

REGULAR COUNCIL MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

June 6, 2011 - 7:00 P.M. - Council Chambers - Town Hall

CALL TO ORDER

INVOCATION BY COUNCILMAN T. HOWARD

PLEDGE OF ALLEGIANCE

OPEN FORUM / PUBLIC PARTICIPATION

STAFF UP-DATE

AGENDA ADDITIONS/DELETIONS AND ADOPTION:

1. Consider Adoption of the Minutes
 - Regular Council Meeting of May 2, 2011 (Page 2 of 47)
 - Council Workshop Meeting of May 19, 2011 (Page 12 of 47)
2. Public Hearing for the Fiscal Year “2012” Budget, Consisting of; (Page 16 of 47)
 - Revenues for all Divisions
 - General Government Fund Expenses
 - Water Division Expenses
 - Total Main Street Fund Expenses
 - Trolley Division Expenses
 - Harbor Division Expenses
 - Harbor, Water, & Gen Gov. Rate Sheets
3. Public Hearing on the Transient Occupancy Tax Rate (Page 34 of 47)
4. Possible Change in Chapter 54 Taxation, Article IV Excise Tax (Transient Occupancy), Section, 54-262. Allocation of funds (Page 35 of 47)
5. Possible Change in Chapter 54 Taxation, Article V Excise Tax (Meals), Section, 54-306 (A), Disposition of revenue (Page 36 of 47)
6. Consider Adoption of the State Motor Vehicle Code (Page 37 of 47)
7. Possible Change in Chapter 62 Utilities, Article II. Water, Sec. 62-59., Water bill adjust (Page 38 of 47)
8. Possible Adoption of a Resolution for the FY 2012 Litter Grant Program (Page 39 of 47)
9. Possible Adoption of an amendment to the Hazard Mitigation Plan (Page 40 of 47)
10. Public Safety Committee Report of May 3, 2011 (Mayor Tarr) (Page 41 of 47)
11. Budget and Personnel Committee Report of May 10, 2011 (Councilwoman Conklin) (Page 45 of 47)
12. Mayor & Council Announcements or Comments
(Note: Roberts Rules do not allow for discussion under comment period)

ADJOURN:

MINUTES OF THE MAY 2, 2011
CHINCOTEAGUE REGULAR TOWN COUNCIL MEETING

Council Members Present:

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

CALL TO ORDER

Mayor Tarr called the meeting to order.

INVOCATION

Councilman T. Howard offered the invocation.

PLEDGE OF ALLEGIANCE

Mayor Tarr led in the Pledge of Allegiance.

INTRODUCTION OF STUDENT GOVERNMENT DAY STUDENTS

Mayor Tarr invited Student Government Mayor Jessica Proctor to introduce the Student Government Council, Town Manager, Police Chief and Public Works Director.

Student Government Mayor Proctor introduced the following for the Student Government Day:

Town Manager: Danielle Pitts
Chief of Police: Mason Karafa
Public Works Director: Paul Proctor
Town Council: Johnny Tarr, Lauren Fisher, McKenzie Halpin, Alexis Mullen, Jeannie Patton, and Kaitlyn Birch.

Student Government Mayor Proctor explained some of the issues they discussed in their Mock Council meeting earlier that day. 1). They would like to see central sewerage in the commercial area is very important as it will bring in more business. 2). They suggested street lights on Maddox Boulevard from Deep Hole Road to the Traffic Circle. They feel this would make it safer for pedestrians and bicyclists. 3). They also suggested 15-minute parking for Maddox Boulevard. They suggested off-street parking for Church Street 15-minute parking in front of the Opportunity Shop. They also feel that Cleveland Street should be off-street parking from Main Street to the parking lot of Fresh Pride. They feel this would make the streets safer. 4). They would like to see the shrubs cut back for the right turn lane at the new bridge intersection. 5). They also feel that regarding bicycles and mopeds the age limit for helmets should be 12 years and under.

Mayor Tarr thanked them and allowed them to take their respected positions at the Council Table for pictures.

OPEN FORUM/PUBLIC PARTICIPATION

- Mr. Tommy Daisey, owner of Dove Winds, with due respect, expressed his opposition of the Transient Occupancy Tax increase. He mentioned that there are rental homes not paying taxes at all. He feels that it will cause the moderate- income family clientele to stop coming to the Island altogether. He also stated that with the economy, there shouldn't be any kind of tax increase. He doesn't feel that the Town has a tax problem it has a spending problem. He suggested tightening the belt. He advised that he voted for the Council to be conservatives and asked they don't become liberal spenders.

- Mr. Richard Conklin, owner of Anchor Inn, also disagrees with the Transient Occupancy Tax increase. He also expressed his concerns of the trash fee assessed on the water bills a few years ago. He asked about the Assateague Reserve Fund.

Mayor Tarr explained that this money will be put into a reserve for parking replenishment when the next storm comes. He stated that if a storm hits, the Town would have to have money to run some type of transportation system to bus people to and from the beach.

Mr. Conklin feels it isn't fair to collect this from the motels. He suggested that it should be spread out equally or to look at other areas.

- Mr. Tommy Mason, owner of Waterside Motor Inn, stated that the economy is down and the Town shouldn't be raising taxes for anything. He also mentioned that the U. S. Fish & Wildlife is buying Maddox Campground for \$7.5 million. He also stated that this is a done deal and the government is waiting for the money. He feels that if the government has that kind of money to buy property then they can put parking back themselves. He told Council of a discussion he had with Mr. Lou Hinds. He told Mr. Hinds stating that if the beach washes over it could wash the southern end of Chincoteague away. Mr. Hinds advised Mr. Mason that this is Mayor Tarr and the Town Council's problem. Mr. Mason suggested going to the Congressmen and Senators to get it done.

- Mrs. Peggy Thomas asked why the Town sticker went up to \$33.00 and the County only charges \$27.

Mayor Tarr advised this was voted on last year. He stated that this was discussed at Council level that the County proposed to raise the decal fee and at that last minute took it out.

Mrs. Thomas also asked if there were any other increases planned in the budget.

Mayor Tarr advised there were none.

Mrs. Thomas feels that with the exception of PASSS, After Prom Party, Council should do away with the donations and tighten the belt.

- Ms. Debbie Ullmann, resident for 2 years, approached Council regarding installation of public sewage. She stated she is against public sewage because it will unleash over development, crowding and change the character of the Town. She suggested a referendum. She came here for the nature of the Town. Ms. Ullmann suggested a fund to help repair failing

systems. She mentioned the environmental impact. She asked Council to consider a referendum before investing any more money and time in public sewage.

- Mr. Mike Tolbert, owner of Sunrise Motor Inn, agreed with Mr. Daisey. He is concerned about those rental homes not paying taxes. He stated that he receives various comments year to year about the taxes he has to charge. He has a smaller motel and wouldn't want the Town to price them out of that small business.
- Mrs. Donna Mason, also owner of Waterside Motor Inn, doesn't feel the economic times could support another 1% on anything. She would rather see this matter tabled for another year. She suggested waiting to see if there is any economic recovery due to the capture and death of Bin Laden. She suggested checking to see if the U. S. Fish & Wildlife will accept the Town's help.

Mayor Tarr stated that every year, before, during and after Business License Renewals, staff researches rental websites and makes sure that rental properties are paying the Business Licenses and taxes associated with that rental. He stated they are also checking the number of rooms based on the Business License allowance.

STAFF UPDATE

Planning Department

Town Planner Neville reported that they have been busy getting ready for the Planning Commission's Public Hearing for the proposed Zoning Maps and Zoning Ordinance Changes. The 1st Public Hearing will be May 10th, there will be an Open House Friday, May 6th during regular office hours for anyone to come in and ask questions and review the proposed changes. The School Travel Plan was submitted to VDOT for an infrastructure grant to possibly build a structured trail between the schools along Hallie Whealton Smith Dr. The deadline for this grant is June 3rd.

Town Planner Neville also reported that there is a meeting this week regarding the Hazard Mitigation Plan, which has to be reviewed every 5 years. He has been attending the Transportation Committee meetings at the ANPDC and working on a Transportation Plan, and there will be a Public Hearing Wednesday, May 4th from 4:00 p.m. – 6:00 p.m.

Police Department

Sgt. Mills gave Council a copy of the monthly report for April.

Public Works Department

Public Works Director Spurlock reported that the SKADA system is currently up and running and training is scheduled for Monday. The half pipes at the Skate Park are installed. The paving on Maddox and Main is complete. The drainage project on Wayne Road is also complete. The conditions set for the Ground Water Withdraw Permit of installing 4 meters is almost complete as 3 have been installed. The removal of the tree at Watson Park will be done as soon as the locate is complete. He stated that they are working on routine spring maintenance.

There was discussion regarding the new asphalt on Cropper Street, which is higher in places than the sidewalk.

Public Works Director Spurlock advised that they are waiting for a rain to see where the problem areas are to be able to address them.

General Government

Town Manager Ritter reported: that staff is working on the mass mail out for the zoning map changes. The 3rd “Tump Talk” Radio Show was broadcasted last week. Mrs. Chesser and Mrs. Hooper attended a seminar for Building Emotional Intelligence in Virginia Beach in April. He met with Rob Catron on April 21st. Mayor Tarr asked for an action list with Alcalde & Faye. He has been working with Anne Sullivan on the Draft Personnel Policy Handbook. He will bring it to the next Budget and Personnel Committee meeting, next Tuesday at 5:00 p.m.

Town Manager Ritter also mentioned some of the upcoming meetings including the meeting tomorrow night at 6:00 p.m. with Mr. Linwood Lewis at the Community Center.

