Downtown Revitalization Project is on schedule to be put out on bids the end of June to obtain approval from VDOT and start construction in September. He stated that the Trolley service was started up for the Seafood Festival this past Saturday and will be running through the summer. He advised that Town Decals are still on sale and there has been collection of past due taxes in the amount of over \$42,000 because of the decal sale. He reported that Finance Director Hipple attended a course regarding bankruptcies. He stated that there will be a public hearing, June 3rd for the budget.

Councilman Jester asked if the broadband contract has been awarded.

Town Manager Ritter advised the contract has been signed with Eastern Shore Communications. They will be advertising and putting up regular equipment.

Councilman Howard mentioned the revenue increase in the Tangible Tax.

### **AGENDA ADDITIONS/DELETIONS AND ADOPTION**

Councilman Howard motioned, seconded by Vice Mayor Leonard to adopt the agenda adding items #5b, Water Distribution Capital Improvement Plan Update and #9b Resolution on Revenue Sharing on Recycling Collection Fees and the Spring and Fall Cleanup Projects. Unanimously approved.

- 1. Consider Adoption of the Minutes**
  - **Regular Council Meeting of April 1, 2013**
  - **Budget Workshop Meeting of April 8 & 9, 2013**
  - **Council Workshop Meeting of April 18, 2013**

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

- 2. Public Hearing on the Request to Vacate a Subdivision Lot Line**

Mayor Tarr asked Mr. David Landsberger to give a brief description of his plan to vacate a subdivided lot. He explained that by vacating the line and making it one lot the septic and building would be on one lot and the parking and restaurant would also be on one lot. As it stands they are nonconforming, however, grandfathered.

Mayor Tarr opened the public hearing. There were no comments. Mayor Tarr closed the public hearing.

Councilman Taylor motioned, seconded by Councilwoman Richardson to approve the Vacation of a Subdivision Lot Lines in the name of Racing Moon, LLC, for Lot 1-X and Lot 2-X to show as Lot X. Unanimously approved.

**AN ORDINANCE VACATING A PART OF A SUBDIVISION PLAT PURSUANT TO SECTION 15.2-2272.2**

WHEREAS RACING MOON, LLC, a Maryland Limited Liability Company is the owner of certain real estate situated in the Town of Chincoteague, Accomack County, Virginia, shown as Lot 1-X (Tax Map No. 031A00100X00000) and Lot 2-X (Tax Map No. 031A00100X00001), on a certain Plat of Survey entitled “Division of Land Into Lots X, Y, Z, For Wyle Maddox Piney Island, Chincoteague, Accomack Co., Va.”, dated 3/28/70, made by R. L. Beebe, C.E. and revised May 10, 1972 to show Lot “X” divided into 3 lots, said Plat of Survey being recorded in the Clerk’s Office of the Circuit Court of Accomack County, Virginia, in Deed k 317 at Page 353; and,

WHEREAS Racing Moon, LLC, has requested that the line shown on said Plat as N 79 degrees 36’ 50” E, 151.70’, dividing Lot 1-X and Lot 2-X, being a part of “X” 1.046 Ac. be vacated so that the two lots become one lot to be used for the existing commercial building known as The Chincoteague Diner, 7085 Maddox Blvd., Chincoteague, Virginia; and,

WHEREAS, all notice requirements of Section 15.2-2204 have been complied with; and,

WHEREAS, the governing body affirmatively finds that no owner of any lot shown on the aforesaid plat, or any adjacent or abutting property will be irreparably damaged by the said vacation of said line.

**NOW THEREFORE BE IT ORDAINED AS FOLLOWS:**

That the line N 79 degrees 36’ 50” E shown on the Plat entitled “Division of Land Into Lots X, Y, Z, For Wyle Maddox, Piney Island, Chincoteague , Accomack Co., VA.”, dated 3/28/70, made by R. L. Beebe, C.E. and revised May 10, 1972 to show Lot “X” divided into 3 lots, said Plat of Survey being recorded in the Clerk’s Office of the Circuit Court of Accomack County, Virginia in Deed Book 317 at page 353 be vacated.

As a result of the said vacation of said lot line as shown on the aforesaid Plat, Lot 1-X and 2-X shall become one lot having a length on the westerly side of said lot of 200 feet on Maddox Blvd. and shall be known as 7085 Maddox Blvd, Chincoteague, Virginia.

That the Town Manager, after the time for an appeal of the adoption of this Ordinance has expired, or if appealed, the action of Council is upheld, shall cause a copy of this Ordinance to be recorded in the Clerk’s Office for the Circuit Court of Accomack County, Virginia.

Ayes:

Vice Mayor J. Arthur Leonard  
Councilman Terry Howard

Nays:

STATE OF VIRGINIA  
COUNTY OF ACCOMACK

Councilwoman Ellen W. Richardson  
Councilman Gene W. Taylor  
Councilman John N. Jester, Jr.  
Councilman Eugene Trip Muth

Sworn to and subscribed before me by  
John H. Tarr this 6<sup>th</sup> day of May 2013.

\_\_\_\_\_  
Notary Public

Reg. #

Approved as of May 6,2013

**3. Public Hearing on the Request to Vacate a Subdivision Lot Line**

Mayor Tarr asked Mr. A. J. Bowden to explain the vacation of a subdivision lot line.

Mr. Bowden stated that the lot between his property and lot #14 along with the lot #15 to be moved to the middle vacating both lines on either side. He also added that he would like to vacate the lot line between his property and his mother's property. He stated it has been surveyed and ready just awaiting approval.

Mayor Tarr asked if this conforms with the current Zoning.

Building and Zoning Administrator Lewis advised it changes the property from non-conforming to conforming.

Mayor Tarr opened the public hearing. There were no comments. Mayor Tarr closed the public hearing.

Councilman Taylor motioned, seconded by Vice Mayor Leonard to approve the vacation of 3 subdivision lot lines adding one in the names of A. J. Bowden, Mary Bowden and John H. Howard Lot #14A. Unanimously approved.

**AN ORDINANCE VACATING A PART OF A SUBDIVISION PLAT PURSUANT TO SECTION 15.2-2272.2**

WHEREAS, Alfred J. Bowden is the owner of certain parcels of real estate situated in the Town of Chincoteague, Accomack County, Virginia, identified as Tax Map No. 30A5-A-649A on a certain deed dated June 19, 1984 between Mary E. Bowden and Alfred J. Bowden which deed is recorded in the Clerk's Office of the Circuit Court for Accomack County, Virginia in Deed Book 477 at page 474 and Deed Book 343 at page 167 and Tax map No. 30A5-22-A1 on a certain deed dated June 19, 1984 between Mary E. Bowden and Alfred J. Bowden which deed is recorded in the Clerk's Office of the Circuit Court for Accomack County, Virginia in Deed Book 477 at page 474 and Deed Book 343 at page 167; and

WHEREAS, John H. Howard is the owner of a certain parcel of real estate situated in the Town of Chincoteague identified as lot 16, Tax Parcel Tax Map No. 30A5-22-16, which deed is recorded in the Clerk's Office of the Circuit Court for Accomack County, Virginia in Deed Book 343 at page 167; and

WHEREAS Mary E. Bowden is the owner of certain parcels of real estate situated in the Town of Chincoteague identified as lot 649, Tax Map No. 30A5-A-649, which deed is recorded in the Clerk's Office of the Circuit Court of Accomack County, Virginia in Deed Book 222 at page 425 and Tax Map No. 30A5-22-A, which deed is recorded in the Clerk's Office of the Circuit Court for Accomack County, Virginia in Deed Book 477 at page 472; and

WHEREAS, the lots enumerated above are further shown on a Plat of Survey entitled "Boundary Line Adjustment Plat of Lot 15, Lot 16, Parcel "A" & Rodney Bowden parcel (Deed Book 343, Page 167) Tax Parcels #030A52200001500, #030A52200001600, #030A52200A00000, #030A52200A00001, #030A5A000064900 & #030A5A0000649A0 town of Chincoteague, Accomack County, Virginia for Alfred J. Bowden)" dated December 10, 2012 by Michael A. Starling, Land Surveyor, (the "Boundary Line Adjustment Plat") which Plat is attached hereto and made a part hereof; and

2. That as a result of the aforesaid vacation and relocation of the property line, Alfred J. Bowden and John H. Howard shall execute and record a deed of exchange conveying the necessary portions of each lot to each other so as to fully vest title to each party to their respective lot as contemplated hereby.

3. That the Ordinance shall have no legal affect until conveyance and recordation of said deed of exchange.

4. That the line at N 36°26' 49" E be vacated as shown on the Plat entitled

"Boundary Line Adjustment Plat of Lot 15, Lot 16, Parcel "A" & Rodney Bowden Parcel (Deed Book 343, Page 167) Tax Parcels #030A52200001500, #030A52200001600, #030A52200A00000, #030A52200A00001, #030A5A000064900 & #030A5A0000649A0 Town of Chincoteague, Accomack County, Virginia for Alfred J. Bowden)" dated December 10, 2012 by Michael A. Starling, Land Surveyor.

5. That the Town Manager after the time for an appeal of the adoption of this Ordinance has expired, or if appealed the action of Council is upheld, shall cause a copy of this Ordinance to be recorded in the Clerk's Office of Accomack County, Virginia.

Ayes:

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

Nays:

STATE OF VIRGINIA  
COUNTY OF ACCOMACK

Sworn to and subscribed before me by  
John H. Tarr this 6<sup>th</sup> day of May 2013.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Reg. #

Approved as of May 6, 2013.

**4. Discuss the Zoning, Sign Ordinance, Section 7.13 Commercial Districts**

Town Planner Neville explained the Planning Commission's recommendation for more study regarding freestanding signs. He stated that Town Attorney Poulson recommended a few minor changes to consider. He reviewed the dates that this can be re-advertised for the public hearing. He discussed the public hearing and advertisement.

Town Planner Neville also advised about the BZA variance application regarding signage.

Mayor Tarr asked about the interpretation and enforcement.

Building and Zoning Administrator Lewis advised that they are assuming that there is a situation where there are 2 freestanding buildings that each would have the right to have a 64 square foot sign for each building. He also mentioned the Landmark Plaza that would be able to have 3 freestanding signs.

Councilman Howard expressed his concern that a shed will have a 911 number and allowed to have a large sign also.

Building and Zoning Administrator Lewis stated that if a shed has a phone installed, it can have a 911 number. He also feels that it's all in the way it is worded and there should be a limit on freestanding signs. He stressed that this depends on the classification. He understands the intent. He suggested excluding wayside stands and accessory structures from being eligible for a freestanding sign.

Town Attorney Poulson explained that he attempted to point out potential problems. He asked about a building with 4 businesses and how the signage would be allocated. He reviewed the proposed Ordinance again and is more confused. He feels they are trying to amend within the existing language. He stated that there is nothing in the Ordinance referring to "free standing" buildings. Town Attorney Poulson suggested dealing with one business on one lot, then in another section, one building one lot with multiple businesses, and one lot with more than one free standing buildings.

There was further discussion.

Town Planner Neville feels there should be some further changes before bringing it back to Council.

Town Attorney Poulson advised that he will review and forward his suggestions to Town Planner Neville.

They discussed scheduling the public hearing with advertisements on May 22<sup>nd</sup> and 29<sup>th</sup>. The joint public hearing could be scheduled for June 3<sup>rd</sup>, 2013 at the regular Town Council meeting.

Discussion continued. The Planning Commission was requested to review Attorney Poulson's suggestions and provide additional recommendation to Council on May 16<sup>th</sup>.

**5. Bid Award for a 5 Year Sanitation Collection Contract**

Public Works Director Spurlock advised that there were 2 bids for the 5 year continuation of the Sanitation Collection Contract. He also stated that by awarding Davis Disposal the contract this saves the Town approximately \$250,000 for the duration of the contract. He stated that Davis Disposal's bid was \$1,802,082 and Waste Management's bid was \$1,829,205.80. He recommended a contract renewal with Davis Disposal as they were the low bidder.

Vice Mayor Leonard motioned, seconded by Councilman Howard to award the contract for a 5 year Sanitation Contract to Davis Disposal in the amount of \$1,802,082.00. Unanimously approved.

**5b. Water Distribution Capital Improvement Plan Update**

Public Works Director Spurlock reported that he received the proposal earlier in the afternoon from Whitman Requardt. He advised that this report was done 10 years ago and advised the total cost of \$19,500 would be needed for an update.

Mayor Tarr stated that this is the proposal to update the Town's water supply distribution model in the Town's Capital Improvement Plan for the water system. He stated that it is 10 years old and a lot of the ideas in the plan have been completed or should be done as it will give the Water Department a plan for the direction the Town should be going.

Councilman Howard motioned, seconded by Councilman Muth to adopt the Water Distribution Capital Improvement Plan. Unanimously approved.

**6. Public Safety Committee Report of April 2, 2013**

Mayor Tarr advised there is a report in the packet and asked for questions. There were none.

**7. Ordinance Committee Report of April 11, 2013**

- **Possible Revision to Chapter 18, Businesses, Article II, Licenses, Division 2, Specific Businesses and Occupations, Sec 18-96, Pony Penning Sales**
- **Possible Revision to Chapter 54, Taxation, Article IV, Excise Tax (Transient Occupancy), Sec 54-262, Allocation of Funds**

Councilman Howard advised that the minutes are included in the packet. He stated that there two items to discuss this evening. One matter is Pony Penning Sales, Chapter 18, Sec. 18-96. The other is regarding the Transient Occupancy Tax increase change from last year.

Councilman Howard read and explained the changes and recommendations to Council regarding the Pony Penning Sales Permit.

Mayor Tarr asked staff if the Town is requiring vendors to obtain a permit 8 days prior to the Saturday preceding Pony Penning.

Town Manager Ritter explained they are asking to replace that verbiage to give staff time to review and process the license application. He added that Building and Zoning Administrator Lewis has to review, conduct a site visit and approve the application before it is processed and monies are collected.

Building and Zoning Administrator Lewis added that this also keeps those vendors from coming into town the day before Pony Penning and cutting out those regular Chincoteague businesses. He added that they have to be prepared to participate.

Councilman Howard added that it gives staff more time to check what these vendors are planning to do.

There was brief discussion.

Vice Mayor Leonard asked how this affects those participating in the Blueberry Festival.

Town Manager Ritter stated that those participating couldn't just come into Town and purchase a Business License. They would obtain this Pony Penning Sales Permit which used to be \$350 because of those coming into town to compete with the full time businesses. He added that with the loophole they would bypass the Permit and buy a regular Business License at a lesser cost. He advised that the Ordinance Committee felt they are coming into town to take away the local business. They felt it necessary to make their fee a little higher than the regular businesses.

Vice Mayor Leonard added that they also know ahead of time their plans to come into town.

Town Manager Ritter advised that staff contacts the vendors on the Blueberry Festival list making sure they're going to buy the permit prior to the deadline. He added that staff is accommodating, however, feel that they need 8 days for review and processing.

Councilman Howard stated that staff is very accommodating and does everything possible to assist. He also asked about charging the difference of \$10 to those who have already bought the permit.

Town Manager Ritter stated that those who already have their permits will not be charged more. They will charge the new fee from this point forward.

Councilman Jester motioned, seconded by Councilman Muth to approve the revision to Chapter 18, Businesses, Article II, Licenses, Division 2, Specific Businesses and Occupations, Sec 18-96, Pony Penning Sales. Unanimously approved.

**Code  
Chapter 18,  
Businesses,  
Article II, Licenses,  
Division 2, Specific Businesses and Occupations**

## Sec. 18-96 Pony Penning Sales

- (a) *Generally. Pony Penning sales* is herein defined in this ordinance to mean and include all general sales within the town, that are open to the public during the event.
- (b) *Permit.* A permit is required for conducting Pony penning sales **within the town and must be secured eight days prior to the Saturday preceding Pony Penning.** The permit shall be displayed at the sale location for the entire length of the sale. Yard sales are prohibited during the event.
- (c) *Permit fee.* The permit fee shall be ~~\$50.00~~**\$60.00.**
- (1) Anyone with a ~~valid~~ **an established** town business license is exempted from the permit fee, **but shall be required to obtain a permit. An established town business license shall mean a business that has a permanent location within the town limits and operates at a minimum of 90 days per year.**
- (2) Anyone selling prepared food as defined in the town's meals tax ordinance must submit a deposit to the town manager in an amount of \$500.00 prior to receiving such permit, which amount shall be applied to any tax due as a result of such sales. Report of actual sales must be submitted within 30 days from the end of the event. Failure to report actual sales by the due date will forfeit the deposit.
- The remaining balance of the deposit, if any, shall be refunded to the permittee upon computation of the actual tax due and payable as determined by such sales. Town established businesses that sell prepared food are exempt from the \$500.00 deposit as long as they currently report such activity on a monthly account.
- (d) *Duration of sale; hours of operation; frequency.* Sales conducted under this section are restricted to a maximum period beginning no sooner than the Saturday preceding Pony Penning and ending on the Saturday immediately following Pony Penning. Any sale exceeding this time period or otherwise not in compliance with this section will not be considered a business and must comply with all applicable zoning and business licensing requirements.
- (e) Yard sales are prohibited the Saturday preceding Pony Penning day, until the Saturday after the Pony Penning event.**

Councilman Howard explained the changes regarding the Transient Occupancy Tax change. He advised that when the idea of a civic center came about they visited other centers. He stated that they found one that was operating in the black. He understands that the majority of civic centers' don't make a lot of money and are supported by the communities.

