

# REGULAR COUNCIL MEETING A G E N D A

TOWN OF CHINCOTEAGUE

September 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:

- 
1. Consider Adoption of the Minutes
    - Regular Council Meeting of August 5, 2013 (Page 2 of 29)
    - Special Council Meeting of August 15, 2013 (Page 11 of 29)
  2. Public Safety Committee Report of August 6, 2013 (Mayor Tarr) (Page 16 of 29)
  3. Discuss Keeping 911 Dispatch
  4. Discuss the LADEE Rocket Launch
  5. Approval of Repairs to Well Number Four (Page 20 of 29)
  6. Possible Approval of the Skate Park Repairs (Page 28 of 29)
  7. Mayor & Council Announcements or Comments  
(Note: Roberts Rules do not allow for discussion under comment period)

ADJOURN:

**MINUTES OF THE AUGUST 5, 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  
Terry Howard, Councilman

**Council Members Absent:**

Tripp Muth, Councilman

**CALL TO ORDER**

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

**INVOCATION**

Councilman Taylor offered the invocation.

**PLEDGE OF ALLEGIANCE**

Mayor Tarr led in the Pledge of Allegiance.

**PRESENTATION**

Mayor Tarr introduced Mr. Jeremy Eggers with NASA who is here to give an update on the new launch.

Mr. Eggers explained the challenges with public access to federal properties during the launch. He stated that they need to formally establish viewing sites. He also stated that LADEE is scheduled to launch September 6<sup>th</sup> as a night time launch. He added that this is the first deep space mission to the moon from Wallops. He explained the launch and what it means to NASA, Wallops Island.

Mr. Eggers talked about the hazard areas being bigger because of the size of the rocket. He would like to start formalizing the launch from a safety standpoint and determining the public viewing locations. They want to send volunteers to go to each launch site to give information regarding the launches. He stated that the launch time is as early as 11:27 p.m.

Mayor Tarr asked Town Manager Ritter if there were other viewing sites located.

Town Manager Ritter advised that the maps that the U. S. Fish and Wildlife reviewed on Friday shows Beach Road, east of the Museum being closed off for a viewing site. He suggested that there may need to be buses to transport people from the high school for parking to the sites. He also stated that the other location would be Mariners Point. There was a meeting with staff earlier today about the viewing sites. He advised that the problem with Mariners Point is there is no lighting. Another potential viewing site could be the Robert N. Reed, Sr., Downtown Waterfront Park with a blowup screen. He suggested each motel having rocket launch parties. Another suggestion for a viewing site could be the spur for Marsh Island. They would have to get permission from VDOT to use this.

Councilman Jester stated that this is a huge PR opportunity for NASA. He stated that at the Ocean City Air Show they had a good display of information. He suggested that NASA have their mobile exhibit at the Robert N. Reed, Downtown Waterfront Park during the day of the launch.

Town Manager Ritter advised that there was a Star Plan exercise at the Center which showed the viewing site as the beach. However, this is no longer a viewing site as it is in the hazard zone.

Councilman Howard asked why the beach isn't a viewing site.

There was discussion about the hazard area and debris zones along with the Causeway and no parking. They also mentioned charter boats and their viewing areas.

Mayor Tarr thanked Mr. Eggers for attending and offered the Town's assistance.

Mayor Tarr invited Mr. Pascaretti to give another update from the Broadband Authority.

Mr. Nick Pascaretti with the Eastern Shore Broadband Authority updated Council. He stated that construction is complete for Chincoteague. He also stated that they have expanded their network with grant funds. He added that all public schools in Accomack County and Northampton schools are using the network along with the medical facilities and cell towers. He stated that there are several programs to give an initiative for new connections. They are in support of the expansion across Wallops Island. He asked for questions.

Mayor Tarr asked when it would come to his home or business.

Mr. Pascaretti advised that they are looking into ways to make it happen and speeding up the process.

Town Manager Ritter stated that the contract with Eastern Shore Broadband Communications began August 1<sup>st</sup>.

Councilman Howard asked if there was anything slowing down the process.

Mr. Pascaretti stated that their concern is finding out what is and what isn't working.