	<u>Year to Date</u>	<u>Prior Year</u>		<u>Difference</u>
Real Estate Tax	\$690,498	\$610,675	(up)	\$ 1,217
Tangible Property Tax	\$174,366	\$170,162	(up)	\$ 4,204
Meals Tax	\$514,216	\$405,064	(up)	\$109,152
Sales Tax	\$ 83,446	\$ 79,724	(up)	\$ 3,722
Business License	\$ 85,373	\$ 84,544	(up)	\$ 829
Transient Occupancy	\$573,015	\$531,490	(up)	\$ 41,525
Water Rent	\$849,899	\$752,563	(up)	\$ 97,336

Councilman T. Howard asked Town Manager Ritter to repeat the difference in the Meals Tax from last year to this year.

Town Manager Ritter advised it was \$109,152. He reminded Council there was an increase of 1% last year.

Councilman T. Howard stated that for the economy, the Island is blessed because all revenues are on the plus side.

Councilwoman Conklin complimented staff for being diligent in collecting the taxes.

Councilman T. Howard stated that staff is on top of things.

AGENDA ADDITIONS/DELETIONS AND ADOPTION

Mayor Tarr requested that item 8a be added for the purpose of a Proposed Letter to Send to Accomack County in Support of a Wastewater Treatment Plant in the Atlantic area.

Councilman T. Howard motioned, seconded by Councilman Jester to approve the agenda with the addition of item 8a Proposed Letter to Send to Accomack County in Support of a Wastewater Treatment Plant. Unanimously approved.

1. Consider Adoption of the Minutes

- **Regular Council Meeting of April 2, 2011**
- **Special Council Budget Workshops of April 6, 13 and 18, 2011**

- **Council Workshop Meeting of April 21, 2011**

Councilwoman Conklin asked that a correction be made to the minutes of April 6, 2011, under item #6, paragraph 7. She stated that the amount is supposed to be \$103,000 instead of \$100,000.

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

2. Resolution on the Annual Spring Clean-up, Paint-up, Fix-up Week

Councilman J. Howard stated that the landfill will allow 14 tires per person at the landfill.

Mayor Tarr reminded the public to have items collected you would have to call to be put on the list.

Councilman T. Howard motioned, seconded by Councilman Jester to adopt the Resolution for the Annual Spring Clean-up, Paint-up, Fix-up Week. Unanimously approved.



Resolution for Spring Clean up, 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 7, 2011; 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 7 – May 13, 2011 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 7 –May 13, 2011 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

3. Resolution on Designating Hurricane Preparedness Week

Councilman T. Howard motioned, seconded by Vice Mayor Richardson to adopt the Resolution on designating Hurricane Preparedness Week.

Town Manager Ritter advised that during this week it is a tax-free shopping week for the state of Virginia for Hurricane Preparedness type of items. He also added there is a website that gives a list of the items that qualify.



**RESOLUTION
Hurricane Preparedness Week 2011**

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 22-28,2011 has been designated "Hurricane Preparedness Week"; and

Whereas, with the Town of Chincoteague being an Island, it 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 the Town 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 22-28, 2011 as "Hurricane Preparedness Week" in the Town of Chincoteague.

John H. Tarr, Mayor

Attest: Town Manager

4. Proclamation for Safe Boating Week

Councilman T. Howard motioned, seconded by Councilman J. Howard to adopt a Proclamation for Safe Boating Week.



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 drownings 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, “Life Jackets. They Float. You Don’t.”

NOW THEREFORE, BE IT RESOLVED I, Mayor John H. Tarr, proclaim May 21 through 27, 2011 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 2nd, day of May, 2011

Mayor John H. Tarr
Town of Chincoteague, Inc.

Chief Petty Officer A. Mark Kannan
U. S. Coast Guard
Station Chincoteague

Frederick A. Gilman
Flotilla Commander 12-06
U. S. Coast Guard Auxiliary

5. Setting the Date for a Public Hearing for a Fiscal Year 2012 Budget and Fee & Rate Schedules

Town Manager Ritter advised that the complete budget document will be ready for the public this week. He advised that there are no fee or rate increases with the exception of the proposed Transient Occupancy Tax increase of 1%. He advised that the Public Hearing will be June 6th and another Public Hearing on June 16th at which time they will vote on the new FY2012 Budget.

Councilman T. Howard asked if there was an increase in the water rate schedule.

Town Manager Ritter advised that there is no change and it will remain the same.

Vice Mayor Richardson motioned, seconded by Councilman T. Howard to set June 6th as the date for the Public Hearings on FY2012 Budget. Unanimously approved.

6. Setting the Date for a Public Hearing on the Transient Occupancy Rate

Councilman Jester motioned, seconded by Councilwoman Conklin to set June 6th as the date for the Public Hearing on the Transient Occupancy Rate increase of 1%. Motion Carried.

Ayes: Richardson, Muth, Jester, Conklin, T. Howard

Nays: J. Howard

Councilman T. Howard expressed his support of the Public Hearing and not necessarily the tax increase. He is hoping more people will attend the Public Hearing so that Council can make a more educated decision.

Vice Mayor Richardson agrees with Councilman T. Howard.

Mayor Tarr stated that the draft budget should be ready by the end of the week to view online or to at the Town Office.

7. Public Works Committee Report of April 5, 2011

Council reviewed the report.

Mayor Tarr asked Public Works Director Spurlock about the discussion of the water bill adjustments. He stated that in the Adjustment Policy it states to come to the Public Works Committee or their designee and they would like the Public Works Director as the designee and the Public Works Committee to review for an appeal of his decision. He asked if they were working on the wording or was that already in effect.

Public Works Director Spurlock advised he has to review this and make the changes.

Mayor Tarr asked for this to be put on the next Council agenda for their review.

8. Recreational & Community Enhancement Committee Report of April 12, 2011

Councilman Jester advised that they discussed the plans to rejuvenate Watson Park. He stated that they also discussed the name change request from Mrs. Donna Mason for the Veteran's Memorial Park. He added that they received a letter from the Veterans asking to leave the name. He informed Council that the Park was composed of 3 different parcels owned by different people who donated the property for this purpose. Councilman Jester stated that the Committee suggested putting a plaque about the donation of the property along with a historical plaque about Mr. Savage and his service in WWII flying off the coast looking for submarines.

Councilman Jester stated that a Veteran mentioned that in talking about the Park it should be referred to as "Veterans" Memorial Park, which was in honor of the Veterans who served our Country from this community.

Councilman T. Howard agreed that every time we refer to this property we should be diligent in calling it by its full name.

8a. Proposed Letter to Send to Accomack County in Support of a Wastewater Treatment Plant

Mayor Tarr requested that the Town send a letter in support of a wastewater treatment plant in the Atlantic area. This letter of support is for a conditional use permit for the Atlantic Group.

Councilman T. Howard motioned, seconded by Councilwoman Conklin to send a letter in support of a conditional use permit for a wastewater treatment plant in the Atlantic area. Unanimously approved.

9. Mayor & Council Announcements or Comments

Councilman J. Howard stated that in the Budget Meetings, he felt it was a good idea to put money aside for Assateague. He expressed that he changed his mind and was not in favor of additional fees to create this fund and is not in favor of putting on extra charges for this purpose.

Councilman Muth agreed with Councilman J. Howard. He feels this isn't the time to raise any type of tax.

Councilman T. Howard stated that the Veterans Memorial Park was done in appreciation of the Veterans and we should make an effort to call each Park by its full name. He would also like to add everyone should make the effort to call all the Parks by the full name. They were named in honor of the people of the community for the things they have done. He also stated that for the Student Government Day there should be 2 meals, lunch and dinner, for the young people as it was before. He added that the young people care enough and are interested in the government of the Town and should be honored by the 2 meals each year.

Councilman J. Howard addressed the earlier discussion regarding donations. He feels that it is the responsibility of the Town to support the youth and youth programs on the Island.

Mayor Tarr stated they had important decisions in the budget process and have employees that want cost of living raises. He added that when everyone else's costs go up, so does the Town of Chincoteague's costs and expenses. He stated that he would get a list of donations to Mrs. Thomas. He added that the Town's budgeted donations have stayed at the same dollar amount for the past 5 or 6 years.

Mayor Tarr reminded the public there is a Public Safety meeting tomorrow night at 5:00 p.m. He stated that Mr. Linwood Lewis will be here at 6:00 p.m. He also announced that Wednesday evening is the USF&W and National Park Service Annual Community meeting at the Community Center at 7:00 p.m. He stated that Thursday, May 5th is the bulk trash collection and the Harbor Committee Meeting at 5:00 p.m. He also reminded everyone that Saturday, May 7th is the Annual Seafood Festival and Mother Earth Day, and the International Migratory Bird Festival.

Mr. Tommy Daisey thanked the Town for their diligent work on the drainage. He mentioned the problem with the drainage on the traffic circle causing his office to flood.

Mayor Tarr asked that Mr. Daisey meet with Public Works Director Spurlock regarding the drainage study and project list. He also advised that the traffic circle is at the top of the list.

Town Manager Ritter announced that Public Works Director Spurlock tested and passed the Class 3 Water Treatment Operators test.

Adjourn.

Councilman J. Howard motioned, seconded by Vice Mayor Richardson to adjourn. Unanimously approved.

Mayor

Attest: Town Manager

MINUTES OF THE MAY 19, 2011
CHINCOTEAGUE REGULAR TOWN COUNCIL MEETING

Council Members Present:

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

CALL TO ORDER

Mayor Tarr called the meeting to order.

INVOCATION

Councilman T. Howard offered the invocation.

PLEDGE OF ALLEGIANCE

Mayor Tarr led in the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS AND ADOPTION

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

1. Presentation/Discussion – Draft Hazard Mitigation Plan/Management

Town Manager Ritter advised that this is a requirement from FEMA to go through the review process. He stated that Council needs to decide which direction they want to go with this.