Councilwoman Richardson asked Councilman Howard about the agreement establishing the percentage of Transient Occupancy Tax.

Town Manager Ritter advised that there was a set percentage. He stated that approximately 6 or 7 years ago Council went through the Ordinances and consolidated everything making it an amount set by Council each year. He added that in this case Council would be setting a rate each year. He explained the change in percentages over the past few years, which still allowed them to receive the same amount of money.

There was brief discussion.

Town Manager Ritter also explained that by setting a specific amount per month it helps out the Center, whereas during the winter months the Transient Occupancy revenue is substantially lower than in the summer months. He reminded Council that the Center also gets 5% of the Meals Tax revenue.

Discussion continued.

Mayor Tarr explained that part “a” is taking out a specific amount for an annual appropriation to the Center, which is approximately \$110,000 per year. He stated that every year Council expects the Center Authority to come and let them know if this amount is appropriate. He stated that the math has to be done on the old rate of what was actually collected.

Town Manager Ritter advised that there will be a clear amount in July when they report June’s gross receipts.

Mayor Tarr stated that the other change is the 25% to be allocated for Tourism and Recreation.

Councilman Taylor motioned, seconded by Vice Mayor Leonard to approve the revision to Chapter 54, Taxation, Article IV, Excise Tax (Transient Occupancy) Sec 54-262, Allocation of Funds adding “(b) Beginning July 1, 2013, subject to annual appropriation, twenty-five (25) percent of the total amount collected shall be set aside for expenses and/or reserve for Recreation or Tourism purposes.” Unanimously approved.

There was further discussion and clarification of the second part of the vote.

Councilman Jester motioned, seconded by Councilman Muth to approve the revision to Chapter 54, Taxation, Article IV, Excise Tax (Transient Occupancy) Sec 54-262, Allocation of Funds adding the letter “(a)” and striking “at a rate”, establishing an amount set by Council each year. Unanimously approved.

**CODE**  
**CHAPTER 54**  
**TAXATION**  
**ARTICLE IV. EXCISE TAX (TRANSIENT OCCUPANCY)**

**Sec. 54-262. Allocation of funds.**

(a) Beginning July 1, 2007, subject to annual appropriation, an amount ~~at a rate~~ established by council each year on all revenues collected by the Town in accordance with this article shall be distributed to the Chincoteague Recreation and Convention Center Authority for the operation and maintenance of a community center as long as it functions as such.  
(Code 1977, § 6-29; Ord. of 10-19-2000) (*Amended 6-4-07*)

(b) Beginning July 1, 2013, subject to annual appropriation, twenty (25) percent of the total amount collected shall be set aside for expenses and/or reserve for Recreation or Tourism purposes.

**8. Resolution on the Annual Spring Cleanup, Paint-up, Fix-up Week**

Vice Mayor Leonard motioned, seconded by Councilman Howard to adopt the Resolution on the Annual Spring Cleanup, Paint-up, Fix-up Week for the week of May 11, 2013 through May 18, 2013. Unanimously approved.



**RESOLUTION FOR SPRING CLEANUP, PAINT UP AND FIX UP WEEK**

**A RESOLUTION** of the Town of Chincoteague Island, Virginia, to acknowledge the importance of Earth Day and support the community-wide activities and events that remind us of our Island's connection to the rest of the planet.

**WHEREAS**, we are fortunate to live in a Town so abundantly blessed with natural assets and we have a continuing responsibility for conserving our environment by keeping it clean, healthy, and beautiful; and

**WHEREAS**, the Town of Chincoteague Island and our citizens are committed, through the goals of the Comprehensive Plan, ordinances, policies and our actions, to the conservation and stewardship of our natural landscape, open space and sensitive environmental areas; and

**WHEREAS**, Chincoteague's Mother Earth Day is Saturday, May 11, 2013; Mother Earth Day will celebrate the beauty of our Island and involve people around the world over the course of several days; and

**WHEREAS**, during this celebration, we have the opportunity to demonstrate to ourselves, our neighbors, and our visitors, our commitment to a clean and beautiful town.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF CHINCOTEAGUE, IN COUNCIL MET:**

1. That the week of May 11<sup>th</sup> – May 18<sup>th</sup>, 2013 is designated as **SPRING-CLEAN UP, PAINT UP, & FIX UP WEEK** in the Town of Chincoteague to coincide with the Earth Day Celebration

2. That all organized and individual segments of our population participate in this noble effort by developing and carrying out imaginative clean-up, paint-up, and fix-up projects which will serve to enhance, restore, or maintain the beauty of all properties in our Island community.

3. All Spring Cleanup debris should be placed for pickup during the week of May 11 – May 18, 2013 so that our Town of Chincoteague will exemplify cleanliness and beauty and to kick off the Tourist Season. Calling the Town Office with the items to be picked up will ensure collection of said items.

\_\_\_\_\_  
John H. Tarr, Mayor

Attest: \_\_\_\_\_

Robert G. Ritter, Jr., Town Manager

**9. Resolution on Designating Hurricane Awareness Week**

Councilman Jester motioned, seconded by Councilman Howard to adopt the Resolution on Designating Hurricane Awareness Week from May 26, 2013 to June 1, 2013. Unanimously approved.



**RESOLUTION  
Hurricane Preparedness Week 2013**

**Whereas**, The Town of Chincoteague hurricane season officially begins June 1st and ends November 30th of each year. In order to heighten awareness, the week of May 26-June 1, 2013 has been designated "Hurricane Preparedness Week"; and

**Whereas**, with the Town of Chincoteague being an Island, is vulnerable to the devastating effects a hurricane or tropical storm can cause. With the average land elevation of 3.5 feet above mean high tide could face loss of life and property if such a disaster occurs; and

**Whereas**, both public and private entities should develop emergency response and recovery plans in accordance with local jurisdictions and local emergency management offices. Such preventative action could save lives; and

**Whereas**, the Town of Chincoteague Emergency Management, the National Weather Service, and the Commonwealth of Virginia strongly suggest that all residents and visitors to the Town of Chincoteague be aware of the high winds, flooding and severe weather that may occur in conjunction with a tropical storm or hurricane.

**Now, Therefore, Be It Resolved**, that the Town Council of the Town of Chincoteague, Virginia does hereby proclaim the week of May 26 -June 1, 2013 as "Hurricane Preparedness Week: in the Town of Chincoteague.

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John H. Tarr, Mayor

Attest: \_\_\_\_\_  
Robert G. Ritter, Jr., Town Manager

**9b. Resolution on Virginia Department of Transportation Revenue Sharing on Recycling Collection Fees, Spring and Fall Cleanup.**

Councilwoman Richardson motioned, seconded by Vice Mayor Leonard to adopt the Resolution on Revenue Sharing on Recycling Collection Fees, Spring and Fall Cleanup. Unanimously approved.



**RESOLUTION**

**WHEREAS**, The Town Council of the Town of Chincoteague, Incorporated desires to submit an application for an allocation of funds of up to \$5,000 through the Virginia Department of Transportation Fiscal Year 2014, Revenue Sharing Program; and,

**WHEREAS**, \$5,000 of these funds are requested to fund recycling collection fees along with the Spring and Fall Cleanup Projects;

**NOW, THEREFORE,** The Town Council of the Town of Chincoteague, Incorporated hereby supports this application for an allocation of up to \$5,000 through the Virginia Department of Transportation Revenue Sharing Program.

**BE IT FURTHER RESOLVED** the Town Council of the Town of Chincoteague, Incorporated hereby grants authority for the Town Manager to execute project administration agreements for any approved revenue sharing project.

**ADOPTED** by unanimous vote of the Town Council on May 6, 2013.

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John H. Tarr, Mayor

Attest:

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Robert G. Ritter, Jr., Town Manager

**10. Proclamation for Safe Boating Week**

Councilman Howard motioned, seconded by Councilwoman Richardson to adopt the Proclamation for Safe Boating Week from May 18, 2013 to May 24, 2013. Unanimously approved.



**PROCLAMATION**

Americans are increasingly heading to the water for recreation and relaxation as the opportunities for on-the-water activities grow each year. But with this growth comes additional responsibility. It is vital that both novice and experienced boaters alike practice safe boating habits---especially wearing a life jacket. Approximately 88 percent of those who die in boating-related drowning were not wearing life jackets.

**WHEREAS,** hundreds of lives could be saved each year by wearing life jackets and the law requires that wearable life jackets be carried for each person on board a boat.

**WHEREAS,** responsible boaters will learn the local boating regulations, master the “rules of the road”, not drink alcohol and boat, wear their life jacket, and respect fellow boaters.

**WHEREAS**, U. S. Coast Guard Auxiliary, Flotilla 12-06 Chincoteague provides safe boating instruction for all ages in order to prevent boating accidents and to teach rescue and survival techniques in case one does occur.

**WHEREAS**, boaters nationwide are wearing their life jackets this week and year round to recognize National Safe Boating Week with the theme, “Ready, Set, WEAR IT!”

**NOW THEREFORE, BE IT RESOLVED** I, Mayor John H. Tarr, proclaim May 18 through 24, 2013 as Safe Boating Week within the Town of Chincoteague and encourage all boaters to wear their life jacket, boat responsibly, and enroll in a safe boating class.

**DATED** this 6<sup>th</sup> day of May, 2013

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Mayor John H. Tarr  
Town of Chincoteague, Inc.

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Lieutenant James Erickson  
U. S. Coast Guard  
SFO-ES

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Warren C. Peake  
Flotilla Commander 12-06  
U. S. Coast Guard Auxiliary

#### **11. Mayor & Council Announcements or Comments**

Councilwoman Richardson mentioned the demolition of the Bernstein house on Main Street. She suggested doing something about saving some of the historical homes on the Island.

Vice Mayor Leonard thanked the Town and the Chamber for the Annual Seafood Festival. He felt it was well attended.

Mayor Tarr also stated that the Chamber deserves a pat on the back for all the hard work they do for this event.

Councilman Jester added that the annual event brings a lot of revenue to the Town. He also mentioned the rocket launch and the attendance. He feels there should be more coordination with Chincoteague. He stated that the next launch is scheduled for August. He feels the Town should be more proactive with the website showing where to park and locations of viewing.

Councilman Taylor was impressed with the Student Government and their suggestions and concerns. He also suggested keeping them in everyone’s thoughts and prayers.

Councilman Howard expressed his concerns regarding the Pine Bark Beetle. He asked if using the mulch from grinding the affected trees will endanger the healthy trees. He would like this

checked into. He stated that this is devastating all over the island and needs to be addressed before the island is treeless. He reminded everyone of the trees given away during the Mother Earth Day celebration that are indigenous to the island. He suggested doing whatever needs to be done to plant more trees on the island.

Town Manager Ritter reminded Council of the Public Safety meeting, Tuesday, May 7<sup>th</sup> at 5:00 p.m. They will be discussing the Emergency Operations Plan. He announced that the Public Works Committee meeting has been cancelled.

## **12. Closed Meeting in Accordance with Section 2.2-3711(A) (1 & 7) of the Code of Virginia**

- **Legal Matters**
- **Personnel Matters**

Councilman Howard moved, seconded by Councilwoman Richardson to convene a closed meeting under Section 2.2-3711(A)(1 & 7) of the Code of Virginia to discuss legal and personnel matters. Unanimously approved.

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

Vice Mayor Leonard moved, seconded by Councilman Muth to adopt a resolution of certification of the closed meeting.

WHEREAS, the Chincoteague Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711(A)(1 & 7) of the Code of Virginia requires a certification by this Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Chincoteague Town Council hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.

VOTE: Ayes- Leonard, Jester, Howard, Richardson, Muth, Taylor  
Nays- None  
Absent- None

## **13. Town Manager's Contract**

**Adjourn**

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

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Mayor

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Town Manager

**MINUTES OF THE MAY 16, 2013**  
**CHINCOTEAGUE TOWN COUNCIL WORKSHOP**

**Council Members Present:**

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

**Council Members Absent:**

J. Arthur Leonard, Vice Mayor

**CALL TO ORDER**

Mayor Tarr called the meeting to order at 5:08 p.m.

**INVOCATION**

Councilman Howard offered the invocation.

**PLEDGE OF ALLEGIANCE**

Mayor Tarr led in the Pledge of Allegiance.

**PUBLIC PARTICIPATION**

- Mr. Raymond Britton approached Council regarding a denied Building Permit for Mr. Reginald Stubbs and the builder, Mr. Luke Britton. He advised that Building and Zoning Administrator Lewis wouldn't put the reason it was denied in writing. However, he was given a copy of the Code. He explained that Mr. Luke Britton is licensed and is state certified. He also advised in a portion of the Code it stating that Mr. Stubbs can build and sell as many houses as he wants as Mr. Stubbs doesn't live in the houses. Mr. Britton explained the Code.

Building and Zoning Administrator Lewis interjected that he contacted the state about Mr. Stubbs' question. He was advised by the state that Mr. Stubbs was considered a "developer" and would be required to be licensed through the state and at that time gave Mr. Luke Britton the number. He stated that Mr. Luke Britton called back advising that he was told the same thing.

Mr. Raymond Britton stated that he called and spoke to someone in charge explaining the situation. He was advised that as long as the owner wasn't living in either of the residences being built he was not considered a developer.

Mr. Luke Britton also stated that the first time he called he spoke with the same woman that Building and Zoning Administrator Lewis spoke to getting the same answer. However, when he called back was told something different.

Mayor Tarr stated that this issue came up before and it has to do with sub-contracting. He suggested Town Manager Ritter, Building and Zoning Administrator Lewis and the contractor to call Richmond for a straight answer.

Building and Zoning Administrator Lewis listed several land owners that were required to obtain a state license as a developer. He stated that this is a State Board of Contractors issue.

Councilman Taylor stated that it is a 2-day class to be certified and he offered his assistance. He suggested Mr. Stubbs going through with it.

Mr. Britton asked for the State Code reflecting the requirement to be a certified developer.

There was discussion about the definition of a developer.

Town Manager Ritter scheduled a meeting to contact the State Board of Contractors regarding developers.

### **AGENDA ADDITIONS/DELETIONS AND ADOPTION**

Councilwoman Richardson motioned, seconded by Councilman Jester to adopt the agenda adding item 2a. Causeway Signs. Unanimously approved.

#### **1. Possible Sign Ordinance Revision**

##### **a. Discussion of BZA Action and Planning Commission Recommendations**

##### **b. Discuss a Possible Re-scheduled Joint Public Hearing**

Town Planner Neville stated that the Planning Commission received and reviewed the information regarding signage. He also stated that Town Attorney Poulson gave his language with several choices for a possible change. He added that the current sign ordinance was dealing with larger properties having more than one business.

Building and Zoning Administrator Lewis stated that the BZA granted a variance to allow a 64 square feet sign that would be in compliance with current Zoning and the remainder of 100 square feet could be placed on the building.

There was brief discussion.

Chairman Rosenberger stated that there was confusion and explained the Planning Commission's dilemma. The Planning Commission was trying to look for some degree of fairness. He stated that there were many "what ifs". He also stated that with the BZA approval it eliminates the problem until the existing Chincoteague Inn restaurant comes down.

Building and Zoning Administrator Lewis informed Council that with the BZA approval the sign has to be 10 feet back which would put it in one of their required parking spaces. He added that to comply with Zoning creates a lot of variables. He stated that doing away with the foot-by-foot measurement of permitted signage does away with the confusion. He feels that keeping the total square footage limits is sufficient.