Councilman Jester stated that his concern is with the rate for each small business and it may push them to pass the charge on. He feels if the rate is too high it will discourage broadband in the community.

Mr. Pascaretti advised that there is a small group of people in the organization and all the money goes into network expansion. He stated that if they lower the rate they will not be able to fund the expansion of the network in the local areas.

There was further discussion.

Mayor Tarr advised that the last presentation this evening is a Certificate of Appreciation to all the Employees from the Council as a body.



Mayor Tarr thanked the employees and directed Town Manager Ritter to print one for each employee to be signed by himself and the Vice Mayor.

Councilwoman Richardson advised that there were visitors in the Ladies Auxiliary stand who commented on how nice the people from Chincoteague were.

Councilman Howard reiterated and stated that he has heard the same comments.

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

Mayor Tarr opened the floor for public participation.

- Mr. Mike Meyers of Smuggler's Cove approached Council regarding his neighboring property. He advised his neighbor has been bringing in truckloads of sand and dumping it with some washing into his wetlands. He gave a list of actions he has taken and the people he contacted regarding this. He advised that he doesn't have a problem with the sand. Mr. Meyers stated that his neighbor advised that he was tired of Mr. Meyer's wetlands encroaching onto his

property and he was going to do something about it. He stated that the sand piles delivered in April have not been spread to date along the canal. He suggested that the neighbor is building a berm and block wall. He continued to list others he contacted and was advised that the block wall was an obstruction and a permit was necessary.

Mr. Meyers understands that this is beyond the Town's capabilities to regulate. Assistance was offered to the Town to help with their Code. He asked about the wall and advised that he wasn't going to allow this wall to sit there causing his property to flood during the upcoming storm season. He isn't concerned about the sand. He advised that the concrete wall is an obstruction. He feels that the Town has a problem with the permits being retroactive. He recommended that the Town make his neighbor remove the wall as it is obstructing the free flow of floodwaters. He stated that if the Town doesn't do anything then he is forced to go further up in FEMA. He threatened that the Town doesn't want FEMA involved.

Town Manager Ritter advised that the Building Code stated anything over 2 feet would be considered a fence and require a building permit.

Mr. Meyers advised the blocks are 4 feet long, 2 feet wide and 2 feet tall.

There was further discussion as to how it's regulated and who enforces it.

Town Planner Neville advised that he will address this in his report.

Mayor Tarr offered a meeting with staff at 1:00 p.m. Tuesday regarding any new development.

Councilman Taylor asked about permits.

There was further discussion about the blocks, the pictures, and the sand.

- Mr. Ray Rosenberger, Chairman of the Planning Commission, expressed his concerns about Mariners Point becoming a dog walk.
- Mr. David Johnson questioned the absence of mosquitoes. He asked if the Town is spraying anything different or better. He added that this is a pleasant puzzle.

Councilman Howard commented the Town for the mosquito control.

Public Works Director Spurlock made a remark about the different types of mosquitoes.

- Mr. Barry Abell approached Council about the Chincoteague Island Waterman's Memorial. He advised that as of today they have brought in donations and raffle ticket money of over \$25,000. He thanked everyone for their support. He advised that the drawing for the boat raffle is October 12<sup>th</sup>. Mr. Abell stated that they need to start planning for after the raffle. He stated that they are looking to put in the base for the memorial this Friday or Saturday morning with the assistance of Barry Fisher and his crew. He stated that WBOC and the Eastern Shore News will be there when they put it in place. He mentioned the Naval Air Station and the local

airmen that were lost along with their thoughts for a memorial. He asked Council for guidance for a memorial downtown to potentially be funded with grant money. He mentioned adding the Coast Guard on the memorial also.

Councilman Howard wanted to know what Mr. Abell was asking.

Mr. Abell advised that he is not asking for any money. He is asking for direction. He doesn't just want to put an anchor up. They want a formal monument with the names.

They discussed placement and planning.

Mayor Tarr advised that he will arrange a meeting with Council to discuss this further.