Town Planner Neville explained the process taken to date. He stated that the Town's section should be updated next week and a public hearing should be in the August 1st time frame. He suggested considering a few items to add into the plan. He advised that he has listed those items. He stated that the general idea is to detect the community hazards and rate which is most likely to occur. FEMA has encouraged Council to look at critical infrastructure.

Town Planner Neville would like to focus on the new concepts and conditions. He recommended Council that the barrier island of protection should be built into the Town's document. He mentioned the state's study that is done to identify critical infrastructure states that a category 1 hurricane could flood the entire island.

There was further discussion of the identifiable critical infrastructures such as specific areas, buildings, water service, drainage and the substation. They also discussed public hearings.

Town Planner Neville stated that the Town has to have a new project list and it has to be on an adopted Hazard Mitigation Plan in order to qualify for the grants. He feels this fresh effort is the right thing to do.

Councilman Jester stated that the Town won an award according to the VML magazine regarding this.

Councilman T. Howard questioned that if there is no project would they be eligible for that grant.

Town Planner Neville stated that he believes that it qualifies communities some disaster assistance after a disaster occurs. He sent a letter to VDEM thanking them for the information and included the completed pre-applications for a couple of projects. He requested a grant for drainage, informing them that the Town was working on a Master Drainage Plan. He stated the second request was a proposal to update the pump at the traffic circle and replace the ditches and pipes at that location as a specific drainage project. He received a response to gather more specific information for flood damages, business loss days of service. He advised that the deadline is May 31st. He added that every dollar of FEMA money is offset by the expenses that occurred. He has a list of the repetitive loss properties. He has also called Mr. Daisey of Dove Winds for specific costs for his flooding problem.

Councilman T. Howard asked how far back does FEMA want the Town to go with this information.

Town Planner Neville advised 50 years. He stated that it pertains to those homes that are repetitive loss properties.

Discussion continued. Town Planner Neville will be presenting the Draft Plan next week.

2. Discuss Establishing a Committee to Look into Issues for Public Wastewater

Mayor Tarr stated that they have been discussing the matter of public sewage to be pumped into the Atlantic area. They have met with Chris Carbaugh who is with Atlantic Group. He advised his wastewater treatment plant is still going forward. He has applied to DEQ and has a 2 year time frame and would like for Chincoteague to help. Mayor Tarr would like for the Committee and staff to go out and review the waste water work (study) done in the past and then meet with Chris Carbaugh. He added that once the Committee decides, then this Committee would have goals to start the process and be advisory to Council.

Town Manager Ritter suggested calling the new committee the Wastewater Advisory Committee. He asked how many members should be on this committee.

Mayor Tarr feels it should be 6 or 7 people. He asked Council for ideas. He spoke with a few owners who live along Main and Maddox and a few of them would be interested in serving on this committee. He suggested; Mr. Kelly Conklin, Mr. Scott Chesson, Mr. Mike Tolbert and Mr. Spyro Papadopoulos who has no interest in that corridor but has a wealth of knowledge regarding the engineering aspect. He also advised that Mr. Conklin was a member on Accomack County's Committee.

Mayor Tarr stated that they would have to conduct public hearings.

Councilman Jester stated that the key is, if the County Supervisors approve this project.

Mayor Tarr advised they're working on separate applications.

There was discussion as to the different entities that could possibly be interested in this also.

Councilwoman Conklin motioned, seconded by Councilman T. Howard to move forward in the establishment of an advisory committee regarding public wastewater. Unanimously approved.

3. Discuss the State of Virginia, Line of Duty Act

Town Manager Ritter explained that this is basically offsetting what the state already has. He stated that the County recommends the Towns fire department to go into the LODA with them and the County would pay the cost. He advised that he had a meeting with Mrs. Hipple, Mr. Rush and Mr. Lappin regarding this matter. They expressed their concerns about the possibility of the County assessing a fire tax if they go in with them. Town Manager Ritter asked Council if they were heading in the right direction.

There was discussion about their concerns of going in with the County. Council feels they should pay their own way.

Town Manager Ritter asked if they would rather go with VML Insurance Plans or go with the state of Virginia and the funds would be vested through VRS. He explained that VML looks out for the Town's best interest. He also explained the costs associated with this program.

Council discussed what the coverage is for.

Councilman T. Howard asked what happens if the Town opts out of the state's Line of Duty Act insurance program.

Town Manager Ritter stated that the Town would have to pick up the VML program. He doesn't think the County knows which way they will go as of yet.

Mayor Tarr suggested looking at all the options before making any decisions.

Councilman Jester suggested creating guidelines.

Councilman T. Howard was concerned about the dates.

Discussion continued and Council decided to review this matter further with a VRS representative.

4. Discuss Cemetery Grass Cutting

Vice Mayor Richardson stated that in Chapter 11, Section 37 of the Charter, the Town is responsible to make sure that the cemeteries are clear. She listed the cemeteries that are in need

of cleaning. She asked if the Public Works employees could cut the grass when needed as there was no bid for the Grass Cutting Contract.

Discussion continued regarding who is actually responsible for perpetual care according to the Charter and the account balance from donations.

Vice Mayor Richardson also stated that there is a grave in Redmen's Cemetery that is cracked and needs to be taken care of.

They further discussed the financial aspect of perpetual care and options. .

Vice Mayor Richardson asked for direction from Council.

Mayor Tarr stated that they have the money and should ask Mr. Taylor to cut them.

Council discussed the possibility of finding the owners of each cemetery and asking the owners to maintain them.

Mayor Tarr suggested expanding the Committee and getting more community involvement. He suggested having those cemeteries cut with the money in the fund. He also requested that they find others who would be interested in serving on the Cemetery Committee.

5. Discuss a Letter to VDOT for the Town to Maintain the Landscape Easement of the New Bridge

Vice Mayor Richardson motioned, seconded by Councilman Jester to approve a letter to VDOT to give the Town to maintain the landscape easement of the new bridge. Unanimously approved.

6. Council Member Comments

- Councilman Muth feels that piers and docks are out of control along South Main Street. He mentioned losing the view to longer piers. He also understands that it's up to VMRC and the owner is adding to the value of their property.

Councilman T. Howard agreed that it doesn't add to the aesthetics.

Mayor Tarr stated that there were changes about a year or so ago.

- Councilwoman Conklin has a certificate of appreciation to the Town from the Senior Citizens of the Accomack County Parks and Recreation. She advised that Public Works Director Spurlock helped them set up and take down the Center for their Senior Prom and they were very grateful.

Adjourn.

Vice Mayor Richardson motioned seconded by Councilman T. Howard to adjourn the meeting. Unanimously approved.

TOWN OF CHINCOTEAGUE, INC.
FY'12 PROPOSED BUDGET

PUBLIC HEARING TO BE HELD MONDAY, JUNE 6, 2011 AT 7 PM
IN THE TOWN COUNCIL CHAMBERS
6150 COMMUNITY DRIVE
CHINCOTEAGUE ISLAND, VA 23336

<u>REVENUES</u>		<u>EXPENDITURES</u>	
REAL ESTATE TAX	\$ 609,965	GENERAL GOVERNMENT	
TANGIBLE PROPERTY TAX	\$ 185,000	SALARIES & BENEFITS	\$ 642,699
DELINQUENT REAL & TANGIBLE TAXES	\$ 40,000	EMS SALARIES	\$ 234,976
PERSONAL PROPERTY TAX RELIEF	\$ 150,250	EXPENSES	\$ 720,021
MEALS TAX	\$ 630,000	CAPITAL IMPROVEMENTS	\$ 88,956
BANK FRANCHISE	\$ 45,000	PUBLIC WORKS ADMINISTRATION	
SALES TAX	\$ 116,700	SALARIES & BENEFITS	\$ 156,731
BUSINESS LICENSE	\$ 125,000	EXPENSES	\$ 487,533
MOTOR VEHICLE LICENSE	\$ 95,000	CAPITAL IMPROVEMENTS	\$ 73,857
UTILITIES TAX	\$ 135,000	MOSQUITO CONTROL DIVISION	
TRANSIENT OCCUPANCY TAX	\$ 670,936	SALARIES & BENEFITS	\$ 43,450
FINES	\$ 45,000	EXPENSES	\$ 86,205
INTEREST	\$ 47,000	CAPITAL IMPROVEMENTS	\$ 48,278
DECORATION DONATIONS	\$ 3,000	FACILITIES DIVISION	
CEMETERY CLEANUP DONATION	\$ 1,000	SALARIES & BENEFITS	\$ 260,652
USER FEES	\$ 25,000	EXPENSES	\$ 89,075
BUILDING PERMITS	\$ 42,000	CAPITAL IMPROVEMENTS	\$ 5,000
ZONING ADVERTISEMENTS	\$ 2,000	ROADS DIVISION	
GRANTS/LITTER	\$ 2,585	SALARIES & BENEFITS	\$ 80,436
SALE OF CAPITAL ASSETS	\$ 500	EXPENSES	\$ 467,362
HEALTH INSURANCE RETIREES	\$ 20,796	POLICE DEPARTMENT	
FIRE PROGRAMS	\$ 11,910	SALARIES & BENEFITS	\$ 593,816
PAYMENT IN LIEU OF TAXES - USFWS	\$ 4,200	EXPENSES	\$ 95,700
HARBOR ADMINISTRATION	\$ 7,000	CAPITAL IMPROVEMENTS	\$ 52,800
RENTAL INCOME TROLLEY	\$ 12,000	EMERGENCY DISPATCH	
TOWER RENT	\$ 4,800	SALARIES & BENEFITS	\$ 225,582
COMMUNICATIONS TAX	\$ 243,200	EXPENSES	\$ 34,200
RECOVERED COST FROM WATER	\$ 123,720		
MISCELLANEOUS INCOME	\$ 26,000		
SOLID WASTE COLLECTION FEE	\$ 290,498		
LAW ENFORCEMENT FUNDS	\$ 97,587		
E911 DISPATCH REVENUE	\$ 29,000		
VDOT MAINTENANCE FUNDS	\$ 547,798		
ROAD PERMIT FEES	\$ 800		
VA COMM. FOR THE ARTS GRANT	\$ 5,000		
POLICE CUMMUNITY DONATIONS	\$ 20,000		
POLICE GRANTS	\$ 5,000		
TRF FROM BOAT RAMP REPAIR RESERV]	\$ 17,000		
TRF FRM DRAINAGE SAVING	\$ 35,600		
TRF FROM GENERAL FUND SAVINGS	\$ 14,484		
TOTAL GENERAL FUND REVENUE	\$ 4,487,329	TOTAL GENERAL FUND EXPENSES	\$ 4,487,329
MAIN STREET PROJECT GRANTS	\$ 197,558	MAIN STREET	
PROGRAM INCOME	\$ 1,000	EXPENSES	\$ 4,920
LOAN POOL REPAYMENT	\$ 3,920	CAPITAL IMPROVEMENTS	\$ 231,652
TRANSFER FROM GENERAL FUND	\$ 34,094		
TOTAL MAIN STREET PROJECT	\$ 236,572	TOTAL MAIN STREET PROJECT	\$ 236,572