Mayor Tarr is concerned with someone putting a shed on a lot and claiming it to be a business. He added that this should be a bonafide, standalone business. He added that a storage building isn't a business.

Building and Zoning Administrator Lewis stated future sign permit applications can refer back to the intent.

There was further discussion.

Town Planner Neville stated that the Ordinance does address the single building with multiple businesses. He also stated that Town Attorney Poulson reorganized this but didn't change the way it's set up. He added that there is a maximum of 100 square feet to be divided between the tenants in the building. He explained to Council the proposed changes listed in yellow highlighting verses what is listed in green. He added that the foot for foot signage keeps it in proportion to the building. He explained that it also states that if there is a larger building with multiple tenants more signage is necessary.

Mayor Tarr stated that the best scenario would be under one big building and multiple businesses. He added that they can't put that scenario in the free standing.

Chairman Rosenberger stated that they can always go back to the "Special Use" permit.

Councilman Jester stated that Maddox Boulevard has the issues of multiple businesses on a property. He asked what was going to happen with these newer businesses.

Building and Zoning Administrator Lewis advised that their biggest problem is the 10 feet setback for the sign. He stated that it could be a problem if the neighbor wants to put a sign up on the same property line.

Town Planner Neville discussed free standing signs and the sign area.

They discussed the properties along Maddox Boulevard that have been sold or have the potential to be sold.

Councilman Taylor gave a suggestion with further discussion.

Mayor Tarr asked Council if they were okay with staff working on this further. He stated they could come up with visuals and let the Planning Commission look at this once more before bringing it back to Council.

There were some suggestions for further review.

## **2. Presentation/Discussion – FEMA Draft Preliminary Flood Insurance Rate Maps**

Town Planner Neville advised that FEMA is working on a Coastal Flood Study based on analysis of recent storms. The draft will be unveiled in June and is a yearlong process for public comment. They then make changes based on the comments and the final flood maps will be put out. There is a 6 month review period and at that point it is up to the Town to update our maps. He included the maps from FEMA for review. He pointed out the purple lines which are cross-section lines for specific elevation data of sand dunes, vegetation, houses and sea walls that puts all the information into the computer model. He advised that the good news is that the flood mapping is potentially going to be less restrictive than the current maps are. He advised that the

entire island is shown within the 100 year floodplain today. The new maps are showing that some of the ridges didn't go under causing the new models to show certain areas that are not included in the floodplain.

Town Planner Neville explained the purple zone as an area out of the flood zone. He recommended there be no comments at this point. He pointed out the black line with triangles explaining the meaning of the limit of moderate wave action.

There was discussion regarding sand dunes.

Town Planner Neville advised that he included the image of what the flood elevation would look like and the high velocity zones. He stated that this confirms that all the models are where they tracked 20 different hurricanes with the wave and flooding patterns. He added that in this vicinity the base flood elevation has gone down.

Building and Zoning Administrator Lewis advised that for the Building Officials there are 2 books that indicate different wind zones. He foresees the next Building Code change from 125 mph to 90mph.

Discussion continued.

Town Planner Neville stated that in the two sets of maps, FEMA is using mean sea level and NOAA is using mean higher high water level. The difference between the two are approximately 2 ½ feet.

Mayor Tarr feels that with a change there should be consideration in changing the Building Code also.

## **2a. Discussion of Causeway Signs**

Town Manager Ritter advised that Mr. Barry Abell requested to have a 2<sup>nd</sup> Causeway sign as a nonprofit. The sign is advertising the Watermans' Memorial. He explained that Mrs. Boothe allowed Mr. Abell to put a sign on her billboard sign but was unable to mention a raffle on it. He is requesting another sign and would like to mention the raffle for the Wartermans' Memorial fundraiser. He showed pictures of the proposed signage. He also added that the sign advertising the memorial raffle will be taken down in October.

Building and Zoning Administrator Lewis advised that the policy allows 1 Causeway sign per business. Mr. Abell is requesting an additional sign.

Town Manager Ritter advised that he is not conducting a business he is sponsoring the Watermans' Memorial.

Council discussed the cost of the memorial and all the work Mr. Abell has done in raising money for this.

Councilman Taylor motioned, seconded by Councilman Muth to allow Mr. Abell to put an additional sign on the Causeway advertising the Watermans' Memorial and both signs to be removed after the raffle in October 2013. Unanimously approved.

**3. Council Member Comments**

Councilman Jester suggested moving the workshop meetings to the 2<sup>nd</sup> week of the month to conduct the businesses during the first 2 weeks of the month.

Chairman Rosenberger thanked Council for reviewing and listening to the recommendations from the Planning Commission.

Building and Zoning Administrator Lewis advised, as a citizen, he does not like the traffic cones that were placed at the corner of Church Street and Ridge Road intersection. He feels it's a hazard.

There was discussion about the intersection.

Mayor Tarr stated that the intersection is much better than it was. He also mentioned concerns expressed of the business parking on Ocean Boulevard for the new business on the Main Street corner.

Building and Zoning Administrator Lewis advised that there will be no approval for a Business License until there is adequate onsite parking. He also answered questions about the handicap ramp width.

Mayor Tarr advised that they will finish paving Willow Street Monday or Tuesday of next week. He also advised of a conference call with Congressman Rigell regarding beach parking.

Town Manager Ritter advised that the CCR will be published in August.

Councilman Jester advised the Mr. Lou Hinds will be retiring August 30<sup>th</sup>.

**Adjourn**

Councilman Howard motioned, seconded by Councilwoman Richardson to adjourn. Unanimously approved.

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Mayor

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Town Manager

## HIGHLIGHTS

- 1 TOTAL BUDGET \$7,461,739
- 2 GENERAL FUND TOTAL BUDGET \$5,195,723
- 3 NO REAL ESTATE OR PERSONAL PROPERTY TAX INCREASE.
- 4 NO PROPOSED INCREASE TO TRANSIENT OCCUPANCY TAX OR MEALS TAX.
- 5 NO INCREASE IN WATER OR TRASH RATES.
- 6 TOWN DID NOT BEGIN WORK ON SAFE ROUTES TO SCHOOLS GRANT IN FY'13.  
THIS PROJECT IS NOW PROPOSED FOR THE FY'14 AND WILL PROVIDE A BICYCLE  
PATH FROM THE HIGH SCHOOL TO THE ELEMENTARY SCHOOL WITH  
LIGHTING. A SHELTERED BICYCLE RACK WILL BE BUILT AT THE ELEMENTARY  
SCHOOL.
- 7 911 SYSTEMS MUST BE REPLACED IN FY'14. PROPOSED COST \$260,753. RECEIVING  
GRANT FROM STATE FOR \$150,000. \$25,000 WILL COME FROM THE 911 EQUIPMENT  
RESERVE. THIS RESERVE IS NOW AT -0-.
- 8 PROPOSED WITHDRAW FROM GENERAL FUND SAVINGS TO MATCH THE VDOT GRANT  
FOR THE EAST SIDE OF MAIN STREET - \$141,412 TOTAL PROJECT COST \$706,412.
- 9 PROPOSED NEW FISHING PIER TO BE BUILT ON BRIDGE STREET IN FY'14 AT A  
COST OF \$232,111. RECEIVING GRANT FROM VMRC FOR \$129,083. TOWN MATCH  
OF \$103,028 FROM BEACH, RECREATION, TOURISM RESERVE.
- 10 FY'14 BUDGET PROPOSES TO SPEND \$51,500 FOR PARKS AND RECREATION.  
\$22,000 FOR REPAIR OF MEMORIAL PARK BOAT RAMP FROM USER FEES.  
\$10,000 FOR OCEAN BLVD. TRAIL FROM THE BEACH, RECREATION, TOURISM  
RESERVE. THE BALANCE OF \$19,500 FROM GENERAL FUND REVENUES.
- 11 PUBLIC WORKS PROPOSES TO INSTALL A NEW FUEL PUMP WHICH WILL BE MORE  
SECURE AND EFFICIENT AT A COST OF \$10,000.
- 12 THE WATER FUND PROPOSES TO INSTALL A BOOSTER STATION TO HELP WITH  
WATER PRESSURE ON THE NORTHERN PARTS OF THE ISLAND AT A COST OF \$35,000
- 13 WATER ALSO PROPOSES TO TRANSFER \$50,121 TO THE WATER RESERVE.

## Town of Chincoteague

<u>Revenue Name</u>	<u>Number</u>	<b>FY'14 Budget Revenues</b>	
		<u>Budgeted</u>	
<b>Fund 10 - General Government</b>			
Real Estate Tax Levy	4001-0100	\$	615,000
Tangible Property Tax Levy	4001-0125	\$	192,474
Delinquent Tax Collection, Int. & Pen.	4001-0130	\$	35,000
Meals Tax	4001-0500	\$	668,367
Bank Franchise Tax	4001-0600	\$	42,000
Sales Tax	4010-0100	\$	115,725
Business License	4010-0200	\$	125,000
Motor Vehicle License	4010-0300	\$	80,000
Utilities Tax	4010-0500	\$	180,000
Transient Occupancy Tax	4010-0600	\$	840,241
Fines	4015-0100	\$	45,000
Interest on Savings	4020-0100	\$	20,000
Banner Donations	4041-0100	\$	6,000
Cemetery Cleanup Donations	4041-0150	\$	1,000
User Fees	4041-0200	\$	25,000
Building Permits	4041-0500	\$	53,091
Zoning Advertisements	4041-0600	\$	2,000
Grants/Litter	4045-0100	\$	2,585
Sale of Capital Assets	4049-0100	\$	500
Health Insurance-Retirees Spouse	4051-0200	\$	7,500
VA Fire Programs	4051-0300	\$	11,910
Payment in lieu of Taxes - USFWS	4061-0100	\$	6,400
Harbor Administration	4061-0105	\$	7,000
Rental Income - Trolley	4061-0106	\$	12,000
Tower Rent	4061.0107	\$	5,520
Communications Tax	4071-0100	\$	243,200
Personal Property Relief Act	4071-0200	\$	150,250
Mobile Home Sales Tax	4071-0300	\$	7,500
Recovered Cost from Water	4101-0200	\$	80,751
Public Works Miscellaneous	4201-0100	\$	10,000
Miscellaneous Income	4303-0100	\$	15,000
Solid Waste Collection Fee	4303-0400	\$	294,956
Law Enforcement Funds	4401-0100	\$	99,539
Police Miscellaneous	4401-0125	\$	1,000
Police Donations	4401-0150	\$	20,000
Police Grants	4401-0160	\$	10,000
USDA Grant	4401-0162	\$	25,000
911 Dispatch Revenue	4401-0200	\$	29,000
911 Local Tax (Wireless)	4401-0300	\$	-
VITA Grant 911 Equipment	4401-0400	\$	150,000
Transfer from 911 Equipment Reserve	4401-0450	\$	25,000
VDOT Maintenance Funds	4501-0100	\$	582,162

## Town of Chincoteague

<u>Revenue Name</u>	<u>Number</u>	<u>FY'14 Budget Revenues</u>	<u>Budgeted</u>
Road Permit Fees	4501-0101	\$	800
VA Commission for the Arts - Grant	4545-0140	\$	5,000
Safe Routes to Schools Grant	4545-0150	\$	205,840
Transfer from General Fund Savings	4701-1000	\$	141,412
<b>Total Fund 10</b>		<b>\$</b>	<b>5,195,723</b>
<b>Fund 20 - Main Street Project</b>			
Program Income	4501-0100	\$	3,000
TEA-21 Grant	4501-0115	\$	565,000
VMRC Grant Fishing Pier	4501-0120	\$	129,083
Transfer from General Fund	4501-8900	\$	244,440
<b>Total Fund 20</b>		<b>\$</b>	<b>941,523</b>
<b>Fund 30 - Curtis Merritt Harbor</b>			
Interest on Harbor Savings	4031-0100	\$	150
Harbor Rent	4031-1000	\$	62,867
Subleases	4031-1002	\$	15,000
Dry/Winter Storage	4031-1003	\$	850
Loading Dock	4031-1004	\$	1,000
Fuel Revenue	4031-1058	\$	100,000
<b>Total Fund 30</b>		<b>\$</b>	<b>179,867</b>
<b>Fund 70 - Trolley</b>			
Trolley Grants	4501-0100	\$	49,300
Program Income	4501-0110	\$	7,000
Transfer from General Fund	4501-8900	\$	23,200
<b>Total Fund 70</b>		<b>\$</b>	<b>79,500</b>
<b>Fund 80 - Water</b>			
Water Rent	4101-0100	\$	1,023,352
Water Adjustments	4101-2200	\$	(2,500)
Waterline Extensions	4131-0100	\$	10,000
Service Connections	4131-0200	\$	10,500
Interest on Water Savings	4131-0300	\$	360
Miscellaneous	4131-0400	\$	500
Availability Fees	4131-0500	\$	22,914
<b>Total Fund 80</b>		<b>\$</b>	<b>1,065,126</b>
<b>TOTAL ALL FUNDS</b>		<b>\$</b>	<b>7,461,739</b>

**Town of Chincoteague**

<u>Expenditure Name</u>	<u>Number</u>		<u>FY'14 Expenditures</u>
 <b>FUND 10 - General Fund</b>			
 <i>Fund 10 - General Fund/Department 50 - General Government</i>			
 <b><u>Salaries</u></b>			
Mayor	5010-0101	\$	4,800
Council	5010-0102	\$	23,040
Town Office Staff	5010-1001	\$	430,540
Emergency Medical Staff	5010-1002	\$	263,680
Overtime	5010-1003	\$	30,000
<b>Subtotal</b>		\$	<b>752,060</b>
 <b><u>Benefits</u></b>			
Social Security	5010-2001	\$	52,530
Hospitalization	5010-2101	\$	68,688
Unemployment - All Employees	5010-2103	\$	5,000
Retirement	5010-2201	\$	82,400
Life Insurance	5010-2202	\$	2,000
Blood Bank	5020-2102	\$	100
<b>Subtotal</b>		\$	<b>210,718</b>
 <b><u>Expenses</u></b>			
Bank Charges	5030-3100	\$	3,000
Building Administrator Expense	5030-3101	\$	100
Cleaning	5030-3102	\$	14,388
Planning Commission	5030-3103	\$	40
Board of Zoning Appeals	5030-3104	\$	40
Building Permit Surcharge	5030-3105	\$	1,025
Board of Building Code Appeal	5030-3106	\$	25
Emergency Medical Clothing	5030-3107	\$	2,200
EMS Cell Allowance	5030-3108	\$	1,500
Insurance	5030-3401	\$	92,000
Auditing	5030-3501	\$	23,500
Donations	5030-3601	\$	6,600
Fire Department Donation	5030-3602	\$	20,141
Civic Center (TOTAX )	5030-3701	\$	110,000
Tourism - 5% Chamber & 5% Center	5030-3705	\$	66,837
ANPDC Membership	5030-4030	\$	7,000
Scholarship	5030-4301	\$	1,000
Office Supplies/Publications	5030-4401	\$	10,250
Office Equipment/Software Maintenance	5030-4402	\$	21,000
Postage	5030-4403	\$	10,763
Tax Bills & Conversion	5030-4404	\$	1,750
Motor Vehicle License	5030-4501	\$	2,100

**Town of Chincoteague**

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'14 Expenditures</u>	
Travel & Training	5030-4801	\$	3,588
Mayor's Expense	5030-4901	\$	300
Council's Expense	5030-4902	\$	500
Town Manager's Expense	5030-4903	\$	250
Attorney/Legal Consultants	5030-5101	\$	20,000
Drug/Alcohol Testing	5030-5201	\$	2,000
Christmas Dinner	5030-5501	\$	2,300
Dues	5030-6101	\$	4,400
VML Conference	5030-6102	\$	1,000
Advertising & Website	5030-7101	\$	12,000
Building Maintenance	5030-7301	\$	6,000
Electricity	5030-7401	\$	14,863
Heating Oil	5030-7402	\$	4,000
VA Fire Programs/CVFC	5030-7601	\$	11,910
EOC Operations/Training	5030-7602	\$	1,500
Special Projects	5030-7701	\$	7,000
Pony Penning Expense	5030-7702	\$	6,200
Deer D-Pop Program	5030-7703	\$	1,000
Leonard Asst Fund	5030-8001	\$	-
Telephone Bills	5030-8202	\$	20,000
Health Insurance - Retirees	5030-8401	\$	20,000
Insurance-Retiree, Spouses & Others	5030-8402	\$	7,500
Transfer to Retiree Medication Reserve	5030-8403	\$	10,000
Retiree Perscription Drug Assistance	5030-8404	\$	3,400
Miscellaneous	5030-8501	\$	5,000
Cemetery Cleanup	5030-8600	\$	1,500
Va Commission for the Arts	5030-8700	\$	10,000
Transfer to Main St. Project	5030-8800	\$	141,412
Transfer to Trolley Fund	5030-8900	\$	23,200
VOLSAP For Volunteer Firemen	5030-8912	\$	2,640
Transfer to Beach/Recreation/Tourism Reser	5030-8913	\$	66,432
Beach/Recreation/Tourism Expense	5030-8914	\$	143,628
<i>Subtotal</i>		\$	948,782
<b><u>Capital Improvements</u></b>			
Office Equipment	5090-9709	\$	3,000
Bond - School Board Property	5090-9740	\$	77,554
Interest on Bond	5090-9741	\$	5,403
Software	5090-9760	\$	3,561
<i>Subtotal</i>		\$	89,518
<b>Subtotal Fund 10 Dept 50</b>		<b>\$</b>	<b>2,001,078</b>