## **STAFF UPDATE**

### **Planning Department**

Town Planner Neville stated that the Planning Report is included in the packet. He advised that there is a summary of Committee activities. He stated that there is no new news for the Beach Access Committee and the CCP. He also stated that Mr. McCauley advised that the FWS lawyer is currently reviewing the document. He reviewed the Land Use Study from Accomack County. He stated that NASA is coming out with a Base Master Plan along with a large Environmental Statement.

Town Planner Neville also reported that the draft Floodplain Maps are at the Town Office for review. The Town has been asked to schedule public information meetings to provide multiple presentations. He also added that they met with FEMA regarding Mr. Meyers' neighbor. He advised that FEMA has asked the Town to do 2 things. He stated that they have to describe the ordinances that provides for this situation. He advised that the Ordinance states they should issue a zoning permit. He then stated that under zoning it states to combine the zoning permit with the building permit. He stated that this is a new request from FEMA to pick fill and grading out of the definition of development and regulate it in the building permit process. They agreed to work with FEMA who has offered to look at the Flood Ordinance and help.

Councilman Howard mentioned the new draft maps favoring Chincoteague more than in the past.

Town Planner Neville stated that certain areas of Chincoteague are coming out of the 100 year floodplain. He stated that the FEMA maps are hard to understand. He added that there will be a new map viewer that gives the before and after and is more readable.

### **Police Department**

Chief Lewis advised that the monthly report was included in the agenda packet.

### **Public Works Department**

Public Works Director Spurlock advised that the monthly report has been included in the agenda packet.

Councilman Howard asked about the repairs to the culvert on Fowling Gut.

Councilwoman Richardson informed Councilman Howard that it was on the Public Works monthly report under upcoming projects.

Public Works Director Spurlock advised that the culvert has been inspected and believes it is structurally sound. He has contacted the representative of the manufacturer. The representative has scheduled an inspection.

Councilman Jester asked about the repair at the Captain Bob's area.

Public Works Director Spurlock advised he has already negotiated a repair to that.

Councilman Howard commented on the staff reports.

Councilman Taylor asked about putting the dog waste bags at Mariners Point. He also wanted to know the acreage at Mariners Point suggesting expansion of the area.

Public Works Director Spurlock advised that this is used as a spoil site which is owned and operated by the Army Corps of Engineers.

Councilwoman Richardson asked about Well 4.

Public Works Director Spurlock advised that A. C. Schulte will be here tomorrow.

Vice Mayor Leonard mentioned the overgrowth of vegetation on North Main Street.

Public Works Director Spurlock advised that it would be taken care of soon.

### **General Government**

Town Manager Ritter reported that there were 120 EMS responses for the month of July which is down 12 from July 2012. He mentioned the Downtown Revitalization Project. He stated that Bowman Consulting has resubmitted the changes which pushed the date out a little. They're hoping to get the bids out by mid-August and open the bids by mid-September having VDOT approvals within 30 days. He stated that they would like to start construction by mid-October. Staff has completed the end-of-year work in preparation for the financial audit. Staff has completed work on the Blueberry Festival permitting for July. They have also been closing out the Broadband Compliance Grant along with the Trolley Grant Compliance Review.

Councilman Jester suggested continued contact with VDOT to expedite the project. He would also like to see the end of FY 13 closeout summary.

Councilman Howard mentioned the Blueberry Festival and asked if there were any problems.

Town Manager Ritter advised everything went through very smoothly.

Ms. Linda Clift asked Council to force Mr. Tull to repair the roads in Ocean Breeze. She didn't understand why the Town wouldn't do anything about it.

Mayor Tarr explained that it is a privately owned road and the Town can't use taxpayer dollars to repair private roads.

Town Manager Ritter suggested forming a civic organization of the residents in Ocean Breeze to either put their money together to fix the roads or to force Mr. Tull to repair the roads.

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

Councilman Taylor motioned, seconded by Vice Mayor Leonard to adopt the agenda as presented. Motion carried.

Ayes: Leonard, Jester, Richardson, Howard, Taylor

Nays: None

Absent: Muth

#### **1. Consider Adoption of the Minutes**

- **Regular Council Meeting of July 1, 2013**

Councilman Howard asked for a change from "slip" to "ramp" in the minutes.