TOWN OF CHINCOTEAGUE, INC.
 FY'12 PROPOSED BUDGET

PUBLIC HEARING TO BE HELD MONDAY, JUNE 6, 2011 AT 7 PM
 IN THE TOWN COUNCIL CHAMBERS
 6150 COMMUNITY DRIVE
 CHINCOTEAGUE ISLAND, VA 23336

<u>REVENUES</u>		<u>EXPENDITURES</u>	
BROADBAND		BROADBAND	
CDBG GRANT	\$ 462,695	EXPENSES	\$ 83,195
		CAPITAL IMPROVEMENTS	\$ 379,500
TOTAL BROADBAND PROJECT	\$ 462,695	TOTAL BROADBAND PROJECT	\$ 462,695
HARBOR RENT	\$ 59,258	HARBOR SALARIES & BENEFITS	\$ 28,355
SUBLEASES/LOADING DOCK/STORAGE	\$ 20,830	EXPENSES	\$ 96,734
HARBOR INTEREST	\$ 1,500	CAPITAL IMPROVEMENTS	\$ 21,000
FUEL REVENUE	\$ 64,501		
TOTAL HARBOR REVENUE	\$ 146,089	TOTAL HARBOR EXPENSES	\$ 146,089
TROLLEY GRANTS	\$ 48,400	TROLLEY SALARIES & BENEFITS	\$ 33,400
PROGRAM INCOME	\$ 7,000	EXPENSES	\$ 42,000
TRANSFER FROM GENERAL FUND	\$ 20,000		
TOTAL TROLLEY REVENUE	\$ 75,400	TOTAL TROLLEY EXPENSES	\$ 75,400
WATER RENT	\$ 919,895	WATER FUND	
WATERLINE EXTENSIONS	\$ 10,000	SALARIES & BENEFITS	\$ 301,572
SERVICE CONNECTIONS	\$ 18,760	EXPENSES	\$ 270,814
INTEREST ON WATER RESERVE	\$ 360	CAPITAL IMPROVEMENTS	\$ 400,044
MISCELLANEOUS INCOME	\$ 500		
AVAILABILITY FEES	\$ 22,915		
TOTAL WATER FUND REVENUE	\$ 972,430	TOTAL WATER FUND EXPENSES	\$ 972,430
TOTAL ALL REVENUES	\$6,380,515	TOTAL ALL EXPENDITURES	\$ 6,380,515

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

REAL ESTATE TAX LEVY	\$0.06 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	\$33.00
SOLID WASTE COLLECTION	\$1.50 PER WEEK
PERSONAL PROPERTY TAX RELIEF	63%

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

Town of Chincoteague Fiscal Year 2012 Revenues		
		FY'12 Budget Revenues
<u>Revenue Name</u>	<u>Number</u>	<u>Budgeted</u>
Fund 10 - General Government		
Real Estate Tax Levy	4001-0100	\$ 609,965
Tangible Property Tax Levy	4001-0125	\$ 185,000
Delinquent Tax Collection, Int. & Pen.	4001-0130	\$ 40,000
Meals Tax	4001-0500	\$ 630,000
Bank Franchise Tax	4001-0600	\$ 45,000
Sales Tax	4010-0100	\$ 110,000
Business License	4010-0200	\$ 125,000
Motor Vehicle License	4010-0300	\$ 95,000
Utilities Tax	4010-0500	\$ 135,000
Transient Occupancy Tax	4010-0600	\$ 670,936
Fines	4015-0100	\$ 45,000
Interest on Savings	4020-0100	\$ 47,000
Banner Donations	4041-0100	\$ 3,000
Cemetery Cleanup Donations	4041-0150	\$ 1,000
User Fees	4041-0200	\$ 25,000
Building Permits	4041-0500	\$ 42,000
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	\$ 20,796
VA Fire Programs	4051-0300	\$ 11,910
Payment in lieu of Taxes - USFWS	4061-0100	\$ 4,200
Harbor Administration	4061-0105	\$ 7,000
Rental Income - Trolley	4061-0106	\$ 12,000
Tower Rent	4061.0107	\$ 4,800
Communications Tax	4071-0100	\$ 212,855
Personal Property Relief Act	4071-0200	\$ 150,250
Mobile Home Sales Tax	4071-0300	\$ 6,700
Recovered Cost from Water	4101-0200	\$ 123,720
Public Works Miscellaneous	4201-0100	\$ 10,000
Miscellaneous Income	4303-0100	\$ 15,000
Solid Waste Collection Fee	4303-0400	\$ 290,498
Law Enforcement Funds	4401-0100	\$ 97,587
Police Miscellaneous	4401-0125	\$ 1,000
Police Donations	4401-0150	\$ 20,000
Police Grants	4401-0160	\$ 5,000
911 Dispatch Revenue	4401-0200	\$ 29,000
911 Local Tax (Wireless)	4401-0300	\$ 30,345
VDOT Maintenance Funds	4501-0100	\$ 547,798
Road Permit Fees	4501-0101	\$ 800
VA Commission for the Arts - Grant	4545-0140	\$ 5,000
TRF. From Ramp Repair Reserve	4701-0400	\$ 17,000
TRF. From Drainage Savings	4701-0600	\$ 35,600
TRF From General Fund Savings	4701-1000	\$ 14,484
Total Fund 10		\$ 4,487,329

Town of Chincoteague Fiscal Year 2012 Revenues		
		FY'12 Budget Revenues
<u>Revenue Name</u>	<u>Number</u>	<u>Budgeted</u>
Fund 20 - Main Street Project		
Program Income	4501-0100	\$ 1,000.00
TEA-21 Grant	4501-0115	\$ 197,558.00
Loan Repayment	4501-0200	\$ 3,920.00
Transfer from General Fund	4501-8900	\$ 34,094.00
Total Fund 20		\$ 236,572.00
Fund 25 - Broadband Project		
Broadband Proj.-CDBG Grant	4501-0110	\$ 462,695
Total Fund 25		\$ 462,695
Fund 30 - Curtis Merritt Harbor		
Interest on Harbor Savings	4031-0100	\$ 1,500
Harbor Rent	4031-1000	\$ 59,258
Subleases	4031-1002	\$ 17,560
Dry/Winter Storage	4031-1003	\$ 750
Loading Dock	4031-1004	\$ 2,520
Fuel Revenue	4031-1058	\$ 64,501
Total Fund 30		\$ 146,089
Fund 70 - Trolley		
Trolley Grants	4501-0100	\$ 45,200
Program Income	4501-0110	\$ 7,000
Transfer from General Fund	4501-8900	\$ 23,200
Total Fund 70		\$ 75,400
Fund 80 - Water		
Water Rent	4101-0100	\$ 922,395
Water Adjustments	4101-2200	\$ (2,500)
Waterline Extensions	4131-0100	\$ 10,000
Service Connections	4131-0200	\$ 18,760
Interest on Water Savings	4131-0300	\$ 360
Miscellaneous	4131-0400	\$ 500
Availability Fees	4131-0500	\$ 22,915
Total Fund 80		\$ 972,430
TOTAL ALL FUNDS		\$ 6,380,515

Town of Chincoteague Fiscal Year 2012 Expenditures

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'12 Expenditures</u>
FUND 10 - General Fund		
<i>Fund 10 - General Fund/Department 50 - General Government</i>		
<u>Salaries</u>		
Mayor	5010-0101	\$ 4,800
Council	5010-0102	\$ 23,040
Town Office Staff	5010-1001	\$ 373,200
Emergency Medical Staff	5010-1002	\$ 234,976
Overtime	5010-1003	\$ 28,000
<i>Subtotal</i>		\$ 664,016
<u>Benefits</u>		
Social Security	5020-2001	\$ 49,895
Hospitalization	5020-2101	\$ 60,764
Blood Bank	5020-2102	\$ 75
Unemployment - All Employees	5020-2103	\$ 4,000
Retirement	5020-2201	\$ 78,154
Life Insurance	5020-2202	\$ 2,695
Line of Duty Trust	5030-2300	\$ 18,076
<i>Subtotal</i>		\$ 213,659
<u>Expenses</u>		
Bank Charges	5030-3100	\$ 3,300
Building Administrator Expense	5030-3101	\$ 100
Cleaning	5030-3102	\$ 13,000
Planning Commission	5030-3103	\$ 40
Board of Zoning Appeals	5030-3104	\$ 40
Building Permit Surcharge	5030-3105	\$ 1,000
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	\$ 105,500
Auditing	5030-3501	\$ 22,000
Donations	5030-3601	\$ 6,600
Fire Department Donation	5030-3602	\$ 19,650
Civic Center (TOTAX)	5030-3701	\$ 103,000
Tourism - \$30K Chamber & \$30K Civic Center & \$7100 Other	5030-3705	\$ 67,100
ANPDC Membership	5030-4030	\$ 7,000
Scholarship	5030-4301	\$ 1,000
Office Supplies/Publications	5030-4401	\$ 10,000
Office Equipment/Software Maintenance	5030-4402	\$ 21,000
Postage	5030-4403	\$ 10,500
Tax Bills & Conversion	5030-4404	\$ 1,750
Motor Vehicle License	5030-4501	\$ 2,100
Travel & Training	5030-4801	\$ 3,500
Mayor's Expense	5030-4901	\$ 300
Council's Expense	5030-4902	\$ 500