*Fund 10 - General Fund/Department 60 - Public Works Administration*

**Town of Chincoteague**

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'14 Expenditures</u>
<b><u>Salaries</u></b>		
Salaries	6010-1001	\$ 108,380
Overtime	6010-1003	\$ 541
<i>Subtotal</i>		\$ 108,921
<b><u>Benefits</u></b>		
Social Security	6010-2001	\$ 8,332
Hospitalization	6010-2101	\$ 18,000
Retirement	6010-2201	\$ 13,092
Life Insurance	6010-2202	\$ 574
<i>Subtotal</i>		\$ 39,998
<b><u>Expenses</u></b>		
Office Supplies & Equipment	6030-4401	\$ 500
Street Maintenance	6030-4501	\$ 1,100
Street Signs / 911	6030-4502	\$ 3,000
Street Lights	6030-4503	\$ 22,550
Gasoline/Diesel	6030-4701	\$ 31,765
Oil/Grease	6030-4703	\$ 2,756
Tools Shop	6030-4704	\$ 2,750
Travel/Training	6030-4801	\$ 1,250
Clothing / Uniforms	6030-5202	\$ 800
Building Maintenance	6030-7301	\$ 2,500
Equipment Repairs	6030-7302	\$ 15,000
Safety	6030-7303	\$ 1,250
Vehicle PMs	6030-7304	\$ 1,350
Tires	6030-7305	\$ 2,500
Garage Supplies	6030-7306	\$ 3,000
Vehicle Repairs	6030-7307	\$ 9,200
Electricity	6030-7401	\$ 7,565
LP Gas	6030-7402	\$ 2,000
Tipping Fees	6030-7501	\$ 1,250
Sanitation Contract	6030-7502	\$ 349,433
Miscellaneous	6030-8501	\$ 1,700
<i>Subtotal</i>		\$ 463,219
<b><u>Capital Improvements</u></b>		
Fuel System	6090-9201	\$ 10,000
<i>Subtotal</i>		\$ 10,000
<b>Subtotal Fund 10 Dept 60</b>		<b>\$ 622,138</b>

Fund 10 - General Fund/Department 61 - Mosquito Control

**Town of Chincoteague**

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'14 Expenditures</u>
<b><u>Salaries</u></b>		
Salaries	6110-1001	\$ 34,844
Overtime	6110-1003	\$ 1,000
<i>Subtotal</i>		\$ 35,844
<b><u>Benefits</u></b>		
Social Security	6110-2001	\$ 2,742
<i>Subtotal</i>		\$ 2,742
<b><u>Expenses</u></b>		
Insurance	6130-3401	\$ 8,100
Office Supplies	6130-4401	\$ 200
Gasoline	6130-4701	\$ 4,400
Tools & Small Equipment	6130-4704	\$ 1,000
Chemicals	6130-4705	\$ 47,775
Contract Spraying	6130-4706	\$ 24,000
Travel/Training/Conference	6130-4801	\$ 300
Uniforms	6130-5202	\$ 225
Equipment Repairs/Maintenance	6130-7302	\$ 1,950
Safety Equipment	6130-7303	\$ 400
Vehicle Maintenance	6130-7304	\$ 1,500
Sundry	6130-6101	\$ 450
<i>Subtotal</i>		\$ 90,300
<b><u>Capital Improvements</u></b>		
Drainage	6190-9125	\$ 35,000
<i>Subtotal</i>		\$ 35,000
<b>Subtotal Fund 10 Dept 61</b>		<b>\$ 163,886</b>

*Fund 10 - General Fund/Department 63 - Public Works Facilities*

<b><u>Salaries</u></b>		
Salaries	6310-1001	\$ 154,500
Overtime	6310-1003	\$ 1,500
<i>Subtotal</i>		\$ 156,000
<b><u>Benefits</u></b>		
Social Security	6310-2001	\$ 11,934
Hospitalization	6310-2101	\$ 39,000
Retirement	6310-2201	\$ 18,664
Life Insurance	6310-2202	\$ 819
<i>Subtotal</i>		\$ 70,417

**Town of Chincoteague**

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'14 Expenditures</u>
<b><u>Expenses</u></b>		
Seasonal Decorations & Banners	6330-4100	\$ 8,000
Tools	6330-4704	\$ 800
Uniforms	6330-5202	\$ 3,000
Public Restroom Supplies	6330-6260	\$ 3,200
Electricity	6330-7401	\$ 3,700
Sundry	6330-8501	\$ 200
Park & Recreation Expense	6330-8590	\$ 12,500
Vandalism Repairs	6330-8600	\$ 2,000
Boat Ramp Expense	6330-8700	\$ 22,000
Donald J Leonard Park	6330-8800	\$ 500
Island Nature Trail	6330-8900	\$ 1,500
Island Activity Center	6330-8950	\$ 5,000
<i>Subtotal</i>		\$ 62,400
<b>Subtotal Fund 10 Dept 63</b>		<b>\$ 288,817</b>

*Fund 10 - General Fund/Department 65 - Public Works Roads*

<b><u>Salaries</u></b>		
Salaries	6510-1001	\$ 111,271
Overtime	6510-1003	\$ 2,000
<i>Subtotal</i>		\$ 113,271

<b><u>Benefits</u></b>		
Social Security	6510-2001	\$ 8,665
Hospitalization	6510-2101	\$ 11,340
Retirement	6510-2201	\$ 13,442
VSRS/Life Insurance	6510-2202	\$ 590
<i>Subtotal</i>		\$ 34,037

<b><u>Expenses</u></b>		
Snow Removal	6530-4102	\$ 1,000
Pavement Maintenance	6530-4150	\$ 254,357
Sidewalks	6530-4201	\$ 40,000
Traffic Control Operations	6530-4202	\$ 20,000
Roadside Services	6530-4250	\$ 3,000
Drainage Maintenance	6530-6250	\$ 50,000
Traffic Control Devices	6530-7202	\$ 1,500
Electricity	6530-7450	\$ 60,000
Engineering	6530-8600	\$ 5,000
<i>Subtotal</i>		\$ 434,857

**Town of Chincoteague**

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'14 Expenditures</u>
<b>Subtotal Fund 10 Dept 65</b>		<b>\$ 582,165</b>
 <i>Fund 10 - General Fund/Department 70 - Police Department</i>		
<b><u>Salaries</u></b>		
Salaries	7010-1001	\$ 507,790
Overtime	7010-1003	\$ 8,500
	<i>Subtotal</i>	\$ 516,290
 <b><u>Benefits</u></b>		
Social Security	7010-2001	\$ 39,449
Hospitalization	7010-2101	\$ 36,000
Retirement	7010-2201	\$ 58,607
Life Insurance	7010-2202	\$ 2,490
	<i>Subtotal</i>	\$ 136,546
 <b><u>Expenses</u></b>		
Gasoline	7030-4701	\$ 22,660
Travel/Training	7030-4801	\$ 5,000
Uniform Allowance (Officers)	7030-5201	\$ 6,000
Uniforms - Town	7030-5202	\$ 3,000
Office Supplies/Equipment Maintenance	7030-7300	\$ 7,000
Equipment Repairs & Supplies	7030-7302	\$ 3,500
Vehicle Maintenance	7030-7304	\$ 8,000
Drug Enforcement	7030-7901	\$ 5,000
Academy Dues	7030-7903	\$ 3,800
Bicycle Patrol	7030-7904	\$ 300
Community/Youth Programs	7030-7905	\$ 20,000
Grant Funded Expenditures	7030-7906	\$ 5,000
Ammunition	7030-7907	\$ 2,500
Cell Phone Allowance	7030-8203	\$ 3,600
Sundry	7030-8501	\$ 500
	<i>Subtotal</i>	\$ 95,860
 <b><u>Capital Improvements</u></b>		
Patrol Vehicle	7090-9650	\$ 25,000
Safe Routes to Schools Project	7090-9685	\$ 205,840
	<i>Subtotal</i>	\$ 230,840
 <b>Subtotal Fund 10 Dept 70</b>		 <b>\$ 979,536</b>

*Fund 10 - General Fund/Department 75 - Emergency Dispatch*

**Salaries**

**Town of Chincoteague**

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'14 Expenditures</u>
Salaries	7510-1001	\$ 207,030
Overtime	7510-1003	\$ 2,500
<b><i>Subtotal</i></b>		<b>\$ 209,530</b>
<b><u>Benefits</u></b>		
Social Security	7510-2001	\$ 14,935
Hospitalization	7510-2101	\$ 18,540
Retirement	7510-2201	\$ 13,905
Life Insurance	7510-2202	\$ 590
<b><i>Subtotal</i></b>		<b>\$ 47,970</b>
<b><u>Expenses</u></b>		
Travel/Training	7530-4801	\$ 2,000
Uniform Allowance - Dispatchers	7530-5201	\$ 1,600
Uniforms (Town for Dispatchers)	7530-5202	\$ 500
Office Supplies/Equipment Maintenance	7530-7300	\$ 24,000
E911 Line Fees	7530-8202	\$ 6,000
911 Addressing	7530-8203	\$ 600
Sundry	7530-8501	\$ 150
<b><i>Subtotal</i></b>		<b>\$ 34,850</b>
<b><u>Capital Improvements</u></b>		
911 Equipment Replacement	7590-9370	\$ 260,753
Police & 911 Recorder	7590-9400	\$ 5,000
<b><i>Subtotal</i></b>		<b>\$ 265,753</b>
<b>Subtotal Fund 10 Dept 75</b>		<b>\$ 558,103</b>
<b><i>Total Fund 10</i></b>		<b>\$ 5,195,723</b>

**Fund 20 - Main Street Project**

<b><u>Expenses</u></b>		
Maintenance	2030-7101	\$ 1,000
Electricity	2030-7401	\$ 2,000
<b><i>Subtotal</i></b>		<b>\$ 3,000</b>
<b><u>Capital Improvements</u></b>		
Bridge Street Fishing Pier (VMRC)	2090-9713	\$ 232,111
Main Street East Side Project	2090-9800	\$ 706,412
<b><i>Subtotal</i></b>		<b>\$ 938,523</b>
<b><i>Total Fund 20</i></b>		<b>\$ 941,523</b>

**Town of Chincoteague**

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'14 Expenditures</u>
 <b>Fund 30 - Curtis Merritt Harbor</b>		
 <b><u>Salaries</u></b>		
Salaries	8010-1001	\$ 28,611
Overtime	8010-1003	\$ 200
<i>Subtotal</i>		\$ 28,811
 <b><u>Benefits</u></b>		
Social Security	8010-2001	\$ 2,189
Retirement	8010-2201	\$ 3,457
Life Insurance	8010-2202	\$ 100
<i>Subtotal</i>		\$ 5,746
 <b><u>Expenses</u></b>		
Administrative Expense - Town	8030-3100	\$ 7,000
Operation/Maintenance/Etc.	8030-7300	\$ 23,962
Driveway Stones	8030-7305	\$ 1,000
Fuel Purchase	8030-7315	\$ 90,000
Sundry	8030-8501	\$ 1,000
<i>Subtotal</i>		\$ 122,962
 <b><u>Capital Improvements</u></b>		
Electrical Meter Station	8090-9128	\$ 12,348
Fencing	8090-9134	\$ 10,000
<i>Subtotal</i>		\$ 22,348
<b>Total Fund 30</b>		<b>\$ 179,867</b>

**Fund 70 - Trolley**

<b><u>Salaries</u></b>		
Salaries	3010-0100	\$ 36,500
<i>Subtotal</i>		\$ 36,500
 <b><u>Benefits</u></b>		
Social Security	3010-2001	\$ 2,900
<i>Subtotal</i>		\$ 2,900
 <b><u>Expenses</u></b>		
Insurance & Bonding	3030-3401	\$ 4,000
Communication Service	3030-4400	\$ 600
Printing & Reproduction	3030-4401	\$ 2,500
Advertising & Promotion	3030-4402	\$ 1,000

**Town of Chincoteague**

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'14 Expenditures</u>
Education & Training	3030-4403	\$ 650
Cleaning Supplies	3030-4404	\$ 250
Supplies & Materials (Other)	3030-4406	\$ 500
Memberships and Dues	3030.4407	\$ 125
Travel & Meals	3030-4408	\$ 600
Fuel and Lubricants	3030-4701	\$ 9,400
Tires & Tubes	3030.4702	\$ 600
Uniforms	3030-4703	\$ 225
Parts	3030-4704	\$ 750
Drug and Alcohol Testing	3030-5201	\$ 900
Equipment Repairs/Maintenance	3030-7302	\$ 6,000
Rent	3030-8505	\$ 12,000
<i>Subtotal</i>		\$ 40,100
<b>Total Fund 70</b>		<b>\$ 79,500</b>

**Fund 80 - Water**

**Salaries**

Salaries	6210-1001	\$ 221,086
Overtime	6210-1003	\$ 3,245
Pump Duty	6210-1004	\$ 14,600
<i>Subtotal</i>		\$ 238,931

**Benefits**

Social Security	6210-2001	\$ 18,278
Hospitalization	6210-2101	\$ 39,917
Retirement	6210-2201	\$ 29,998
Life Insurance	6210-2202	\$ 1,172
<i>Subtotal</i>		\$ 89,365

**Expenses**

Office Supplies/Equipment Maintenance	6230-4401	\$ 3,000
Postage	6230-4403	\$ 3,400
Gasoline & Diesel	6230-4701	\$ 4,300
Tools	6230-4704	\$ 1,500
Chemicals	6230-4705	\$ 13,250
Travel & Training	6230-4801	\$ 2,500
Uniforms	6230-5202	\$ 750
Dues/Licenses	6230-6101	\$ 1,500
Building Maintenance/Rehab	6230-7301	\$ 5,000
Safety	6230-7303	\$ 500
Vehicle Maintenance	6230-7304	\$ 1,000
Raw Water Purchase (NASA)	6230-7400	\$ 500

**Town of Chincoteague**

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'14 Expenditures</u>
Electricity	6230-7401	\$ 50,014
LP Gas	6230-7402	\$ 550
Distribution & Repairs	6230-8101	\$ 41,500
Supply Repairs	6230-8103	\$ 16,550
Miss Utility	6230-8204	\$ 900
Sundry	6230-8501	\$ 200
Reimbursement to Fund 10	6230-8601	\$ 80,751
Regulation Compliance	6230-8750	\$ 4,000
State Groundwater Permits	6230-8770	\$ 10,000
Transfer to Water Reserve	6230-8900	\$ 50,121
Engineering	6230-9100	\$ 5,000
<i>Subtotal</i>		<b>\$ 296,786</b>
<b><u>Capital Improvements</u></b>		
Water Main Extensions	6290-9101	\$ 10,000
Interest on Water Bond Supply Line	6290-9504	\$ 18,055
Water Bond - Supply Line Main Street	6290-9505	\$ 105,816
Water Bonds	6290-9506	\$ 186,959
Interest on Water Bond	6290-9507	\$ 54,714
Waterline Replacement	6290-9600	\$ 12,000
Pitless Adapter Booster Station	6290-9700	\$ 35,000
Vehicle	6290-9850	\$ 17,500
<i>Subtotal</i>		<b>\$ 440,044</b>
<b>Total Fund 80</b>		<b>\$ 1,065,126</b>
<b>TOTAL ALL FUNDS</b>		<b>\$ 7,461,739</b>