Councilman Howard motioned, seconded by Councilwoman Richardson to adopt the minutes as corrected. Motion carried.

Ayes: Leonard, Jester, Richardson, Howard, Taylor

Nays: None

Absent: Muth

#### **2. Accomack County Board of Supervisors Update**

Supervisor Thornton complimented the Town of Chincoteague's staff, the Volunteer Fire Company and the Ladies Auxiliary for their hard work. She also commented on a suggestion to have the County repair a private road. She stated that tax money can't be used on private roads. She also spoke about the Meyers issue. She advised that she sits on the Soil and Water Conservation Board for the state of Virginia. She urged Council to use caution in changing anything until they know what changes are going through. She advised that she is trying to work out a meeting in Accomack County where all the corporate towns can attend to discuss new stormwater management requirements. She feels it's going to be challenge financially to implement this. She understands Mr. Meyers' dilemma, however, she understands someone trying to protect their property also. She stated that the new storm water regulations are going to resolve some of the issues but, people won't understand the associated costs. She advised that there is a meeting in September and would like the County's Board to meet also. She added that before they change any Code or Ordinance wait to see what the new regulations are going to entail. She added that the county is extremely concerned.

Supervisor Thornton reported that the Wallops Research Park is going to be a reality. There was controversy regarding the Board of Supervisor's pay increase. She added that she voted against it. She stated that the Board took action to permit central sewerage in a residential district with a conditional permit. She advised of a vacancy on the Wetlands Board. They will vote on the new

library at the August meeting. They limited part-time employees to 29 hours or less. The EDA funding was increased to \$25,000. She advised of a request to amend the fireworks code that the Board took no action on. She stated that she is opposed to the CBBT toll increase because of those in Northampton County and because it affects those on the Eastern Shore. They are going to raise it \$1 now and an increase in increments every 10 years.

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

Councilman Howard commented on the weather forecasts.

Councilman Taylor commented on the community being nice and is thankful for the Fire Company and volunteers.

Councilman Howard also mentioned all the volunteers on the Pony Penning Shuttle that made it a success.

Councilman Jester suggested sending a letter to the VMRC to consider restoring the oyster rocks to the public grounds. He suggested using some of the grant money. He also stated that he along with Vice Mayor Leonard flew out to the aircraft carrier Bush. They landed on the deck and were able to see the dedication of all the people who operate the ship.

Vice Mayor Leonard mentioned some the planes that are conducting takeoffs and touch-and-gos at Wallops are the same planes that are landing on the carriers.

Mayor Tarr stated that Public Works Director Spurlock and Supervisor Thornton also got their badges on the aircraft carrier.

Mr. Del Goddard also spoke about the roads in Ocean Breeze. He questioned Mr. Tull's ownership as he didn't show up to the meetings in regards to this. He advised that he has documentation stating such and asked the Town to look into this matter further.

Mayor Tarr advised that the Town's Attorney will review the paperwork.

There were further comments.

Mr. Goddard turned the paperwork over to the Town.

Vice Mayor Leonard stated the Athletic Boosters at the High School are planning to put in new concession stand. He stated that the Athletic Boosters step in and support athletes when the school is unable to. He gave Council a list of items they can do or fund to support the Boosters. He also added that if the Town would donate money to the Athletic Boosters, Chief Lewis would double it.

There was discussion as to where the new concession stand would be.

Town Manager Ritter advised that the Recreation and Community Enhancement Committee will meet in September. He also reminded Council of the Safety Committee meeting for tomorrow night.

Supervisor Thornton also mentioned that she is going to put on the agenda to have no parking along RT 175 during the launch. She feels that safety is an issue.

There was discussion as to a shuttle for parking for the launch and associated expenses.

**Adjourn**

Councilman Howard motioned, seconded by Councilwoman Richardson to adjourn. Motion carried.