Town of Chincoteague Fiscal Year 2012 Expenditures

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'12 Expenditures</u>
Town Manager's Expense	5030-4903	\$ 250
Attorney/Legal Consultants	5030-5101	\$ 50,600
Drug/Alcohol Testing	5030-5201	\$ 2,000
Christmas Dinner	5030-5501	\$ 2,000
Dues	5030-6101	\$ 4,400
VML Conference	5030-6102	\$ 900
Advertising & Website	5030-7101	\$ 11,500
Building Maintenance	5030-7301	\$ 5,500
Electricity	5030-7401	\$ 14,500
Heating Oil	5030-7402	\$ 3,500
VA Fire Programs/CVFC	5030-7601	\$ 10,500
EOC Operations/Training	5030-7602	\$ 1,500
Special Projects	5030-7701	\$ 7,000
Pony Penning Expense	5030-7702	\$ 5,000
Deer D-Pop Program	5030-7703	\$ 1,000
Leonard Asst Fund	5030-8001	\$ -
Telephone Bills	5030-8202	\$ 19,000
Health Insurance - Retirees	5030-8401	\$ 20,000
Transfer to Medicare (Doughnut Hole)	5030-8403	\$ 20,000
Insurance-Retiree, Spouses & Others	5030-8402	\$ 20,796
Miscellaneous	5030-8501	\$ 5,000
Cemetery Cleanup	5030-8600	\$ 1,500
Va Commission for the Arts	5030-8700	\$ 10,000
Transfer to Main Street Project	5030-8800	\$ 34,094
Transfer to Trolley Fund	5030-8900	\$ 23,200
VOLSAP For Volunteer Firemen	5030-8912	\$ 2,640
Transfer to Beach/Recreation/Tourism Reserve	5030-8913	\$ 40,936
Subtotal		\$ 720,021
<u>Capital Improvements</u>		
Office Equipment	5090-9709	\$ 6,000
Bond - School Board Property	5090-9740	\$ 72,174
Interest on Bond	5090-9741	\$ 10,782
Subtotal		\$ 88,956
Subtotal Fund 10 Dept 50		\$ 1,686,652
<i>Fund 10 - General Fund/Department 60 - Public Works Administration</i>		
<u>Salaries</u>		
Salaries	6010-1001	\$ 113,805
Overtime	6010-1003	\$ 500
Subtotal		\$ 114,305
<u>Benefits</u>		
Social Security	6020-2001	\$ 8,744
Hospitalization	6020-2101	\$ 18,000
Retirement	6020-2201	\$ 15,363
Life Insurance	6020-2202	\$ 319

Town of Chincoteague Fiscal Year 2012 Expenditures

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'12 Expenditures</u>
<i>Subtotal</i>		\$ 42,426
<u>Expenses</u>		
Office Supplies & Equipment	6030-4401	\$ 500
Street Maintenance	6030-4501	\$ 1,000
Street Signs / 911	6030-4502	\$ 3,000
Street Lights	6030-4503	\$ 21,000
Gasoline/Diesel	6030-4701	\$ 26,306
Oil/Grease	6030-4703	\$ 2,500
Tools Shop	6030-4704	\$ 2,500
Travel/Training	6030-4801	\$ 1,250
Clothing / Uniforms	6030-5202	\$ 3,900
Building Maintenance	6030-7301	\$ 1,500
Equipment Repairs	6030-7302	\$ 12,500
Safety	6030-7303	\$ 1,250
Vehicle PMs	6030-7304	\$ 1,250
Tires	6030-7305	\$ 2,000
Garage Supplies	6030-7306	\$ 2,500
Vehicle Repairs	6030-7307	\$ 8,000
Electricity	6030-7401	\$ 7,200
LP Gas	6030-7402	\$ 2,000
Tipping Fees	6030-7501	\$ 1,200
Sanitation Contract	6030-7501	\$ 384,677
Miscellaneous	6030-8501	\$ 1,500
<i>Subtotal</i>		\$ 487,533
<u>Capital Improvements</u>		
Church/Ridge/Chicken City	6030-9200	\$ 12,000
Vehicle	6090-9101	\$ 25,000
Consultant	6030-9531	\$ 48,857
<i>Subtotal</i>		\$ 73,857
Subtotal Fund 10 Dept 60		\$ 718,121
<i>Fund 10 - General Fund/Department 61 - Mosquito Control</i>		
<u>Salaries</u>		
Salaries	6110-1001	\$ 32,685
Overtime	6110-1003	\$ 10,000
<i>Subtotal</i>		\$ 42,685
<u>Benefits</u>		
Social Security	6120-2001	\$ 765
Hospitalization	6120-2101	\$ -
Retirement	6120-2201	\$ -
Life Insurance	6120-2202	\$ -
<i>Subtotal</i>		\$ 765
<u>Expenses</u>		
Insurance	6130-3401	\$ 8,100

Town of Chincoteague Fiscal Year 2012 Expenditures

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'12 Expenditures</u>
Office Supplies	6130-4401	\$ 200
Gasoline	6130-4701	\$ 4,000
Tools & Small Equipment	6130-4704	\$ 1,000
Chemicals	6130-4705	\$ 44,805
Contract Spraying	6130-4706	\$ 23,700
Travel/Training/Conference	6130-4801	\$ 300
Uniforms	6130-5202	\$ 750
Equipment Repairs/Maintenance	6130-7302	\$ 1,500
Safety Equipment	6130-7303	\$ 400
Vehicle Maintenance	6130-7304	\$ 1,250
Sundry	6130-6101	\$ 200
Subtotal		\$ 86,205
<u>Capital Improvements</u>		
Equipment	6190-9124	\$ 10,000
Drainage	6190-9125	\$ 38,278
Subtotal		\$ 48,278
Subtotal Fund 10 Dept 61		\$ 177,933
<i>Fund 10 - General Fund/Department 63 - Public Works Facilities</i>		
<u>Salaries</u>		
Salaries	6310-1001	\$ 181,627
Overtime	6310-1003	\$ 1,000
Subtotal		\$ 182,627
<u>Benefits</u>		
Social Security	6320-2001	\$ 13,971
Hospitalization	6320-2101	\$ 39,000
Retirement	6320-2201	\$ 24,545
Life Insurance	6320-2202	\$ 509
Subtotal		\$ 78,025
<u>Expenses</u>		
Seasonal Decorations & Banners	6330-4100	\$ 8,000
Tools	6330-4704	\$ 750
Uniforms	6330-5202	\$ 3,000
Public Restroom Supplies	6330-6260	\$ 10,500
Electricity	6330-7401	\$ 3,500
Sundry	6330-8501	\$ 200
Park & Recreation Expense	6330-8590	\$ 12,375
Vandalism Repairs	6330-8600	\$ 2,000
Boat Ramp Expense	6330-8700	\$ 42,000
Donald J Leonard Park	6330-8800	\$ 750
Island Nature Trail	6330-8900	\$ 1,000
Old Elementary School Gym	6330-8950	\$ 5,000
Subtotal		\$ 89,075

Town of Chincoteague Fiscal Year 2012 Expenditures

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'12 Expenditures</u>
<u>Capital Improvements</u>		
Ocean Blvd Trail	6390-9400	\$ 5,000
<i>Subtotal</i>		\$ 5,000
Subtotal Fund 10 Dept 63		\$ 354,727
<i>Fund 10 - General Fund/Department 65 - Public Works Roads</i>		
<u>Salaries</u>		
Salaries	6510-1001	\$ 55,844
Overtime	6510-1003	\$ 2,000
<i>Subtotal</i>		\$ 57,844
<u>Benefits</u>		
Social Security	6520-2001	\$ 4,425
Hospitalization	6520-2101	\$ 10,500
Retirement	6520-2201	\$ 7,505
VSRS/Life Insurance	6520-2202	\$ 162
<i>Subtotal</i>		\$ 22,592
<u>Expenses</u>		
Snow Removal	6530-4102	\$ 1,000
Pavement Maintenance	6530-4150	\$ 267,862
Sidewalks	6530-4201	\$ 50,000
Roadside Services	6530-4250	\$ 3,000
Drainage Maintenance	6530-6250	\$ 50,000
Traffic Control Devices	6530-7201	\$ 20,000
Traffic Control Operations	6530-7201	\$ 1,500
Electricity	6530-7450	\$ 49,000
Engineering	6530-8600	\$ 25,000
<i>Subtotal</i>		\$ 467,362
Subtotal Fund 10 Dept 65		\$ 547,798
<i>Fund 10 - General Fund/Department 70 - Police Department</i>		
<u>Salaries</u>		
Salaries	7010-1001	\$ 453,684
Overtime	7010-1003	\$ 8,500
<i>Subtotal</i>		\$ 462,184
<u>Benefits</u>		
Social Security	7020-2001	\$ 35,057
Hospitalization	7020-2101	\$ 36,000
Retirement	7020-2201	\$ 58,600
Life Insurance	7020-2202	\$ 1,975
<i>Subtotal</i>		\$ 131,632
<u>Expenses</u>		