## GENERAL GOVERNMENT FEES

### Building and Zoning Permit Fees

Category	CURRENT FY "13"	DRAFT FY "14"
Res. New Construction: per sq ft	\$0.18	\$0.18
Res. New Const.: minimum fee	\$80.00	\$80.00
Res. Remodeling & Alterations: per sq ft	\$0.13	\$0.13
Res. Remodeling & Alterations: minimum fee	\$60.00	\$60.00
Comm. New Construction: per sq ft	\$0.23	\$0.23
[plus \$5 per plumbing fixture (Chinco)]		
Comm. New Constr.: minimum fee	\$110.00	\$110.00
Comm. Remodeling & Alterations: per sq ft	\$0.18	\$0.18
Comm. Remodeling & Alterations: minimum fee	\$90.00	\$90.00
Mobile Homes: per sq ft	\$0.18	\$0.18
Demolition of Structure: Residential	\$30.00	\$30.00
Demolition of Structure: Commercial	\$30.00	\$30.00
Removal/Installation fuel tanks:		
1000-3000 gallon capacity	\$115.00	\$115.00
Each additional 1000 gallon capacity	\$25.00	\$25.00
Installation of radio or communication tower:		
Up to 100 feet	\$115.00	\$115.00
Each additional 100 feet	\$45.00	\$45.00
Each Additional Attachment		
Piers or Bulkheads:		
Up to 300 linear feet	\$90.00	\$90.00
Each additional 100 linear feet	\$11.00	\$11.00
New Docks: per sq ft	\$0.18	\$0.18
Boat ramps & groins	\$115.00	\$115.00
Swimming Pools:		
Permanent Above-ground	\$60.00	\$60.00
In-ground	\$80.00	\$80.00
Commercial	\$80.00	\$80.00
Re-roofing (adding 1 layer to existing)	\$45.00	\$45.00
Installing New Sheathing-Residential while re-roofing		
Installing New Sheathing-Commercial while re-roofing		
Re-siding	\$45.00	\$45.00
Moved Buildings	\$80.00	\$80.00
For other work not listed:		
Residential	\$60.00	\$60.00
Commercial	\$90.00	\$90.00
Certificate of Occupancy (except when issued in conjunction w/a building permit):	n/a	n/a
No inspection required	\$30.00	\$30.00
Inspection required:		
Per sq ft	\$0.13	\$0.13
Minimum fee	\$60.00	\$60.00
Appeals to the Board of Appeals	\$450.00	\$450.00
Administrative Fees:		
Lost permit (reissue)	\$30.00	\$30.00
Permit amendment (reissue)	\$30.00	\$30.00
Change of use	\$50.00	\$50.00
Permit 6-month extension (2 ext. maximum)	\$30.00	\$30.00
For beginning constr. prior to obtaining BP:		
First offense	\$50.00	\$50.00
Second offense	\$200.00	\$200.00
Third offense or each offense thereafter	N/A	\$500.00
Re-inspection fee	\$40.00	\$50.00

## GENERAL GOVERNMENT FEES

### Building and Zoning Permit Fees

Category	CURRENT FY "13"	DRAFT FY "14"
State Code Academy Surcharge	2.00%	2.00%
Refunds: (% of amount paid)		
Permit issued, no inspections	75%	75%
Foundation inspection completed	75%	75%
Framing & foundation inspection completed	25%	25%
Subdivision Review Fees (per each submitted plat):		
Up to 10 lots:		
Base fee	\$200.00	\$200.00
Each lot (in addition to base fee)	\$10.00	\$10.00
Over 10 lots or required new road construction:		
Base fee	\$500.00	\$500.00
Each lot (in addition to base fee)	\$20.00	\$20.00
Zoning Fees:		
Zoning inspections	\$0.00	\$0.00
Special use permit	\$450.00	\$450.00
Conditional use permit	\$1,500.00	\$1,500.00
Conditional use permit for Wind Mills	\$450.00	\$450.00
Variance application <b>for each variance request</b>	\$450.00	\$450.00
Special use permit & variance application processed & presented at same time <b>for each variance request</b>	\$540.00	\$540.00
Appeal decision of Zoning Administrator	\$450.00	\$450.00
Proposed rezoning change	\$730.00	\$730.00
Amendment to the zoning ordinance	\$330.00	\$330.00
Vacating any subdivision plat or any part thereof	\$250.00	\$250.00
Certification of zoning compliance (includes home occupation)	\$30.00	\$30.00
Site evaluation (subdivision)	\$100.00	\$100.00
Travel Trailer Park Fees:		
Up to 25 trailers	\$500.00	\$500.00
26-49 trailers	\$1,000.00	\$1,000.00
50 or more trailers	\$2,000.00	\$2,000.00
Base fee		
Each lot if over 4 lots (plus base fee)		
Sign Permit Fees:		
Less than or equal to <b>25</b> square feet	\$45.00	\$45.00
Each sq ft in excess of <b>25</b> sq ft	\$1.00	\$1.00
Mobile Home Park Fees:		
4-25 mobile homes	\$1,000.00	\$1,000.00
26-40 mobile homes	\$2,000.00	\$2,000.00
41 or more mobile homes	\$5,000.00	\$5,000.00
Base fee		
Each lot if over 4 lots (plus base fee)		
Transcript Fees (per page)	\$12.00	\$12.00
Document Fees:		
Comprehensive Plan	\$20.00	\$20.00
Zoning Ordinance	n/a	n/a
Subdivision Ordinance	n/a	n/a
Complete ordinances, incl zoning & subdivision	\$35.00	\$35.00
Excerpts from Ordinances & Other Town Documents:		
per page and/or double sided per page	\$0.10	\$0.10
Maps 36" x 44"	\$55.00	\$55.00
Contractors List (Class A & B)	\$0.00	\$0.00
New Address Fee	\$25.00	\$25.00

## GENERAL GOVERNMENT FEES

### Building and Zoning Permit Fees

Category	CURRENT FY "13"	DRAFT FY "14"
New Road Fee (at cost per MSAG)	cost	cost
Elevators/Escalators/Lifts	\$60.00	\$60.00
Mobile Offices/Pre-manufactured Units	\$60.00	\$60.00
Tent/Air Support Structures (over 900 sq ft)	\$80.00	\$80.00
Carport or Garage: per sq ft	\$0.18	\$0.18
Accessory building/structure (<150 sq ft)	\$45.00	\$45.00
Deck: per sq ft	\$0.18	\$0.18
Fence (> 8 linear ft. Total)	\$45.00	\$45.00
Fireplace	\$0.00	\$0.00
Foundation	\$60.00	\$60.00

### General Government Taxes and Fees

Real Estate Tax ( \$___/100)	\$0.07	\$0.07
Tangible Property Tax ( \$___/100)	\$0.85	\$0.85
Tangible Property Tax Relief (percent)	63%	65%
Excise Tax; Meals (percent)	5%	5%
Excise Tax; Transient Occupancy (percent)	4%	4%
Vehicle Decals (annual)	\$27.00	\$27.00
Road Suvdivision Review Fee	\$250.00	\$250.00
Side Walk Administrative Fee Maximum of \$200 or 25%	25%	25%
Solid Waste Collection Fee (Residential per week)	\$1.50	\$1.50
Solid Waste Collection Fee (Commercial/Business per week)	\$1.50	\$1.50
Drainage Administrative Fee Maximum of \$200 or 25%	25%	25%
Robert Reed Park, Fishing Vessels (per Day mon - fri)	\$15.00	\$15.00
Robert Reed Park, Fishing Vessels (per Day sat & sun)	\$30.00	\$30.00
Robert Reed Park, Recreational Vessels (\$ per ft. per Day)	\$1.00	\$1.00
Business License Minimum/Maximum	\$50/\$500	\$50/\$500
Retail, Repair, Personal, Business, Construction (\$0.13/\$100)	\$0.13	\$0.13
Wholesale (\$0.05/\$100)	\$0.05	\$0.05

## WATER RATES, CHARGES AND BILLING FOR FY 14

A minimum rate applies to all accounts after the minimum allowed usage and an additional dollar amount is applied per 1000 gallons. The following table applies to 5/8 and 3/4 residential, commercial and other size water meter connections, subject to a review by council for a 3% increase each year.

Meter Size (inches)	Minimum Bill (Quarter)	Allowed Usage (gallons)	Per 1,000 gallons Over Allowance
5/8 & 3/4	\$29 residential	6,000	\$4.36
	\$47 commercial	6,000	\$5.16
1	\$115	15,000	\$5.16
1.5	\$228	30,000	\$5.16
2	\$365	48,000	\$5.16
3	\$727	96,000	\$5.16
4	\$1,135	150,000	\$5.16
6*	\$2,272	300,000	\$5.16
8	\$3,634	480,000	\$5.16

\*One meter currently in the system is to be charged \$6.52 per 1000 gallons over the allowed usage.

### **Connection Fees**

New connections to the water system shall be charged at the rate below plus all additional related costs incurred by the town:

\$670 for a 5/8" or 3/4" Meter connecting pipe

\$1,176 for a 1" connecting pipe

\$1,570 for a 2" connecting pipe

### **Availability Fee Schedule**

Meter Size (inches)	Availability Fee
5/8 & 3/4	\$3,708
1	\$9,270
1.5	\$18,540
2	\$29,664
3	\$59,328
4	\$92,700
6	\$185,400
8	\$296,640

Condominiums are charged an availability fee of \$3,819 per living unit but supplied by a master meter with the minimum billing based on the size of the meter.

### **Billing and other charges**

- No service shall be reconnected without payment of all delinquent charges plus a reconnecting charge of \$50.00.
- Any person having service disconnected by the Town for purposes other than plumbing repairs, shall be charged a fee of \$75.00.
- A change of ownership fee of \$50.00
- An administrative fee will be applied to all Water main extensions, by the Town for a maximum of \$200 or 25%

### **Water bill adjustments**

If, after checking or testing the meter, the reading is found to be correct, the account will be charged \$50.00. If the meter or reading is found to be faulty or incorrect, the water bill will be adjusted accordingly.

**TOWN OF CHINCOTEAGUE, INC.  
FY'14 PROPOSED BUDGET**

PUBLIC HEARING TO BE HELD MONDAY, JUNE 3, 2013 AT 7 PM  
IN THE TOWN COUNCIL CHAMBERS  
6150 COMMUNITY DRIVE  
CHINCOTEAGUE ISLAND, VA 23336

<b>REVENUES</b>		<b>EXPENDITURES</b>	
REAL ESTATE TAX	615000	GENERAL GOVERNMENT	
TANGIBLE PROPERTY TAX	192474	SALARIES & BENEFITS	699098
DELINQUENT REAL & TANGIBLE TAXES	35000	EMS SALARIES	263680
PERSONAL PROPERTY TAX RELIEF	150250	EXPENSES	948782
MEALS TAX	668367	CAPITAL IMPROVEMENTS	89518
BANK FRANCHISE	42000		
SALES TAX	123225		
BUSINESS LICENSE	125000		
MOTOR VEHICLE LICENSE	80000		
UTILITIES TAX	180000		
TRANSIENT OCCUPANCY TAX	840241	PUBLIC WORKS	
FINES	45000	PUBLIC WORKS ADMINISTRATION	
INTEREST	20000	SALARIES & BENEFITS	148919
DECORATION DONATIONS	6000	EXPENSES	463219
CEMETERY CLEANUP DONATION	1000	CAPITAL IMPROVEMENTS	10000
USER FEES	25000	MOSQUITO CONTROL DIVISION	
BUILDING PERMITS	53091	SALARIES & BENEFITS	38586
ZONING ADVERTISEMENTS	2000	EXPENSES	90300
GRANTS/LITTER	2585	CAPITAL IMPROVEMENTS	35000
SALE OF CAPITAL ASSETS	500	FACILITIES DIVISION	
HEALTH INSURANCE RETIREES	7500	SALARIES & BENEFITS	226417
FIRE PROGRAMS	11910	EXPENSES	62400
PAYMENT IN LIEU OF TAXES - USFWS	6400	ROADS DIVISION	
HARBOR ADMINISTRATION	7000	SALARIES & BENEFITS	147308
RENTAL INCOME TROLLEY	12000	EXPENSES	434857
TOWER RENT	5520		
COMMUNICATIONS TAX	243200		
RECOVERED COST FROM WATER	80751		
MISCELLANEOUS INCOME	26000		
SOLID WASTE COLLECTION FEE	294956		
LAW ENFORCEMENT FUNDS	99539	POLICE DEPARTMENT	
E911 DISPATCH REVENUE	29000	SALARIES & BENEFITS	652836
VDOT MAINTENANCE FUNDS	582162	EXPENSES	95860
ROAD PERMIT FEES	800	CAPITAL IMPROVEMENTS	230840
VA COMM. FOR THE ARTS GRANT	5000	EMERGENCY DISPATCH	
POLICE COMMUNITY DONATIONS	20000	SALARIES & BENEFITS	257500
POLICE GRANTS	10000	EXPENSES	34850
SAFE ROUTES TO SCHOOLS GRANT	205840	CAPITAL IMPROVEMENTS	265753
USDA GRANT	25000		
VITA GRANT	150000		
TRANSFER FROM 911 EQUIP RESERVE	25000		
TRANSFER FR GENERAL FUND SAVINGS	141412		
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$5,195,723</b>	<b>TOTAL GENERAL FUND EXPENSES</b>	<b>\$5,195,723</b>

**REVENUES**

**EXPENDITURES**

MAIN STREET PROJECT GRANTS	694083	MAIN STREET	
TRANSFER FROM GENERAL FUND	244440	EXPENSES	3000
PROGRAM INCOME	3000	CAPITAL IMPROVEMENTS	938523
<b>TOTAL MAIN STREET PROJECT</b>	<b>\$941,523</b>	<b>TOTAL MAIN STREET PROJECT</b>	<b>\$941,523</b>
HARBOR RENT	62867	HARBOR SALARIES & BENEFITS	34557
SUBLEASES/LOADING DOCK/STORAGE	16850	EXPENSES	122962
HARBOR INTEREST	150	CAPITAL IMPROVEMENTS	22348
FUEL REVENUE	100000		
<b>TOTAL HARBOR REVENUE</b>	<b>\$179,867</b>	<b>TOTAL HARBOR EXPENSES</b>	<b>\$179,867</b>
TROLLEY GRANTS	49300	TROLLEY SALARIES & BENEFITS	39400
PROGRAM INCOME	7000	EXPENSES	40100
TRANSFER FROM GENERAL FUND	23200		
<b>TOTAL TROLLEY REVENUE</b>	<b>\$79,500</b>	<b>TOTAL TROLLEY EXPENSES</b>	<b>\$79,500</b>
WATER RENT	1020852	WATER FUND	
WATERLINE EXTENSIONS	10000	SALARIES & BENEFITS	328296
SERVICE CONNECTIONS	10500	EXPENSES	296786
INTEREST ON WATER RESERVE	360	CAPITAL IMPROVEMENTS	440044
MISCELLANEOUS INCOME	500		
AVAILABILITY FEES	22914		
<b>TOTAL WATER FUND REVENUE</b>	<b>\$1,065,126</b>	<b>TOTAL WATER FUND EXPENSES</b>	<b>\$1,065,126</b>
<b>TOTAL ALL REVENUES</b>	<b>\$7,461,739</b>	<b>TOTAL ALL EXPENDITURES</b>	<b>\$7,461,739</b>

THE FOLLOWING RATES HAVE BEEN PROPOSED FOR THE CURRENT TAX YEAR WITHIN THIS BUDGET:

REAL ESTATE TAX LEVY	\$0.07 PER \$100 OF ASSESSED VALUE
PERSONAL PROPERTY	\$0.85 PER \$100 OF ASSESSED VALUE
EXCISE TAX (MEALS)	5%
EXCISE TAX (TRANSIENT OCCUPANCY)	4%
MOTOR VEHICLE LICENSE	\$27.00
SOLID WASTE COLLECTION	\$1.50 PER WEEK
PERSONAL PROPERTY TAX RELIEF	65%

A COMPLETE COPY OF THE PROPOSED BUDGET, PROPOSED GENERAL GOVERNMENT FEE SCHEDULE AND WATER RATE SCHEDULE ARE AVAILABLE IN THE TOWN OFFICE, 6150 COMMUNITY DRIVE, CHINCOTEAGUE ISLAND, VIRGINIA.

**Sec. 58-1. Compliance with chapter; violations and penalties generally.**

(a) It shall be unlawful for any person to violate or fail to comply with any of the sections of this chapter or of any rule or regulation promulgated pursuant to this chapter.