Ayes: Leonard, Jester, Richardson, Howard, Taylor

Nays: None

Absent: Muth

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Mayor

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Town Manager

**MINUTES OF THE AUGUST 15, 2013**  
**CHINCOTEAGUE TOWN COUNCIL WORKSHOP MEETING**

**Council Members Present:**

John H. Tarr, Mayor  
J. Arthur Leonard, Vice Mayor  
Ellen W. Richardson, Councilwoman  
Gene W. Taylor, Councilman  
Terry Howard, Councilman

**Council Members Absent:**

Tripp Muth, Councilman  
John N. Jester, Jr., Councilman

**CALL TO ORDER**

Mayor Tarr called the meeting to order at 5:00 p.m.

**INVOCATION**

Councilman Howard offered the invocation.

**PLEDGE OF ALLEGIANCE**

Mayor Tarr led in the Pledge of Allegiance.

**AGENDA ADDITIONS/DELETIONS AND ADOPTION**

Councilwoman Richardson motioned, seconded by Vice Mayor Leonard to adopt the agenda as presented. Motion carried.

Ayes: Leonard, Taylor, Howard, Richardson

Nays: None

Absent: Muth, Jester

**1. Discuss Fiscal Year 2013 Transient Occupancy Tax Revenue to CRCCA**

Town Manager Ritter advised that there is a spread sheet in the packet. He explained the actual tax amounts collected verses the projected budget amount.

Finance Director Hipple added that the tax increase went into effect January 1<sup>st</sup>. January's collections are due in February to the Town which explains the amount collected figure.

Town Manager Ritter explained further and advised that the difference in revenue provided to the Chincoteague Recreation and Civic Center Authority (CRCCA) according to the vote is \$5,517.72 (based on estimated revenue) and \$6,214.46 (based on the actual revenue).

Mayor Tarr stated that this isn't where the \$6,214 came from.

Town Manager Ritter advised that the \$6,214 came from what was discussed at the Budget Workshop of 14% for the whole year including the 4% of the months February through June.

There was further discussion and detailed explanations of the funds regarding the percentages.

Mayor Tarr explained further the differences and advised that the Center never gets exactly what the Town budgets. He stated that they always get more as the Transient Occupancy Tax revenue is higher than anticipated until this past year.

Councilman Taylor has no problem with the flat lining for the new fiscal year. But, he does not agree with promising them a percentage and not giving them the total percentage due to them.

Town Manager Ritter added that they also receive \$33,000 a year in Meals Tax money.

Councilwoman Richardson stated that when the Civic Center was built the Town agreed to fund the upkeep of that building. She added that this was in the legislative code.

Town Manager Ritter explained what the Center received in 2012 including Meals Tax. He acknowledged that this is a different issue, however, he wants Council to know they do receive an additional amount of money.

Mayor Tarr stated that the Town didn't treat the Center right and feels the Town needs to rectify this by paying them the difference.

Vice Mayor Leonard asked if there was money in the budget to do this and where would it come from.

Finance Director Hipple advised they do not have the money in the budget and it would come from LGIP.

Mayor Tarr advised that the Town took in \$35,000 more in Transient Occupancy Tax than budgeted.

Finance Director Hipple advised that this amount was already spent.

There were further comments and clarifications.

Councilman Taylor stated that Council needs to stand by their word and pay what was promised them. However, next year they get only the flat lined amount budgeted.

Finance Director Hipple added that Council committed to 14% of Transient Occupancy Tax in last year's budget, it was 17% the year before. She asked Council if they wanted to pay them at 14% or 17%.

Vice Mayor Leonard suggested splitting the difference.

Councilman Howard feels they should be given what they received in 2012.

Councilman Howard motioned, seconded by Councilman Taylor to give the Chincoteague Recreation and Civic Center Authority the difference in Transient Occupancy Tax revenue in the amount of \$18,424.86. Motion carried.

Ayes: Howard, Taylor, Richardson

Nays: Leonard

Absent: Muth, Jester

Mayor Tarr directed staff to complete the budget amendment for this approval.

## **2. Discuss a Possible Sign Ordinance Revision and a Joint Public Hearing**

Town Planner Neville advised that the overview was the consideration of an amendment to the Commercial Sign Ordinance and how it applies to multiple buildings on a single parcel. He stated that the Planning Commission along with Town Attorney Poulson reviewed it and made recommendations. He stated that the recommendation from the Planning Commission is what's before Council today. He also stated that Councilman Taylor made other suggested changes. He advised that those recommendations are not currently included in the draft before Council.