Town of Chincoteague Fiscal Year 2012 Expenditures

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'12 Expenditures</u>
Gasoline	7030-4701	\$ 19,500
Travel/Training	7030-4801	\$ 11,000
Uniform Allowance (Officers)	7030-5201	\$ 6,000
Uniforms - Town	7030-5202	\$ 2,000
Office Supplies/Equipment Maintenance	7030-7300	\$ 7,000
Equipment Repairs & Supplies	7030-7302	\$ 3,500
Vehicle Maintenance	7030-7304	\$ 5,000
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	\$ 1,500
Subtotal		\$ 95,700
<u>Capital Improvements</u>		
Patrol Vehicle	7090-9650	\$ 27,800
Storage Building	7090-9690	\$ 25,000
Subtotal		\$ 52,800
Subtotal Fund 10 Dept 70		\$ 742,316
<i>Fund 10 - General Fund/Department 75 - Emergency Dispatch</i>		
<u>Salaries</u>		
Salaries	7510-1001	\$ 178,067
Overtime	7510-1003	\$ 2,500
Subtotal		\$ 180,567
<u>Benefits</u>		
Social Security	7520-2001	\$ 13,699
Hospitalization	7520-2101	\$ 18,000
Retirement	7520-2201	\$ 12,846
Life Insurance	7520-2202	\$ 470
Subtotal		\$ 45,015
<u>Expenses</u>		
Travel/Training	7530-4801	\$ 2,000
Uniform Allowance - Dispatchers	7530-5201	\$ 1,400
Uniforms (Town for Dispatchers)	7530-5202	\$ 500
Office Supplies/Equipment Maintenance	7530-7300	\$ 24,000
E911 Line Fees	7530-8202	\$ 5,600
911 Addressing	7530-8203	\$ 600
Sundry	7530-8501	\$ 100
Subtotal		\$ 34,200
Subtotal Fund 10 Dept 75		\$ 259,782

Town of Chincoteague Fiscal Year 2012 Expenditures

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'12 Expenditures</u>
Total Fund 10		\$ 4,487,329
Fund 20 - Main Street Project		
<u>Expenses</u>		
Maintenance	2030-7101	\$ 2,920
Electricity	2030-7401	\$ 2,000
<i>Subtotal</i>		\$ 4,920
<u>Capital Improvements</u>		
Main Street Project	2090-9711	\$ 231,652
<i>Subtotal</i>		\$ 231,652
Total Fund 20		\$ 236,572
Fund 25 - Broadband Project		
<u>Expenses</u>		
Legal Matters (Easements)	5255-5101	\$ 3,000
Administration - ANPDC	5255-5200	\$ 47,745
Business Technology Training	5255-5300	\$ 6,000
<i>Subtotal</i>		\$ 56,745
<u>Capital Improvements</u>		
Construction	5259-9000	\$ 274,500
Electronics	5259-9010	\$ 105,000
Inspection/Construction Management	5259-9020	\$ 19,000
Architect/Engineer/Design	5259-9030	\$ 7,450
<i>Subtotal</i>		\$ 405,950
Total Fund 25		\$ 462,695
Fund 30 - Curtis Merritt Harbor		
<u>Salaries</u>		
Salaries	8010-1001	\$ 23,655
Overtime	8010-1003	\$ 200
<i>Subtotal</i>		\$ 23,855
<u>Benefits</u>		
Social Security	8030-2001	\$ 1,810
Retirement	8020-2201	\$ 2,585
Life Insurance	8030-2202	\$ 105
<i>Subtotal</i>		\$ 4,500
<u>Expenses</u>		
Administrative Expense - Town	8030-3100	\$ 7,000
Operation/Maintenance/Etc.	8030-7300	\$ 21,734
Driveway Stones	8030-7305	\$ 4,000
Fuel Purchase	8030-7315	\$ 60,000
Sundry	8030-8501	\$ 4,000

Town of Chincoteague Fiscal Year 2012 Expenditures

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'12 Expenditures</u>
<i>Subtotal</i>		\$ 96,734
<u>Capital Improvements</u>		
Electrical Meter Station	8090-9128	\$ 21,000
<i>Subtotal</i>		\$ 21,000
Total Fund 30		\$ 146,089
Fund 70 - Trolley		
<u>Salaries</u>		
Salaries	3010-0100	\$ 31,000
<i>Subtotal</i>		\$ 31,000
<u>Benefits</u>		
Social Security	3020-2001	\$ 2,400
<i>Subtotal</i>		\$ 2,400
<u>Expenses</u>		
Insurance & Bonding	3030-3401	\$ 3,200
Communication Service	3030-4400	\$ 750
Printing & Reproduction	3030-4401	\$ 3,500
Advertising & Promotion	3030-4402	\$ 900
Education & Training	3030-4403	\$ 625
Cleaning Supplies	3030-4404	\$ 250
Supplies & Materials (Other)	3030-4406	\$ 550
Travel & Meals	3030-4408	\$ 350
Fuel and Lubricants	3030-4701	\$ 8,400
Tires & Tubes	3030.4702	\$ 500
Parts	3030-4704	\$ 750
Drug and Alcohol Testing	3030-5201	\$ 1,225
Equipment Repairs/Maintenance	3030-7302	\$ 9,000
Rent	3030-8505	\$ 12,000
<i>Subtotal</i>		\$ 42,000
Total Fund 70		\$ 75,400
Fund 80 - Water		
<u>Salaries</u>		
Salaries	6210-1001	\$ 204,426
Overtime	6210-1003	\$ 3,000
Pump Duty	6210-1004	\$ 13,500
<i>Subtotal</i>		\$ 220,926
<u>Benefits</u>		
Social Security	6220-2001	\$ 15,639
Hospitalization	6220-2101	\$ 36,960
Retirement	6220-2201	\$ 27,475
Life Insurance	6220-2202	\$ 572
<i>Subtotal</i>		\$ 80,646

Town of Chincoteague Fiscal Year 2012 Expenditures

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'12 Expenditures</u>
<u>Expenses</u>		
Office Supplies/Equipment Maintenance	6230-4401	\$ 2,500
Postage	6230-4403	\$ 3,300
Gasoline & Diesel	6230-4701	\$ 3,000
Tools	6230-4704	\$ 1,000
Chemicals	6230-4705	\$ 12,000
Travel & Training	6230-4801	\$ 2,500
Uniforms	6230-5202	\$ 1,500
Dues/Licenses	6230-6101	\$ 1,200
Building Maintenance/Rehab	6230-7301	\$ 5,000
Safety	6230-7303	\$ 500
Vehicle Maintenance	6230-7304	\$ 1,000
Raw Water Purchase (NASA)	6230-7400	\$ 500
Electricity	6230-7401	\$ 45,364
LP Gas	6230-7402	\$ 500
Distribution & Repairs	6230-8101	\$ 37,500
Supply Repairs	6230-8103	\$ 15,000
Pager/Well Monitoring	6230-8202	\$ 500
Miss Utility	6230-8204	\$ 500
Sundry	6230-8501	\$ 200
Reimbursement to Fund 10	6230-8601	\$ 63,750
Loan Reimbursement to Fund 10 last year	6230-8602	\$ 60,000
Regulation Compliance	6230-8750	\$ 3,500
State Groundwater Permits	6230-8770	\$ 10,000
<i>Subtotal</i>		\$ 270,814
<u>Capital Improvements</u>		
Water Main Extensions	6290-9101	\$ 10,000
Interest on Water Bond Supply Line	6290-9504	\$ 25,278
Water Bond - Supply Line Main Street	6290-9505	\$ 98,594
Water Bonds	6290-9506	\$ 172,160
Interest on Water Bond	6290-9507	\$ 69,512
Waterline Line Replacement	6290-9600	\$ 12,000
6 Wheel Heavy Duty Truck	6290-9850	\$ 12,500
<i>Subtotal</i>		\$ 400,044
	Total Fund 80	\$ 972,430
TOTAL ALL FUNDS		\$ 6,380,515

GENERAL GOVERNMENT FEES

Building and Zoning Permit Fees

Category	CURRENT FY "11"	DRAFT FY "12"
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 fule 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 Attachement		
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:		
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
Each offense thereafter	\$200.00	\$200.00
Re-inspection fee	\$40.00	\$40.00
State Code Academy Surcharge	1.75%	1.75%

GENERAL GOVERNMENT FEES

Building and Zoning Permit Fees

Category	CURRENT FY "11"	DRAFT FY "12"
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	\$450.00	\$450.00
Special use permit & variance application processed & presented at same time	\$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 25 square feet	\$45.00	\$45.00
Each sq ft in excess of 25 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
New Road Fee (at cost per MSAG)	cost	cost

GENERAL GOVERNMENT FEES

Building and Zoning Permit Fees

Category	CURRENT FY "11"	DRAFT FY "12"
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 (\$.06/100)	\$0.06	\$0.06
Tangible Property Tax (\$/100)	\$0.85	\$0.85
Tangible Property Tax Relief (percent)	63%	63%
Excise Tax; Meals (percent)	5%	5%
Excise Tax; Transient Occupancy Tax (percent)	3%	4%
Vehicle Decals (annual)	\$33.00	\$33.00
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	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	\$50.00	\$50.00

FISCAL YEAR 2012

Rate Schedule

Curtis Merritt Harbor

(July 1, 2011 – June 30, 2012)

25 ft Slip \$407.00
30 ft Slip \$459.00
40 ft Slip \$691.00
50 ft Slip \$1006.00
Slip at head of Collector Pier \$1105.00

Loading Dock fees are \$7.00 per day after 4 hours for commercial vessels and \$10.00 a day for recreational vessels with a \$25.00 minimum.

Sublease rate for Commercial Vessels: \$3.50 per day or any portion of a day.