(b) Every person convicted of a violation of any of the sections of this chapter for which no other penalty is provided shall be punished by a fine of not more than \$200.00.

(Code 1977, § 11-21)

**State law references**—Penalties for motor vehicle violations, Code of Virginia, § 46.2-113; town prohibited from imposing a penalty for violation of motor vehicle ordinance in excess of that imposed by state for a similar offense, Code of Virginia, § 46.2-1300.

**Sec. 58-2. Adoption of state law; former provisions.**

(a) Pursuant to the authority of Code of Virginia, § 46.2-1313, all of the provisions and requirements of the laws of the Commonwealth contained in Code of Virginia, title 46.2 and in Code of Virginia, § 18.2-266 et seq. in effect July 1, ~~2012~~ **2013**, except those provisions which are contained elsewhere in this chapter and except those provisions and requirements the violation of which constitute a felony and except those provisions and requirements which by their very nature can have no application to or within the town, are adopted and incorporated in this chapter by reference and made applicable within the town. References to "highways of the state" contained in such provisions and requirements adopted in this subsection shall be deemed to refer to the streets, highways and other public ways within the town. Such provisions and requirements hereby adopted, mutatis mutandis, are made a part of this chapter as fully as though set forth at length in this chapter, and it shall be unlawful for any person within the town to violate or fail, neglect or refuse to comply with any provision of Code of Virginia, title 46.2 or of Code of Virginia, § 18.2-266 et seq., which is adopted by this section, provided that in no event shall the penalty imposed for the violation of any provision or requirement hereby adopted exceed the penalty imposed for a similar offense under Code of Virginia, title 46.2 or under Code of Virginia, § 18.2-266 et seq.

(b) The provisions of this section, as readopted, shall be effective as 12:01am July 1, ~~2012~~ **2013**. As of such effective date, such readoption shall replace former section 58-2 as it existed prior to the effective date of readoption, provided that such repeal shall not affect any act or offense done or committed or any penalty or forfeiture incurred or any right established or suit or action pending on that day. Except as otherwise provided, neither the repeal of section 58-2 nor the enactment of this readoption shall apply to offenses committed prior to the effective date of this section, and prosecution for such offense shall be governed by prior law, which is continued in effect for that purpose.

(Code 1977, § 11-1; Ord. of 6-21-2001; Readopted 6-3-02, 6-2-03, 7-6-04, 6-16-05, 6-15-06, 6-4-07, 6-2-08, 7-1-09, **6-17-10**)

**Sec. 58-3. Display of state license plate with current decal.**

It shall be unlawful for any person to operate or for the owner or person in control thereof to knowingly permit the operation of, upon a street or highway of the town,

# Public Safety Meeting Minutes

## May 7, 2013

Chairman Tarr called the meeting to order at 17:11

Present: Mayor Tarr, Chairman  
Councilman Taylor  
Councilwoman Richardson  
Robert Ritter, Jr., Town Manger  
Bryan Rush, EM Coordinator  
Edward Lewis, Chief of Police  
Harry Thornton, Fire Chief

### **Public Participation**

Ms. Denise Bowden suggested that there be some discussion on public safety at Memorial Park during Pony Penning given the recent events that occurred at the Boston Marathon. Police Chief Lewis suggested having security in place similar to what is in place at Busch Gardens to inspect belongings. Councilman Taylor stated that a similar size bomb used in the Boston area could be more detrimental. Mayor Tarr advised that it would be looked into and may involve the State Police.

### **Agenda Adoption**

A motion was made by Councilwoman Richardson to adopt the agenda and a second by Councilman Taylor. The motion was unanimously approved.

### **1. EOP Review and Discussion**

EM Coordinator Rush explained that the document has to be re-adopted by Council every four years. The plan would be used to run emergency operations within the Town for the next four years.

Councilwoman Richardson questioned how the EOC was activated. Mayor Tarr explained the process. Councilwoman Richardson questioned as to why she was not notified during the last event. Mayor Tarr explained that there was not an EOC activation during that event. Councilwoman Richardson asked if Coordinator Rush was consulted. Mayor Tarr advised that he had been in contact with Mr. Rush. Mayor Tarr reminded everyone that Mr. Rush has two jobs within the Town and that day he was on an ambulance call. Councilman Taylor recommended that Mr. Rush find someone to run on the ambulance during these events. Mr. Rush advised that this is typical practice; however, we were caught off guard by this event. Councilwoman Richardson was also concerned about the causeway remaining open during the event. Mayor Tarr advised that the Town is not in control of the causeway.

Fire Chief Thornton questioned why the Causeway Closure Plan call list was changed from the previous version because it had been working. Town Manager Ritter advised that it was changed because of the chain of command process. Councilwoman Richardson stated that she agreed with Chief Thornton and the Emergency Coordinator

should be notified first. Mayor Tarr advised that he understands the policy and everyone will be called. Councilman Taylor agrees that it should be changed back. Mayor Tarr advised to change it back to Mr. Rush being notified first and add both Chief Lewis and Chief Thornton in the call matrix.

Mayor Tarr asked if the appendices would be revised. Mr. Rush advised that they would be revised to update operations, personnel, and phone numbers.

Mayor Tarr asked if there was a copy of the Commonwealth of Virginia Emergency Disaster Laws being inserted into the plan. Mr. Rush advised that he would get them a copy of the updated laws.

Mr. Rush advised the committee to look at appendix E, Succession of Authority, and make sure that all were correct. Discussion occurred and verification was made. A change to the PIO section was made by Chief Lewis to show Major Mills as the number 1, Tyler Greenley at 2, and Steve Jones as number 3.

Mr. Rush asked the committee to consider as to whom the Volunteer Coordinator would answer to, this is a new position added after Hurricane Sandy. The committee agreed that this position should report to the EM Coordinator.

Fire Chief Thornton advised for an informational purpose that the department was in the process of obtaining a truck like was used by the National Guard during the storm.

Mr. Rush gave a brief overview of the success of the Space Tourist Action Response Plan during the recent launch.

Manager Ritter asked if the committee would like to see the Continuity of Operations Plan go to Council with the EOP or as a separate document. Mr. Rush recommended sending the EOP as a separate document. The committee recommended sending it as a separate document.

## **2. Consent to Send Revised EOP and COOP to Council for Adoption by Resolution**

A motion was made by Councilwoman Richardson and a second was given by Councilman Taylor to send the EOP and COOP to Council for adoption. All were in favor.

## **3. Committee Member Comments**

Fire Chief Thornton stated that there were some dispatch problems. Chief Thornton stated that it was a good system but more training was needed. Police Chief Lewis stated that the dispatchers were trained similar to Accomack dispatchers, except for the fact that they are not trained in Emergency Medical Dispatch. Chief Thornton disagreed. Chief Lewis advised that he had a hard time keeping part-time dispatchers and that leniency is needed as there are four new dispatchers currently and they are in training. A lengthy discussion ensued. Chief Thornton and Chief Lewis agreed to meet and discuss the issues

to collectively solve any issues. Mayor Tarr advised that once dispatchers are trained, some leave. Mayor Tarr advised Chief Lewis that he ensure the proper training is given. Mayor Tarr asked Mr. Holloway to advise the dispatchers in Accomack to give their names to Chief Lewis if they would like to be on an emergency call list if needed.

Councilman Taylor expressed concern over shoring up the Main Street shoreline and the causeway. He also expressed concern over needing shoulders on the causeway.

Mr. Rush advised the committee that a Community Emergency Response Team Training would be held at the end of May at the Eastern Shore Regional Fire Training Center.

Mr. Rush advised that the Hurricane Preparedness Sales Tax Holiday would be held May 25<sup>th</sup> – 31<sup>st</sup>.

Mr. Ritter advised the committee that the Hurricane Awareness Week Resolution was approved at the Council meeting the previous night.

### **Adjournment**

A motion to adjourn was made by Councilwoman Richardson and a second to the motion was given by Councilman Taylor. All were in favor of the motion.

Meeting adjourned at 18:18



**AN ORDINANCE ADOPTING AND ENACTING A REVISED  
EMERGENCY OPERATIONS PLAN FOR THE TOWN OF  
CHINCOTEAGUE, VIRGINIA**

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CHINCOTEAGUE,  
VIRGINIA:

Section 1.As required by the Code of Virginia, section 44-146.19(e), the Town of Chincoteague has revised and updated their Emergency Operations Plan.

Section 2.The Plan entitled "Town of Chincoteague, Incorporated Emergency Operations Plan" consisting of a basic plan dealing with an all hazards approach to emergencies and specific procedures for handling such emergencies.

Section 3.The Plan encompasses an emergency chain of command in accordance with the National Incident Management System.

Section 4.In addition, the Plan outlines incident specific tasks for operations of the Town of Chincoteague, before, during, and after such emergencies or disasters.

Section 5.This ordinance also repeals any prior emergency plans which may be in affect prior to adoption of this ordinance.

Section 6.This ordinance shall become effective upon its adoption on June 3, 2013.

AT THE CHINCOTEAGUE TOWN COUNCIL MEETING HELD ON JUNE 3, 2013, ON A MOTION BY AND SECONDED BY, THIS ORDINANCE WAS PASSED AND ADOPTED.

AYES

NAYS

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**Recreation and Community Enhancement  
Committee Meeting Minutes  
May 14, 2013**

**Committee Members Present:**

John Jester, Chairman  
Terry Howard, Councilman  
Gene Wayne Taylor, Councilman  
Bob Conklin  
Nancy Lane

**Staff Present:**

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

**Call to Order**

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

**Agenda Adoption**

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

**1. Bicycle Plan**

Town Planner Neville explained that the plan was revised to show the importance of the Maddox Boulevard from Deep Hole Road to the Traffic Circle project. The committee discussed the importance of no bicycles being allowed on the sidewalks in the Downtown area. They also stated the dangers of bikes on the road as well as the sidewalks on Maddox Boulevard. Ms. Nancy Lane stated the danger of road conditions such as holes in the road as well as the drains from Maddox Boulevard south to the Fire Department. Councilman Howard motioned, seconded by Ms. Nancy Lane to forward the changes to Council.

**2. Park Donation Policy**

Town Planner Neville discussed the policy. The committee discussed the donations and the possibility of tax exempt status. Mr. Bob Conklin asked about the prices of the items not being on the donation form. He was advised that donors would have to contact the Town Office for those amounts.

**3. Project Report Updates**

Chairman Jester stated the Town needed some information available for guests regarding parking and sightseeing in reference to the upcoming rocket launches from Wallops Island. He suggested getting in contact with the NASA public relations department and posting the information on the Town's website.

**Ocean Boulevard Extended**

Town Manager Ritter stated the Town is waiting for Mr. Barry Fisher to drive the test poles for the bridge crossing at Fowling Gut.

**Jessie R. Watson Sr. Memorial Park**

Ms. Nancy Lane stated that Watson Park is all planted and ready for the season.

### **Mariners Point**

The center pole has been set at Mariners Point for the Mariners Memorial. The committee discussed some benches being installed at that location. Chairman Jester stated that the Scouts would be making some benches for the area.

### **Downtown Main Street/ Robert Reed Park**

Town Manager Ritter stated the plans had been submitted to VDOT for the bidding for the fishing pier

Councilman Jester stated the possibility of a platform that could be used for performances.

### **Town Map-Points of Interest**

Town Planner Neville stated a map will be placed in the Downtown kiosk prior to the summer season. The walking and biking tour brochure will be printed as well.

### **Chincoteague Veterans Memorial Park**

Chairman Jester stated that no more memorials will be placed in the park. He would like to see something that mentions the names of the folks that donated their land to the Town to make the park possible.

Town Planner Neville stated the playground equipment has been inspected and new mulch has been placed in the playground area. He stated the need for some new playground equipment in the future.

## **4. Committee Member Comments**

Ms. Nancy Lane stated the theatre will be reopened on May 24. There is also a free movie being shown on May 26 at 7 pm to support Operation We Care. Also, on June 7 there will be another free movie.

Town Planner Neville reminded everyone that the Chincoteague Police Department will be having their annual Bike Rodeo on May18.

## **Adjourn**

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

# **TOWN OF CHINCOTEAGUE BICYCLE PLAN**

Approved September 8, 2009  
Updated – May 2013

## A. INTRODUCTION

In November 1994, the Chincoteague Town Council expressed interest in developing a bicycle plan as part of a state road improvement project. The Virginia Department of Transportation (VDOT) informed the Town that in order to be eligible for VDOT Funding for projects that involve bicycle facilities, the local government must have adopted a bicycle facilities plan.

In January 1995, the Town Council requested that the Accomack-Northampton Planning District Commission (A-NPDC) provide technical assistance in developing a bicycle plan. The Commission agreed to provide assistance to the Town under the A-NPDC Transportation Planning Technical Assistance Program. After adopting the plan on October 6, 1997 the Town recognized the need for a continuing planning effort with regards to bicycling needs and formed the Bicycling Advisory Committee in December 1999 to fulfill this function. The Bicycling Advisory Committee which is now called the Recreation and Community Enhancement Committee is responsible for updating the Town's Plan and providing advice on bicycling needs to the Chincoteague Town Council.

### Purpose of Plan

The Chincoteague Bicycle Plan is intended to meet VDOT's Virginia Bicycle Facility Resource Guide requirements. In addition to transportation needs, the plan also identifies bicycling recreational needs.

According to The Virginia Bicycle Facility Resource Guide any bicycle plan should include the following:

- goals and objectives
- existing bicycle facilities and roadway network
- planned bicycle and roadway improvements

- significant attractions and destination points
- routes and/or locations of proposed bicycle facilities, including ancillary facilities such as bike storage and rack
- indication of preferred facility type, such as wide outside lane, bike lane, and shared use path
- prioritization of projects (short-term versus long-term)
- strategies for implementation including identifying potential funding sources,
- developing conceptual maintenance plans, and assigning operational tasks to agencies
- documentation of public involvement activities
- definitions and acronyms
- appendices and bibliography

### Planning Process

The Town of Chincoteague Bicycle Plan was initially developed by the Bicycle Committee, with technical assistance from A-NPDC staff. The plan shall be reviewed, and if need be, updated every four years by the Town's Recreation and Community Enhancement Committee. The public will continue to be involved by the workshops sponsored by the committee.

### B. BACKGROUND

The Town of Chincoteague is located on Chincoteague Island, which is part of the Eastern Shore of Virginia. Chincoteague Island is accessible from the mainland via Route 175, a primary state road. The Town is approximately 7 miles long by 1 ½ miles wide, and is approximately 12 square miles in area. The population of Chincoteague is approximately 4,000. The summer population is estimated to be 15,000.

The Town is well known as the home of the Chincoteague Ponies, which live at the nearby Chincoteague National Wildlife Refuge and Assateague National Seashore. The refuge and national seashore attract visitors year-round, and along with recreational boating and fishing, are the basis for Chincoteague's large tourism economy.

The U. S. Fish and Wildlife Service (FWS) and the National Park Service (NPS) maintain bicycle trails through the refuge and national seashore, providing access for wildlife observation and swimming at Assateague Beach. The Chincoteague National Wildlife Refuge estimated 66,924 bicycles entering the refuge during the 2008 calendar year.

Bicycling on Chincoteague has become increasingly popular over the years, with visitors riding from their motels to the refuge, beach, stores, and other destinations on the island. There are bicycle shops that rent bikes, as do several motels and stores. Bicycle clubs from Maryland and Virginia sponsor annual rides to Chincoteague. The development of bicycle paths on Chincoteague is supported by the following transportation goal in the 2010 Town of Chincoteague Comprehensive Plan (page 6-1):]

**GOAL: Improve safety and convenience for pedestrians and bicyclists by planning and developing a community wide system of bike routes and pedestrian trails.**

The Comprehensive Plan outlines several objectives in order to implement this goal. Including the following:

**OBJECTIVE:** Provide a safe and comfortable system of pedestrian and bicycle pathways through several recommendations including:

- Promote the continued open flow of pedestrian and vehicular traffic to existing facilities on Assateague Island;
- Create bike paths in areas susceptible to heavy traffic;
- Improve existing right of ways by widening roads to provide greater shoulder access and installing sidewalks, where appropriate.
- Promote the Safe Routes to School program in the community

## C. CYCLE FACILITY PLANNING AND DEVELOPMENT

Because bicycles are considered vehicles in Virginia, they are permitted on all roads except for limited access highways. Unfortunately, most roads were not designed to safely accommodate motor vehicles and bicycles at the same time. As motor vehicles encounter bicycles on narrow roads, traffic slows down.