Town Manager Ritter explained the layout of the draft so that Council could see the Planning Commission's recommendations along with Town Attorney Poulson's proposed changes.

Town Planner Neville stated that Town Attorney Poulson tried to make the ordinance clear by suggesting 3 main categories where every commercial business will fall into one of those categories.

There was discussion regarding the maximum square footage for signs.

Town Manager Ritter stated that the Planning Commission's suggestion was not to exceed 100 square feet. Town Attorney Poulson proposed not to exceed 1 square foot for each foot of building width at the front setback line or 100 feet whichever is the greater. He asked Council if they agree with the Planning Commission or prefer something different for the category 'lot of record occupied by one business'.

Town Planner Neville advised that with today's Ordinance there are businesses in town with less than 100 feet of building width and which have only been permitted 75 square feet of signage. He stated that if this ordinance changes they can increase their sign area to 100 square feet. He stated that the Commission made the motion understanding that 100 square feet is a reasonable amount of sign for each business.

Discussion continued.

Vice Mayor Leonard stated that he likes what the Planning Commission is recommending because it creates uniformity.

Town Planner Neville stated that today the Code is based on the 1 square foot for each square foot of building up to 100 square feet. This change will allow the smaller businesses to compete on equal ground with the larger business.

Town Manager Ritter read the changes regarding the category "multi-main structures" with multiple businesses located in a single building.

Town Planner Neville advised that Town Attorney Poulson added criteria to this section that would allocate permitted signage between businesses in reaction to the discussion of fairness. He stated there is no way the Zoning Administrator could be on the hook and do the job of the commercial business owner to divide up the square footage between businesses. The Planning Commission recommended that these criteria should be deleted because it was the owner's responsibility to figure out a way to advertise multiple businesses on one permitted freestanding sign.

Discussion continued about square footage.

Town Planner Neville advised that the Commission didn't want each business to put a free standing sign out front and recommended only 1 free standing sign per building.

Councilman Howard feels that if the freestanding sign were allowed to be larger it would be better than multiple free standing signs.

Planning Commission Chairman Rosenberger explained the working signage.

Comments were made. Council agreed with the Planning Commission's suggestions of not exceeding 100 square feet, and deleting the extra criteria for allocating sign area between businesses.

Mayor Tarr stated they still need to know what they're going to do with the 20 square feet. He also stated that they are proposing 20 square feet per each additional business.

Council discussed the fairness to the other businesses.

Town Planner Neville advised that Town Attorney Poulson recommended using the main structure term in the definitions which is the principal building. It states that if a shed is not attached to the main structures it is not considered a main structure. He discussed multi-main structures and stated he will talk with Town Attorney Poulson for clarification.

Discussion continued.

Town Manager Ritter reviewed the changes regarding "main structures".

Further lengthy discussion, questions and comments continued about main structures, square footage allowed for multiple main structures and additional signage square footage.

Councilman Taylor made a suggested change to item #2 to permit multiple business signage on the freestanding sign in excess of the current maximum of 64 square feet.

Councilman Howard asked for clarification of this change. He stated that the way the Ordinance is written the limit is 64 square feet. He asked how they came up with 120 square feet.

Mayor Tarr responded that 64 square feet is for item #1 that was discussed and 64 square feet was for item #3 that was discussed. He stated that item #2 that has multiple businesses under one roof in order for them to have a sign is suggested to change from 64 square feet to 128 square feet.

Mayor Tarr asked about measuring the height of a free standing sign and the existing grade. He stated that when you're doing construction and build the property up a little, by the ordinance you'd have to lower the sign back to the original grade. He read the Ordinance that states: that you would go back to the adjacent street or the average grade level beneath the sign whichever elevation is less.

There were further comments about using base flood elevation to measure height of building mounted signs.

Council agreed to Councilman Taylor's suggested change for multiple businesses within a single building to increase permitted freestanding sign area from 64 feet to 128 square feet.

Town Manager Ritter stated that this concludes Town Attorney Poulson's suggested changes. He asked if Council wanted to set the public hearing on the changes.