Sublease rate for recreational vessels: \$10.00 per day or any portion of a Day with a \$25.00 minimum or \$50.00 a Week (7 days) or \$200.00 a Month (30 days) any size slip.

Nets or other items left on dockside for storage over 3 days will be charged a \$10.00 fee per day.

Boat repair area for Harbor lessee is \$10.00 per day after 7 days per season haul out.

For Non Harbor Lessee there will be \$10.00 a day charge after the first 8 hours.

Fees or Penalties for leaving the work area not cleaned \$50.00 one time penalty per haul out. If payment is not received all Harbor and Town Property privileges will be prohibited.

Trailer parking with Harbormasters permission, short term (less than Two weeks) \$5.00 per day. Trailer must have a tag and a user fee sticker.

D.W.MERRITT HARBORMASTER

WATER RATES, CHARGES AND BILLING FOR FY 12

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	\$28 residential	6,000	\$4.23
	\$45 commercial	6,000	\$5.01
1	\$111	15,000	\$5.01
1.5	\$221	30,000	\$5.01
2	\$354	48,000	\$5.01
3	\$705	96,000	\$5.01
4*	\$1,102	150,000	\$5.01
6	\$2,205	300,000	\$5.01
8	\$3,528	480,000	\$5.01

*One meter currently in the system is to be charged \$6.33 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
- A twenty-five percent administrative fee will be applied to all Water main extensions, by the Town

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.

MEMORANDUM

THE TOWN OF CHINCOTEAGUE

To: Mayor & Town Council

VIA: Robert Ritter, Town Manager

Date: May 31, 2011

Subject: Chapter 54 Taxation, Article IV Excise Tax (Transient Occupancy),
Section, 54-252. Levied and rates

Sec. 54-252. Levied and rate.

There is levied and imposed, in addition to all other taxes and fees of every kind imposed by law, on each and every transient a tax at a rate established by council set each year at the time of establishing the annual budget on the total amount paid for room rental by or for any such transient to any hotel or travel campground.

(Code 1977, § 6-20) (*Amended 6-4-07*)

Council will not be required to change language in the Town Code to set a new rate. The New rate can be acknowledged in the General Government rate schedule adopted along with the budget.

MEMORANDUM

THE TOWN OF CHINCOTEAGUE

To: Mayor & Town Council

From: Robert Ritter, Town Manager

Date: May 3, 2011

Subject: Chapter 54 Taxation, Article IV Excise Tax (Transient Occupancy),
Section, 54-262. Allocation of funds

The following changes will be required in order to flat line the amount we allocate from the Excise Tax, Transient Occupancy:

Sec. 54-262 Allocation of funds.

~~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*)

If Council so chooses a motion can read:

“ Move to Strike out the above language and insert the following as Sec 54-262: An amount established by council each year, 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. ”

MEMORANDUM

THE TOWN OF CHINCOTEAGUE

To: Mayor & Town Council

From: Robert Ritter, Town Manager

Date: May 3, 2011

Subject: Chapter 54 Taxation, Article V Excise Tax (Meals), Section, 54-306 (A).
Disposition of revenue

The following changes will be required in order to flat line the amount we allocate from the Excise Tax, Meals:

Sec. 54-306 Disposition of revenue.

~~(a) A minimum of ten percent of the tax levied under this article shall be used to promote tourism. The first year's ten percent will be spent to repair the town dock and Veterans Memorial Park. In May of 1990, the mayor will create a committee composed of island residents, one each from the Restaurant Association, Chamber of Commerce and town council to recommend expenditures to the town council of revenues collected after January 1, 1991.~~

An amount established by council each year, shall be distributed evenly to the Town's Chamber of Commerce and the Chincoteague Recreation and Convention Center Authority for tourism.

If Council so chooses a motion can read:

“ Move to Strike out the above language and insert the following as Sec 54-306 (a):
An Amount established by council each year, shall be distributed evenly to the Towns Chamber of Commerce and the Chincoteague Recreation and Convention Center Authority for tourism.”

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, ~~2010~~ **2011**, 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, ~~2009~~ **2010**. 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,

MEMORANDUM

THE TOWN OF CHINCOTEAGUE

To: Mayor & Town Council
VIA: Robert Ritter, Town Manager
From: Harvey Spurlock, Public Works Director
Date: May 31, 2011
Subject: Chapter 62 Utilities, Article II Water, Section, 62-59. Water Bill Adjustments

Consider a motion to designate the Public Works Director as the Town Official responsible for deciding whether a water bill adjustment request satisfies the established criteria. Reference Section Town Code 62-59(3)

Sec. 62-59. Water bill adjustments.

(b) *Adjustments for water leaks.* Adjustments for water leaks may be made in accordance with the following:

(1) In some cases, adjustments to a water bill may be granted for leaks in a property owner's water lines. The following minimum requirements shall be met to qualify for consideration of adjustment:

- a. Underground pipe shall be buried a minimum of 18 inches in suitable material. Plastic pipe materials shall not be buried in shells, aggregate, or debris which may be abrasive to the pipe.
- b. Generally, adjustments shall be granted for all plumbing systems and material types. Leaks which occur in plastic threaded fittings or in insert type fittings shall not qualify for adjustment.
- c. Water bills must be paid in full, prior to being considered for an adjustment.

(2) To qualify for adjustment, the property owner shall contact the town upon discovery of the leak and request an inspection of the leak and subsequent repair work by water department personnel. In lieu of such inspection, the property owner shall submit a repair bill from a qualified plumber with a notarized statement describing the repair.

(3) The property owner's request and supporting documentation shall be provided to the public works ~~committee of the town council~~ **Director or their** its designee for a decision.

(4) The property owner will be notified in writing of the committee's decision. If the committee decides to grant an adjustment, the owner will be given a refund or credit on the next bill. The committee's pending decision in no way relieves the owner of full payment of the current bill.

(5) Adjustments are made through the date that the repairs are made and inspected by the town to that of the corresponding quarter of the previous year.

(6) Once an adjustment has been made, no further adjustment shall be considered for the same system for a period of five years. A system is defined as one meter or account number.

(Code 1977, § 15-3; Ord. of 4-5-1999, § 15-3) (*Amended 02/01/10*)



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 2012, 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 June 6, 2011.

John H. Tarr, Mayor

(SEAL)

Attest:

Robert G. Ritter, Jr., Town Manager



STAFF REPORT

To: Robert Ritter, Town Manager
From: William Neville, Director of Planning
Date: May 31, 2011
Subject: Hazard Mitigation Plan

- ❖ **Town Council has been requested by A-NPDC to amend the 2006 Hazard Mitigation Plan (HMP) for a specific strategy**
-

The Town of Chincoteague proposes to amend the adopted (September 2006) Eastern Shore of Virginia Hazard Mitigation Plan with the following specific strategy to take advantage of any FEMA mitigation funds available after a natural hazard event. These funds are proposed for use in retrofitting commercial and residential structures to withstand flooding or other hazard events.

It is the intention of the Accomack-Northampton Planning District Commission (A-NPDC) to also incorporate these amendments as a regional strategy in the revised Hazard Mitigation Plan in 2011.

Proposed Motion:

The Eastern Shore of Virginia Hazard Mitigation Plan, Chapter 18 – Town of Chincoteague, Page 116 as follows shall be amended by inserting the following Strategy immediately after the third listed Strategy –

- Mitigation of flood prone properties (to include, but not limited to acquisition, elevation, relocation, dry and wet flood proofing of flood prone structures, mitigation reconstruction for NFIP defined Severe Repetitive Loss (SRL) properties only), and drainage infrastructure improvements.

Public Safety Meeting Minutes

May 3, 2011

Chairman Tarr called the meeting to order at 17:08

Present: Mayor Tarr, Chairman
Councilwoman Ellen Richardson
Councilman John Jester
Robert Ritter, Jr., Town Manger
Bryan Rush, EM Coordinator

No Public Participation

Mr. Rush requested a change to the agenda. The request was to add an item about amateur radio. A motion was made by Councilman Jester to adopt the agenda with the change and a second by Councilwoman Richardson. The motion was unanimously approved.

1. Monthly Emergency Management Report

Report given by Bryan Rush

PLANNING

ANNUAL FIREWORKS PLANNING

Staff is in the planning process of organizing and executing the annual bussing of visitors to and from the carnival during the July 4th fireworks celebration.

EMPLOYEE BADGING

The badging process is on-going. Employees have received their badges and currently the badging of non-Town employees is being completed.

EMERGENCY CONTACTS

The Emergency Contact List for the Emergency Operations Plan has been updated for the upcoming hurricane season. All plan holders will receive a copy of the update.

LCAR

The yearly Local Capabilities and Assessment Report due at VDEM by July 1 each year, is currently being completed. The project is approximately seventy percent complete with a time-line goal of completion and submittal by June 1, 2011.

HURRICANE PREPAREDNESS WEEK

At the time of this report a resolution recognizing and supporting Hurricane Preparedness Week, May 22-28, 2011 had been submitted for the May Council Agenda.

EASTERN SHORE DISASTER PREPAREDNESS COALITION

The coalition gathered for a meeting on April 28, 2011. The main topic of discussion was the use of volunteers in a disaster. The coalition is working with the Hampton Roads Medical Reserve Corps and local faith based groups to develop a plan for spontaneous volunteers during a disaster. Many individuals wish to volunteer their time and expertise during disasters and managing those individuals to do the most good for the most people is paramount. (Councilman Jester recommended using colored wrist bands to identify individuals and their credentials)

MINITOUR II LAUNCH

The NASA launch facility is scheduled to launch a Minotaur II rocket May 30, 2011 from the Wallops Island Launch Facility. Mr. Kenneth Volante, Emergency Manager - NASA has been including the local emergency managers in the planning process to ensure a safe and enjoyable launch. It is expected in coming launches that more and more spectators will be coming to the area, as the Shuttle Program ceases at Cape Canaveral, Florida.