Drivers move into the oncoming lane to pass bicycles, posing a threat to themselves and oncoming traffic. Many bicyclists feel unsafe under these conditions and avoid riding. The planning and development of proper bicycle facilities allows for the free flow of motor vehicles and safe bicycling. The design standards for a “proper” bicycle facility depend on the type of bicyclist, width of road, traffic volume, and average vehicle speed. In order to plan proper bicycle facilities, standards have been developed to ensure the needs of the “design bicyclist” are met by the “facility design.” (See Appendix for more information)

#### D. EDUCATION AND SAFETY

One goal of the Recreational and Community Enhancement Committee and the Town is to promote bicycling safety by educating the bicycling public on rules of the road and hazard awareness. The Committee will regularly prepare, revise and distribute brochures and other literature towards this effort.

In November of 2008 the Town of Chincoteague completed a “School Travel Plan,” which was a requirement in order to be considered for funding through the Safe Routes to School Program. The “School Travel Plan” is aimed at promoting and finding solutions for children to walk or ride their bikes to school. The “School Travel Plan” and the Bicycle Plan have similar goals and objectives, although the Bicycle Plan is general in nature. The Town should continue to request funding for safety programs that will help teach children bicycle and pedestrian safety.

In 2004 the Town also had a professional video completed that highlighted bicycle safety on the Island. The Town should utilize this video to remind citizens about bicycle safety. Try to set a system of playing the video on local access Cable TV, or via the internet through the Town’s website. Show this video at least once a year preferably in the Spring

or Summer when bike ridership is high. Make sure the schools have a copy of the video to show children during school time.

E. EXISTING CONDITIONS

Trip Origins and Destinations

Mapping the locations of bicycle trip origins and destinations provides the basis for determining logical bicycle routes on Chincoteague. Trips originate where people live, so the origins are spread throughout the island. Most concentrations of trip origins are the motels, as well as the campgrounds and bicycle rental shops. Destinations can be divided into recreation, businesses, and public services. The following locations of trip origins and destinations are shown on the attached map.

Trip Origins

Town Neighborhoods

Vacation Homes

Rental Homes

Motels/ Hotels

Bed and Breakfast Inns

Campgrounds

Bicycle Rental Shops

Trip Destinations

Assateague National Seashore

Chincoteague National Wildlife Refuge

Museum of Chincoteague

Tourist Information Center (Chamber of Commerce)

Island Businesses

Town Harbor/Mariners Point

Town Dock

Veterans Memorial Park  
Schools  
- Elementary  
- High School  
Churches  
Stores  
Post Office  
Town Office (Municipal Complex)  
Police (Municipal Complex)  
Robert N. Reed Downtown Park  
Carnival Grounds  
Island Nature Trail (paved portion)  
Donald Leonard Park

Existing Facilities

Most of the streets in town are not up to VDOT bicycling standard due to the narrow width and/or the presence of parking. The attached map delineates the existing facilities, including extended shoulders which bring relief to both vehicular and bicycle traffic.

Needs Assessment

An analysis of the trip origin and destination and the existing facilities shows that the major need for bicycle facilities is to get tourists from their lodgings to the refuge/beach and to the stores and services on the Island. Based on this analysis, the following bicycle facility needs were identified:

Priority

1. Maddox Boulevard – from Deep Hole Road to the Traffic Circle

Solution: \_\_\_\_\_

***Establish an urban system highway project for the improvement of Maddox Boulevard from Deep Hole Road east to the Maddox Boulevard traffic circle, inclusive, a distance of approximately four thousand (4,000) feet. Improvements shall consist of the addition of sidewalks, bicycle paths and drainage improvements.***

- |   |   |
|---|---|
| 2. Ocean Boulevard Extended- from Pension Street to Chicken City Road         | 1. Create bike path on public right-of-way. (scheduled for 2013)  |
| 3. Maddox Boulevard – from Main St. to Deep Hole Road.                        | 2. Prohibit on street parking and provide new parking lots. Stripe a bike lane. Alternative: Stripe Ocean Boulevard, Taylor St., and Hallie Whealton Smith Drive for alternate routes.                    |
| 4. Hallie Whealton Smith Drive  | 3. Pave and stripe. Construct multi-use trail between the schools through a SRTS program grant.   |
| 5. Church St. – from Main St. to Chicken City Road / Ridge Road intersection. | 4. Prohibit parking on Church Street or limit to 10 minute parking in front of the Opportunity Shop. (2012)<br>Also widen and stripe from Fowling Gut to the Chicken City Road / Ridge Road intersection. |
| 6. Chicken City Road Extension.   | 6. Widen the road and pave shoulders.   |
| 7. Main St. – Hallie Whealton Smith Drive to Beebe Road.                      | 5. Acquisition of property and constructing a bicycle path on Main St. along the water’s edge and   |

prohibit parking in the downtown area, striping bicycle lanes.

- |   |  |
|---|--|
| 8. Eastside Road.   | 7. Widen and pave shoulders.                               |
| 9. North Main Street – from Hallie Whealton Smith Drive to the turn circle. | 8. Widen and pave shoulders. Misty Meadows to turn circle. |
| 10. South Main Street – from Bunting Road to Curtis Merritt Harbor.         | 9. Pave shoulders.   |
| 11. Bunting Road.   | 10. Widen and pave shoulders.                              |
| 12. Beebe Road.   | 11. Widen and pave shoulders.                              |

A continued concern is a project or area that because of current conditions is not seen as feasible. However, as conditions change it may be more feasible and should be placed back on the priority list. Another reason why a project or area would be placed on the continued concern list is it is scheduled to be completed.

**Future Desires**

**Possible Solution**

- |   |  |
|---|--|
| 1. Chicken City Road- Church Street To Maddox Boulevard                       | 1. Widen existing paving to allow bicycling shoulders.   |
| 3. Path from Eastside Road to Maddox Boulevard via. Maddox Family Campground. | 3. Acquire easements for the construction of a separate bicycle path to connect Eastside Road and Maddox Boulevard.            |
| 4. Path from Ocean Boulevard Extended   | Acquire easements for the construction of a separate bicycle path along Coachs Lane and between properties to Maddox Boulevard |

at Chicken City Road via Coachs  
Lane to Maddox Boulevard.\

5. State Route 175 – Chincoteague Road

Widen causeway section with  
shoulders for continuous bike lane  
from Chincoteague Island to the  
mainland.

F. GOALS AND OBJECTIVES

The following Goals and Objectives have been outlined to guide the development of  
bicycle facilities and programs on Chincoteague:

1. GOAL: Improve bicycling access

OBJECTIVES:

- A. Continue to develop a comprehensive, island-wide system of bicycle routes.
- B. Improve the marking and signage of existing and future bicycle facilities. Add pavement markings to bike lanes and bike pathways.
- C. Implement a review of bicycle facility needs with each capital road Project.

2. GOAL: Enhance bicycle safety.

OBJECTIVES:

- A. Decrease hazards confronting bicyclists and increase roadway capacity for motor vehicles.

- B. Educate the traveling public on bicycling safety. Distribute the Town bike map and 'rules of the road' safety brochure (including scooter rules) to all bicycle rental businesses.
- C. Implement a program of bicycle safety and enforcement. **Encourage no bicycling on the sidewalks (bicycles must yield to pedestrians).**

3. GOAL: Encourage bicycle facility development.

OBJECTIVES:

- A. Expand the island bicycle system as state road improvement project budgets allow.
- B. Incorporate the implementation and maintenance of the island's bicycle system into the Chincoteague public works program.
- C. Seek grant funding to provide for bicycling transportation and recreational needs. Continue to monitor where bike racks are needed.

4. GOAL: Improve and diversify the tourism economy by promoting, creating, enhancing, and extending current bicycle and bicycle-related facilities.

OBJECTIVES:

- A. Promote tourism by enhancing the awareness of bicycle accessibility to the island's natural and historic points of interest.
- B. Promote recreational bicycling on Chincoteague.

C. Conduct one bicycle special event each year.

G. PROPOSED BICYCLE FACILITIES

The Map shows the bicycle facilities proposed for the Town of Chincoteague. The following narrative describes the proposed facilities, including Average Annual Daily Traffic (AADT), Average Speed, and Road Widths. The Average Annual Daily Traffic (AADT) information comes from the "2010 Virginia Department of Transportation Daily Traffic Volume Estimates Including Vehicle Classification Estimates."

Priority

1. Maddox Boulevard – from Main St. to Deep Hole Road.

AADT: 6,700 Average Speed: 30 (25 posted) Road Width: 25'

8,900 - from Deep Hole Road to Chicken City Road

2. Church St. – from Main St. to Chicken City Road / Ridge Road intersection.

AADT: 4,800 Average Speed: 30 (25 posted) Road Width: 20'

3. Main St. – Bunting Road to Beebe Road.

AADT: 2,800 Average Speed: 30 (25 posted) Road Width: 25'

4. Maddox Boulevard – Main Street to the Assateague Bridge.

AADT: 5,100 Average Speed: 30 (25 posted) Road Width: 25'

5. Chicken City Road Extension – Maddox Boulevard to Deep Hole Road.

AADT: 1,800 Average Speed: 25 Road Width: 20'

6. Main Street – from SR 175 Channel Bridge to Church Street.

AADT: 10,000 Average Speed: 30 (25 posted) Road Width: 20'

7. Main Street – from Bunting Road to Inlet View Campground

AADT: 870                      Average Speed: 30 (25 posted)                      Road Width: 24'

8. Intersection of Bunting Road and Ridge Road

AADT: 1,700                      Average Speed: 30 (25 posted)                      Road Width: 22'

9. Intersection of Beebe Road and Main Street.

AADT: 1,100                      Average Speed: 25                      Road Width: 20'

H.     RECREATIONAL SECTION

The Map also shows the bicycle facilities proposed for the Town of Chincoteague for recreation.

A. Hallie Whealton Smith Drive

-A separate multi-use trail connecting from Deep Hole     Road to North Main Street.

B. Main Street – from Hallie Whealton Smith Drive to Beebe Road

-A route comprised of a separate facility along the waterfront.

C. Maddox Boulevard

-A separate facility from East Side to Piney Island and connecting to Maddox Boulevard.

I.     IMPLEMENTATION SECTION

Policies

The following Policies will guide the implementation of bicycle facility development on Chincoteague:

1. ADMINISTRATION of the Town's bicycle program, including distribution of information and planning of special events, shall be under the direction of the Town Manager.
2. COORDINATION of street/highway improvements and planned bicycle facilities with VDOT and other state and federal agencies shall be the responsibility of the Town Manager.
3. MAINTENANCE of the Town's bicycle system shall be the responsibility of the Public Works Director.
4. FINANCING of bicycle facilities shall be provided through VDOT's statewide transportation improvement program and various grant sources as applicable.
5. SAFETY EDUCATION AND LAW ENFORCEMENT for the Town's bicycling program shall be the responsibility of the Chief of Police.  
Continue to promote bike safety through the bike rodeo.

## APPENDIX A

### DESIGN BICYCLIST

Engineers use the idea of a design bicyclist to determine the type of bicycle facility design needed. The following are from the Federal Highway Administration. There are three types of bicyclists: advanced, basic, and children, as follows:

Group A – Advanced Bicyclists: These are experienced riders who can operate under most traffic conditions and prefer direct access to destinations via the existing street and highway system. They should have enough road width to reduce the need for motor vehicles or bicycles to change position when passing.

Group B – Basic Bicyclist: These are casual or new adult and teenage riders who are less confident of their ability to operate in traffic without special provisions for bicycles, such as marked lanes. They need either low-speed, low-traffic streets or designated bicycle facilities.

Group C – Children: These are pre-teen riders whose roadway use is initially monitored by parents. Eventually they ride on their own to schools, parks, stores, and other neighborhoods. They need to ride on residential streets with low motor vehicle speeds and volumes: roads with well-defined separation of bicycles and motor vehicles; or on separate bike paths.

Because Group B and Group C have similar needs, engineers combine these in a design bicyclist model with two broad classes of bicyclists: Group A (advanced) and Group B/C (basic/children).

Bicycle facilities should be designed to meet the needs of the least skilled bicyclist expected to use the facility. Since schoolchildren and tourists with children are a major part of Chincoteague's bicycling activity, the Town's bicycle facilities should be designed for the Group B/C bicyclist.

**MINUTES OF THE MARCH 21, 2013  
Cemetery Committee**

**Members Present**

Ellen Richardson, Chairwoman  
Terry Howard, Councilman  
Gary Turnquist

**Others Present**

Robert Ritter, Town Manager

**Call to Order**

Chairwoman Richardson called the meeting to order at 6:00 p.m.

**Agenda Adoption**

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

**1. Discussion on Additional Cemetery Committee Members**

Chairwoman Richardson asked Town Manager Ritter if there had been any response to the advertisement for anyone interested in joining the Cemetery Committee. There has not been any as of yet. Applications will be accepted until May 29, 2013.

Mr. Turnquist stated Mrs. Amanda Betts had expressed some interest. Mr. Turnquist suggested that someone from one of the civic organizations would be an asset to the committee.

Chairwoman Richardson stated that some of the cemeteries had recently been cut by the Public Works Department. It took the Public Works Department approximately 36.5 man hours to complete the job.

She also stated there had been no donations since December.

**2. Aydelotte Cemetery**

Mr. Turnquist stated he had responded to the letter the committee had received. The person would like to fence in the area of the cemetery. Town Manager Ritter would like to include that the upkeep of the area would need to be considered in the plan. The Committee agreed with the letter and requested that the Town Manager Ritter send out the letter with the Town letterhead.

**Adjourn:**

Councilman Howard motioned, seconded by Chairwoman Richardson to adjourn the meeting.



MEMORANDUM  
Town of Chincoteague Inc.

To: Mayor and Council  
From: Robert Ritter, Town Manager  
Date: May 29, 2013  
Subject: Quotes for two dredging projects

---

The Public Works Director, Harbor Master and I have requested quotes for dredging 4 to 6 slips at the Curtis Merritt Harbor of Refuge and Robert Reed Downtown Park from Bridge Street to the pavilion. We estimate the Harbor to be around 420 cubic yards and Robert Reed Downtown Park to be around 1,000 cubic yards.

The submitted quotes are as follows:

- |    |                            |                         |
|----|----------------------------|-------------------------|
| 1. | BIC Construction, Inc.     | \$ 85.00 per cubic yard |
| 2. | Fisher Marine Construction | \$ 50.00 per cubic yard |

After reviewing the two quotes, it is my recommendation to accept the low quote of \$ 50.00 per cubic yard from Fisher Marine Construction.

A motion could read:

“Move to award the lowest priced responsive company Fisher Marine Construction, for \$50.00 per cubic yard, to complete the dredging for 4 slips at the Harbor and the Robert Reed Park area from Bridge Street to the pavilion.”



MEMORANDUM  
Town of Chincoteague Inc.

To: Mayor and Council  
From: Robert Ritter, Town Manager  
Date: May 29, 2013  
Subject: Design for the Fishing Pier

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Attached is a statement of work and fee proposal for Clark Nexsen to design a new timber deck structure, to include access, on top of the existing bridge fender. The area of concern is at the west end of Bridge Street.

I recommend Clark Nexsen be authorized to proceed with the work detailed in the proposal for tasks # 1 and # 2 for \$24,947. All services shall be in accordance with this proposal and the terms and conditions of the professional design services agreement entered into by the Town of Chincoteague and Clark Nexsen.

**TOWN OF CHINCOTEAGUE  
PROFESSIONAL ENGINEERING CONSULTING SERVICES  
DESIGN OF HISTORIC BRIDGE SITE PIER**

**GENERAL DESCRIPTION**

We understand the Town of Chincoteague is planning to construct a new timber fishing pier supported on top of the existing concrete bridge fender structure that remains after demolition and replacement of the Route 175 Bridge. The existing concrete fender consists primarily of a continuous 3'-6" wide by 6'-0" deep concrete pile cap supported on 24-inch square concrete plumb piles at 10'-0" on center. 24-inch square concrete batter piles are also provided at 10 feet on center adjacent to the plumb piles. The batter piles have 3'-6" wide by 4'-0" long by 4'-0" deep concrete caps attached to the continuous concrete cap. The existing fender extends approximately 160 feet into Chincoteague Channel. The existing fender structure is adjacent to Robert Reed Downtown Waterfront Park and the Main Street commercial district, and it is located between Town Dock and Chincoteague Fisheries.