TRAINING

YEARLY EOP BRIEFING

Emergency Management Coordinator Rush will be visiting all of the Town Departments by June 1, 2011. The purpose of the visit is to review the EOP for the upcoming hurricane season and ensure that employees are familiar with their roles and responsibilities within the plan.

HURREVAC

VDEM will be conducting training for Hurrevac at the state EOC June 9. The Hurrevac program is used to track hurricanes and provides decision making tools for evacuations. The Town has been using this program since the early 1990's. Each year updates are developed to keep the program "cutting edge".

EXERCISES

WALLOPS ALERT

NASA/WALLOPS has installed a main base and island tone/voice weather alert system. The system will be used to notify those working of impending weather emergencies. The system was tested on April 29, 2011 and will be tested every Wednesday at 10:00 hours. There is a speaker located at the NASA Visitor Center, which residents may hear activated under perfect conditions. However, it is not intended to warn residents and visitors of Chincoteague.

AIRCRAFT CRASH

The Wallops Flight Facility will conduct a simulated full scale aircraft crash the last Wednesday in September. The crash will test the areas mass casualty response as well as mutual aid agreements.

LOGISTICS

HEALTH DEPARTMENT

Emergency Management Coordinator Rush is working with the local health department to develop a Points of Dispensing Plan for the Town that was discussed in the March 2011 Public Safety Meeting. Once the plan is finished an MOU between the Town and the Accomack Health Department will allow for on-site dispensing of medications for Town employees and their families, should there be a biological or radioactive release in either an accidental emergency or an act of terrorism. The purpose of the plan and MOU is to keep operations on-going and limiting employees out of work time during such an event.

PUBLIC INFORMATION

YEARLY MAIL-OUT

The yearly Emergency Management Public Information mailer has been completed and will be sent to citizens in the last half of May 2011, in time for the beginning of hurricane season which begins June 1.

NEWSLETTER

Information on disaster preparedness was included in the Town's quarterly Newsletter. Also, published was the Hurricane Tax Holiday, May 25 – 31, 2011. Citizens were encouraged to use this time to stock their disaster supplies kit and get needed supplies to secure their home. A list of eligible supplies was included, as well as a website for more information.

2. E-MAIL Blast Recommendation

Mr. Rush advised that a recommendation to use Mr. Gray to help the Town set up such system needs to be approved. The initial set up cost would be \$250 - \$300. This would allow the Town to send mass e-mails during emergencies and for other pertinent information. Mr. Rush then gave a brief synopsis on the planned operation of the system. The committee agreed to allow the Town Manager move ahead on this task and use Mr. Gray. (Councilman Jester asked if Mr. Rush was using social media sites to convey information. He stated other communities were doing such. Mr. Rush advised he was not currently using any social media sites and did not have the man power during an emergency to do such).

3. Chincoteague Volunteer Fire Company

Fire Chief Lappin states that he has been approached to have a crossing guard at the carnival ground. Mr. Lappin states he does not have the personnel to supply a guard. Police Chief Lewis states he is planning on placing crosswalk placards at the carnival ground. Mayor Tarr asked if the traffic officer was needed this summer as the traffic moves now. Chief Lewis stated that traffic is already bad and will only get worse. Councilwoman Richardson suggested that the fire company put some flood lights to light the road in front of the carnival ground. Fire Chief Lappin stated that the plan for fire works worked well last year. Mr. Rush stated that the same plan would be used again this year. Chief Lappin stated the County of Accomack would pick up the volunteers for the line of duty death benefit. Councilwoman Richardson asked the fire chief "could they

come in and take you over?" Mayor Tarr suggested that the Town pick up the tab to prevent the county from having any say over the department. The committee wants Mr. Ritter to look into the matter. Chief Lappin also stated that the Accomack Fire Commission is looking into the fire and EMS study again. Chief Lappin briefed the committee on the fire departments plan to begin using the KNOX Boxes. Police Chief Lewis stated that until the boxes are utilized, anyone who uses the senior call-in program can store a key at the police department. Fire Chief Lappin stated that the department is working on a grant to update the radio equipment to the updated narrow-band system.

4. Amateur Radio

Mr. Rush advised that he had meeting with Mr. Al Dunahoo from the Eastern Shore Amateur Radio Club. Mr. Dunahoo stated that the club had a repeater that was to go on the Mappsville Tower, however, there is not any room for such equipment after recent upgrades. The request was for the Town to allow for the equipment costing roughly \$3000, to be put on the Town's tower and to assist with approximately \$2000 worth of hardware to make it operational. Mr. Rush advised that due to costs all work would need to be done in house and use the fire department ladder truck for access. Mr. Rush advised the first step would be to see if the location on the tower could be reached from the ladder. The committee advised to research the logistics and then develop a project statement to go to Council if in house installation could be accomplished.

Committee Member Comments

No comments were given.

Adjournment

Councilwoman Richardson made a motion to adjourn, which was second by Councilman Jester. The motion was unanimously approved.

Meeting adjourned at 17:56.

MINUTES OF THE May 10, 2010 BUDGET AND PERSONNEL COMMITTEE MEETING

Members Present:

Nancy B. Conklin, Chairwoman
John Nelson Jester, Councilman
Tripp Muth, Councilman

In Attendance:

Vice Mayor Richardson
Mayor John H. Tarr
Town Manager Robert Ritter

Call to Order.

Chairwoman Conklin called the meeting to order at 5 p.m.

Public Participation

Mayor Tarr referenced the employee handbook page 18 and questioned the absence of the EMS workers in the standard work week. Councilman Jester suggested mentioning the twenty four hour shift in the section. Manager Ritter gave a brief excerpt of how there schedule worked. The consensus of committee was to change the wording.

Mayor Tarr reference page 19 and business travel. Need an exception that does not pay for alcohol. He states that it was in the old book and adopted by Council May 5, 1999.

Mayor Tarr referenced page 33 and states this in no way meets what the state rule is on nepotism. The definition of the immediate family is “anyone living in the household”. Manager Ritter states that the attorney states that the current definition is acceptable. Mayor Tarr says it could be but he does not agree with it!

Mayor Tarr referenced page 40, 6.3 and group life insurance. He questioned the “no cost to employee” part. He states that the manual should reference VRS rules in case the price would go up. He does not feel the Town should pay an increase.

Agenda Adoption

Councilman Jester motioned, seconded by Councilman Muth, to adopt the agenda as presented. The vote was unanimous.

1. Review of Final Draft of the Personnel Policy Handbook.

Manager Ritter reported that the document has been reviewed by labor attorney Sullivan. Councilman Jester referenced a typo on page 7. Councilman Jester questioned who sets the mileage rate for the Town. Councilman Jester questioned dual employment on page 33, Manager Ritter explained. Councilman Jester questioned page 35 and stated all employees should be notified in writing that they are essential. Manager Ritter stated that all employees are essential. PW Director Spurlock recommended a wording change to say all are essential and the department head would set the schedule. Councilman Jester referenced page 41 and panel of physicians. He wants to know where it is posted. Manager Ritter states it is in public works and the copy room. Manager Ritter stated that he thought the language in drug testing needs to be changed to allow for a residual level of under the influence. PW Director Spurlock gave further explanation. Discussion ensued. Councilwoman Conklin asked Mayor Tarr if he had anymore comments.

Mayor Tarr referenced page 47, holiday pay. He does not understand how the part-time person receives holiday pay. Manager Ritter states it has been changed to eight hours before and after the holiday. Mayor Tarr referenced page 48, compensation for holiday in comp time. Discussion ensued. Mayor Tarr referenced page 49, excess vacation leave going to sick leave. Discussion ensued, with explanation by Town Manager. Mayor Tarr does not agree with the change and not having a cap on sick leave. Mayor Tarr referenced another definition for immediate family on page 51. Also, there was a question as to the definition of sick leave on the page. Mayor Tarr referenced page 54 where husband and wife are concerned and that it does not meet the definition on nepotism. Mayor Tarr referenced page 60 and immediate family. Councilman Jester advised to bring document back to committee with changes.

2. Chincoteague Recreation and Civic Center Authority Fund.

Councilwoman Conklin discussed the review of the fund yearly. The last three years, the Town's contribution has been going up. A reserve for a new A/C unit as well as other repairs is needed. She states that the center can not take a cut in funding this year. The center promotes hotel and restaurant usage. She also states if the center has a surplus that they would donate it to the emergency tourist fund. Councilwoman Conklin also feels there is some money that could be used for emergency funding instead of raising the occupancy tax. Councilman Jester states he is for a tax hike in occupancy rates. He states that by doing so will enhance "our product". He referenced a storm in the middle of the summer impacting the beach parking. We need to be prepared and if not, everybody will lose. Councilman Jester recommends showing the budget for the last five years at the budget hearing. Councilman Muth questioned what else could be done. Councilwoman Conklin again states she is against level funding for the center. Councilwoman Conklin stated she would support the tax if the money would go into a center slush fund. Discussion ensued on potential revenue from the tax.

3. Committee Member Comments

No comments.

4. Closed Session

Councilman Jester moved, seconded by Councilman Muth to convene a closed meeting under Section 2.2-3711(A)(10) of the Code of Virginia to discuss awards (scholarship). Unanimously approved.

Councilman Jester moved, seconded by Councilman Muth to reconvene in regular session. Unanimously approved.

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

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

WHEREAS, Section 2.2-3711(A)(10) of the Code of Virginia requires a certification by this Town Council that such closed meeting was conducted in conformity with Virginia law;

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

VOTE: Ayes- Jester, Muth, Conklin
Nays- None
Absent- None

Adjourn.

Councilman Jester motioned, seconded by Councilman Muth to adjourn. Unanimously approved.