We understand the Town of Chincoteague has applied for and received approval for permits from the Virginia Marine Resources Commission for the construction of the pier. The permit number is 10-1113 and dated September 28, 2010 with an expiration date of September 30, 2013.

Clark Nexsen has completed research to attempt to find a recent condition assessment of the existing fender system and piles. We found several relatively recent bridge inspection reports for the previous bridge, but we have been unable to find definitive information on the fender structure. We assume the piles are in adequate condition based on their appearance above water; however, the appearance above water may not be a reliable indicator of the condition below the water, so the only way to be sure of their condition below the water line is to complete an underwater inspection. Therefore, we recommend the Town verify the condition through an underwater investigation in the near future.

**SCOPE OF WORK**

*Task #1:*

Clark Nexsen will provide the design of the new timber deck structure, which will be approximately eight feet wide and consist of heavy timber decking, stringers and girders anchored to the existing concrete fender structure with epoxy adhesive anchors. The deck will have timber railings on both sides.

Clark Nexsen will provide the design of the access to the new timber pier deck structure, which will be provided by a pile-supported fixed timber deck structure in the area of the former Route 175 Bridge south abutment. This fixed timber deck structure will consist of stairs and an ADA accessible ramp and landings. The stairs, ramp, and landings will have timber railings on both sides. Access from the stairs and ramp to the existing boardwalk in the park is assumed to consist of concrete pavers and will be provided by others under a separate contract with the Town.

**TOWN OF CHINCOTEAGUE  
PROFESSIONAL ENGINEERING CONSULTING SERVICES  
DESIGN OF HISTORIC BRIDGE SITE PIER**

*Task #2:*

Clark Nexsen will provide electrical engineering and lighting design for the new pier consisting of luminaires, conduit and conductors, poles, and lighting controls. It is assumed that power at 120 volts will be provided at the power pole adjacent to the substation, west of the project site.

**COORDINATION**

Clark Nexsen will complete a field investigation to locate site features and approximate grades within the footprint of the proposed structures. Since a topographic survey by a licensed surveyor will not be completed, the drawings will call for verification by the construction contractor to ensure the structure and the existing site grades and structures are coordinated. Demolition and/or relocation of various site features including portions of chain link fencing and lighting will be required. This will be detailed on the drawings based on the measurements taken by hand in the field.

We understand no geotechnical investigation of the existing site conditions will be completed as part of this project. Therefore, Clark Nexsen will provide performance requirements on the construction documents for the installation of new piles to support the fixed timber structure on the landside of the facility. The construction contractor will be required to comply with these performance requirements.

Clark Nexsen will review existing permit documents and coordinate the design to comply with the conditions stipulated in the permit.

**QUALITY CONTROL**

Quality control reviews will be completed for the construction documents prior to submittal to the Town.

**DELIVERABLE**

Clark Nexsen will provide hard copies and digital PDF copies of the construction documents for the Town's use. Clark Nexsen will provide a Prefinal submittal and a Final submittal in accordance with the schedule on the following page.

**DIRECT EXPENSES**

Direct expenses include travel, tolls and reproduction costs and are included in the fixed lump sum fees below.

**TOWN OF CHINCOTEAGUE  
PROFESSIONAL ENGINEERING CONSULTING SERVICES  
DESIGN OF HISTORIC BRIDGE SITE PIER**

**CONSTRUCTION PHASE SERVICES**

Clark Nexsen will provide construction phase services including responses to Requests For Information, shop drawing review, limited construction observation and preparation of record drawings. The assumptions for the construction phase services are detailed in the spreadsheets on the following pages and split up into *Task #3* (structural) and *Task #4* (electrical).

**FEE SUMMARY**

The ENGINEER will be paid a lump sum fee for each of the Tasks listed in the table below. While each Task is an optional service to be selected by the Town, we highly recommend including the construction phase services to help ensure the construction meets the intentions of the design.

ITEM	FEE
Task #1 – Structural Construction Documents	\$18,967
Task #2 – Electrical Construction Documents	\$5,980
Task #3 – Structural Construction Phase Services	\$6,821
Task #4 – Electrical Construction Phase Services	\$1,562

Details of the assumptions for the Task fees are included in the following spreadsheets.

**SCHEDULE**

MILESTONE	COMPLETION (CALENDAR DAYS)
Notice To Proceed	To Be Determined
Field Investigation	7
Prefinal Design	21
Review by Town of Chincoteague	14
Final Design	14

**TOWN OF CHINCOTEAGUE  
PROFESSIONAL ENGINEERING CONSULTING SERVICES  
DESIGN OF HISTORIC BRIDGE SITE PIER**

**ADDITIONAL SERVICES**

Additional Services include services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted engineering practice. Upon written request, these services may be provided for additional cost. Additional Services include, but are not limited to, the following:

1. Topographic and hydrographic survey and utility location
2. Underwater investigation of existing fender piles
3. Material testing
4. Geotechnical investigation
5. Design of repairs to the existing fender
6. Design of repairs to the existing bulkhead
7. Civil site design
8. Book specifications (specifications will be provided on drawings)
9. Environmental permit preparation and fees
10. Estimates of probable construction cost
11. Construction Phase Services beyond those assumed in the following spreadsheets
12. Citizen information meetings and presentations

SUBMITTED:



DATE:

May 8, 2013

**Clark Nexsen, P.C.**

Edward C. Westerman, P.E.

Design Principal

Director, Structural Engineering

**TOWN OF CHINCOTEAGUE**  
**PROFESSIONAL ENGINEERING CONSULTANT SERVICES**  
 HISTORIC BRIDGE SITE PIER  
 SUMMARY

CN COMM: TBD  
 SUBMITTED DATE: 5/8/2013

TASK GROUP/BREAKDOWN	Principal hrs.	Project Manager hrs.	Structural Engineer hrs.	Structural Engineer Intern hrs.	Electrical Engineer hrs.	Electrical Engineer Intern hrs.	CADD Technician hrs.	Clerical hrs.	Total hrs.	Subtotal Cost \$	Sub Consultant \$	Sub Consultant Mark-up \$	Direct Expenses \$	Total \$
<b>TASK #1 - STRUCTURAL CONSTRUCTION DOCUMENTS</b>														
A Field Investigation and Coordination		4	12	8				4	28	\$3,484				\$3,484
B Construction Documents		12	20	50			60	4	146	\$14,322				\$14,322
C Quality Control		2	4						6	\$930				\$930
Reimbursables													\$251	\$251
<b>SUBTOTAL WORK HOURS</b>		<b>18</b>	<b>36</b>	<b>58</b>			<b>60</b>	<b>8</b>	<b>180</b>	<b>\$18,736</b>			<b>\$251</b>	<b>\$18,987</b>
<b>TASK #2 - ELECTRICAL CONSTRUCTION DOCUMENTS</b>														
D Field Investigation and Coordination						12			12	\$1,140				\$1,140
E Construction Documents					8	20	16		44	\$4,244				\$4,244
F Quality Control					4				4	\$596				\$596
Reimbursables														
<b>SUBTOTAL WORK HOURS</b>					<b>12</b>	<b>32</b>	<b>16</b>		<b>60</b>	<b>\$5,980</b>				<b>\$5,980</b>
<b>TASK #3 - STRUCTURAL CONSTRUCTION PHASE SERVICES</b>														
G Construction Phase Services		6	34				5		45	\$6,428				\$6,428
Reimbursables													\$393	\$393
<b>SUBTOTAL WORK HOURS</b>		<b>6</b>	<b>34</b>				<b>5</b>		<b>45</b>	<b>\$6,428</b>			<b>\$393</b>	<b>\$6,821</b>
<b>TASK #4 - ELECTRICAL CONSTRUCTION PHASE SERVICES</b>														
H Construction Phase Services						10	1		11	\$1,562				\$1,562
Reimbursables														
<b>SUBTOTAL WORK HOURS</b>						<b>10</b>	<b>1</b>		<b>11</b>	<b>\$1,562</b>				<b>\$1,562</b>
<b>TOTALS</b>		<b>24</b>	<b>70</b>	<b>58</b>	<b>12</b>	<b>42</b>	<b>82</b>	<b>8</b>	<b>296</b>	<b>\$32,706</b>				<b>\$33,351</b>
<b>HOURLY RATE</b>	<b>\$201</b>	<b>\$167</b>	<b>\$149</b>	<b>\$95</b>	<b>\$149</b>	<b>\$95</b>	<b>\$72</b>	<b>\$67</b>						

SUMMARY	
<b>TASK #1 - STRUCTURAL CONSTRUCTION DOCUMENTS</b>	<b>\$18,987</b>
<b>TASK #2 - ELECTRICAL CONSTRUCTION DOCUMENTS</b>	<b>\$5,980</b>
<b>TASK #3 - STRUCTURAL CONSTRUCTION PHASE SERVICES</b>	<b>\$6,821</b>
<b>TASK #4 - ELECTRICAL CONSTRUCTION PHASE SERVICES</b>	<b>\$1,562</b>

**TOWN OF CHINCOTEAGUE  
PROFESSIONAL ENGINEERING CONSULTANT SERVICES**

CN COMM: TBD  
SUBMITTED DATE: 5/8/2013

HISTORIC BRIDGE SITE PIER

WORK-HOUR BREAKDOWN

**TASK #1 - STRUCTURAL CONSTRUCTION DOCUMENTS**

TASK GROUP/BREAKDOWN		Principal	Project	Structural	Structural	Electrical	Electrical	CADD	Clerical	Total	Total Cost
		hrs.	hrs.	hrs.	Engineer	Engineer	Engineer	Technician	hrs.	hrs.	\$
					Intern		Intern				
A	Field Investigation and Coordination										
	Field Investigation (two man-trips)			8	8					16	\$1,952
	Internal Meetings		4	4					4	12	\$1,532
	Subtotal		4	12	8				4	28	\$3,484
B	Construction Documents										
	Analysis		4	12	30					46	\$5,306
	Drawings (approximately four sheets)		4	8	20			60		92	\$8,080
	Project Management		4						4	8	\$936
Subtotal		12	20	50			60	4	146	\$14,322	
C	Quality Control										
	Interval Review of Deliverable		2	4						6	\$930
	Subtotal		2	4						6	\$930
<b>TOTAL WORK HOURS</b>			<b>18</b>	<b>36</b>	<b>58</b>			<b>60</b>	<b>8</b>	<b>180</b>	
<b>HOURLY RATE</b>		<b>\$201</b>	<b>\$167</b>	<b>\$149</b>	<b>\$95</b>	<b>\$149</b>	<b>\$95</b>	<b>\$72</b>	<b>\$67</b>		
<b>TOTAL FEE</b>			<b>\$3,006</b>	<b>\$5,364</b>	<b>\$5,510</b>			<b>\$4,320</b>	<b>\$536</b>		<b>\$18,736</b>

**TOWN OF CHINCOTEAGUE  
PROFESSIONAL ENGINEERING CONSULTANT SERVICES**

CN COMM: TBD  
SUBMITTED DATE: 5/8/2013

HISTORIC BRIDGE SITE PIER

WORK-HOUR BREAKDOWN

**TASK #2 - ELECTRICAL CONSTRUCTION DOCUMENTS**

TASK GROUP/BREAKDOWN		Principal	Project	Structural	Structural	Electrical	Electrical	CADD	Clerical	Total	Total Cost
		hrs.	hrs.	hrs.	Engineer	Engineer	Engineer	Technician	hrs.	hrs.	\$
					Intern		Intern				
D	Field Investigation and Coordination										
	Field Investigation (one man-trip)						8			8	\$760
	Internal Meetings						4			4	\$380
	Subtotal						12			12	\$1,140
E	Construction Documents										
	Analysis					6	12			18	\$2,034
	Drawings (approximately four sheets)					2	8	16		26	\$2,210
	Project Management										
	Subtotal					8	20	16		44	\$4,244
F	Quality Control										
	Interval Review of Deliverable						4			4	\$596
	Subtotal						4			4	\$596
<b>TOTAL WORK HOURS</b>						12	32	16		60	
<b>HOURLY RATE</b>		\$201	\$167	\$149	\$95	\$149	\$95	\$72	\$67		
<b>TOTAL FEE</b>						\$1,788	\$3,040	\$1,152			\$5,980

**TOWN OF CHINCOTEAGUE  
PROFESSIONAL ENGINEERING CONSULTANT SERVICES**

CN COMM: TBD  
SUBMITTED DATE: 5/8/2013

HISTORIC BRIDGE SITE PIER

WORK-HOUR BREAKDOWN

**TASK #3 - STRUCTURAL CONSTRUCTION PHASE SERVICES**

TASK GROUP/BREAKDOWN		Principal	Project	Structural	Structural	Electrical	Electrical	CADD	Clerical	Total	Total Cost
		hrs.	hrs.	hrs.	hrs.	hrs.	hrs.	hrs.	hrs.	hrs.	\$
G	Construction Phase Services										
	Construction Observation (three man-trips)		2	18						20	\$3,016
	Responses to Requests for Information		2	6						8	\$1,228
	Shop Drawing/Certificate Review		1	6						7	\$1,061
	Record Drawing Preparation		1	4				5		10	\$1,123
	Subtotal		6	34				5		45	\$6,428
<b>TOTAL WORK HOURS</b>			6	34				5		45	
<b>HOURLY RATE</b>		\$201	\$167	\$149	\$95	\$149	\$95	\$72	\$67		
<b>TOTAL FEE</b>			\$1,002	\$5,066				\$360			\$6,428

**TOWN OF CHINCOTEAGUE  
PROFESSIONAL ENGINEERING CONSULTANT SERVICES**

CN COMM: TBD  
SUBMITTED DATE: 5/8/2013

HISTORIC BRIDGE SITE PIER

WORK-HOUR BREAKDOWN

**TASK #4 - ELECTRICAL CONSTRUCTION PHASE SERVICES**

TASK GROUP/BREAKDOWN		Principal	Project	Structural	Structural	Electrical	Electrical	CADD	Clerical	Total	Total Cost
		hrs.	hrs.	hrs.	Engineer Intern hrs.	Engineer hrs.	Engineer Intern hrs.	Technician hrs.	hrs.	hrs.	\$
H	Construction Phase Services										
	Construction Observation (one man-trips)					6				6	\$894
	Responses to Requests for Information					2				2	\$298
	Shop Drawing/Certificate Review					2				2	\$298
	Record Drawing Preparation							1		1	\$72
	Subtotal					10		1		11	\$1,562
<b>TOTAL WORK HOURS</b>						10		1		11	
<b>HOURLY RATE</b>		\$201	\$167	\$149	\$95	\$149	\$95	\$72	\$67		
<b>TOTAL FEE</b>						\$1,490		\$72			\$1,562

**TOWN OF CHINCOTEAGUE**  
**PROFESSIONAL ENGINEERING CONSULTANT SERVICES**  
 HISTORIC BRIDGE SITE PIER  
 DIRECT EXPENSES - TASK #1

CN COMM: TBD  
 SUBMITTED DATE: 5/8/2013

Direct Expenses	Quantity	Unit Cost \$	Subtotal Cost \$
<b>Field Investigation Mileage (1 trip @ 202 mi/trip)</b>	202	\$0.565	\$114
<b>Tolls</b>	1	\$17.00	\$17
<b>Reproduction</b>	2	\$30.00	\$60
<b>Postage</b>	2	\$30.00	\$60
<b>Total</b>			<b>\$251</b>

Travel time between CN Office and Chincoteague is approximately 2 hours for a total distance of 202 miles round trip  
 CBBT Toll are \$12 One Way and \$5 Return Trip with Receipt for a total of \$17

**TOWN OF CHINCOTEAGUE**  
**PROFESSIONAL ENGINEERING CONSULTANT SERVICES**  
 HISTORIC BRIDGE SITE PIER  
 DIRECT EXPENSES - TASK #3

CN COMM: TBD  
 SUBMITTED DATE: 5/8/2013

Direct Expenses	Quantity	Unit Cost \$	Subtotal Cost \$
<b>Field Investigation Mileage (3 trips @ 202 mi/trip)</b>	606	\$0.565	\$342
<b>Tolls</b>	3	\$17.00	\$51
<b>Reproduction</b>		\$30.00	
<b>Postage</b>		\$30.00	
<b>Total</b>			<b>\$393</b>

Travel time between CN Office and Chincoteague is approximately 2 hours for a total distance of 202 miles round trip  
 CBBT Toll are \$12 One Way and \$5 Return Trip with Receipt for a total of \$17