Council agreed to go to public hearing with the Planning Commission at the next regular Council meeting that meets public notice requirements.

There was discussion of items to put on the next workshop meeting.

### **3. Council Member Comments**

Councilwoman Richardson asked about directional signs regarding businesses.

Planning Commission Chairman Rosenberger advised it was sent back to the Public Works Committee because all the directional signage would be put in the public right-of-way.

Councilwoman Richardson stated there are signs up and down the state highway. She added that Snow Hill has them on the post. She would like to help out those out-of-the-way businesses.

Mayor Tarr asked if the Town addressed directional signage in the Ordinance.

Town Planner Neville responded that it states they are illegal. He added that it has been a couple of years since Council last discussed it.

### **Adjourn.**

Councilwoman Richardson motioned seconded by Councilman Howard to adjourn. Motion carried.

Ayes: Leonard, Taylor, Howard, Richardson

Nays: None

Absent: Muth, Jester

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Mayor

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Town Manager

# Public Safety Meeting Minutes

## August 6, 2013

Chairman Tarr called the meeting to order at 17:06

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**

No public participation.

### **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. Monthly Emergency Management Report**

Report given by Bryan Rush

### **PLANNING**

#### **EMERGENCY OPERATIONS PLAN**

The Chincoteague Emergency Operations Plan was approved by resolution of the Chincoteague Town Council on Monday, June 3, 2013. The plan and its annexes will guide emergency operations of the Town. The next full revision will occur in June 2017.

#### **CONTINUITY OF OPERATIONS PLAN**

The Town of Chincoteague COOP was approved by the Town Council on Monday, June 3, 2013.

#### **LADEE LAUNCH**

The LADEE rocket is scheduled to launch on September 6, 2013. The mission will observe dust in the atmosphere of the moon. The launch window is five minutes over only 4 to 5 days between 1100 pm and midnight. Should the window close, early October will be the next window for launch. This launch will encompass a larger hazard area and will impact the viewing area on Assateague. The STAR Plan will be utilized.

#### **ANTARES LAUNCH**

The next Antares launch is scheduled for September 29, 2013, but is subject to change with the LADEE launch in the same time period. The window for this launch is only

twenty minutes each day due to the fact that it must rendezvous with the International Space Station. The STAR Plan will be utilized.

## **FIREWORKS**

The fireworks event for July 4<sup>th</sup> was another successful event that was well attended. The after action report has a few recommendations in traffic patterns to make next year's event run even more efficiently.

## **LOGISTICS**

### **LCAR**

The annual local capability assessment report was submitted by the June 28<sup>th</sup> deadline. The report highlights capabilities and is used to guide future funding for grants and exercises.

## **OPERATIONS**

### **TIDE GAUGE**

The tide gauge project is still ongoing. The project has been slowed by the sequester that is occurring in the federal government. A discussion on the project was held on July 18<sup>th</sup> and additional funding has been secured through the USGS from Sandy aid money.

## **PUBLIC INFORMATION**

### **PREPAREDNESS**

September is National Preparedness Month. Public information will be seen on the Town's web site along with PSA's in local media.

Councilwoman Richardson reported that she had gotten complaints on the gate being locked at the carnival grounds on July 4<sup>th</sup>. Mr. Rush advised that this was an action item in the after action report that will be addressed before next year's event.

### **2. Chincoteague Volunteer Fire Company Report**

Chief Thornton advised that he did not have anything to report.

### **3. LADEE Launch Discussion**

Emergency Management Coordinator Rush advised committee that the LADEE launch will occur on September 6, 2013. He advised the committee that the Assateague parking lots would be closed during this event. Mr. Rush advised that the planning committee for the STAR plan recommends using the area east of the Chincoteague Museum as the primary viewing area as the Harbor is not well lit and this will be a night launch. The Harbor would be a secondary area and portable lighting would be obtained. Mr. Ritter advised that NASA would place a projector and viewing screen at the Robert Reed Park for another viewing area. Mr. Rush advised that the STAR plan response would be a Stage II response as there is expected to be a large number of spectators for this launch.

Mr. Rush also advised that the response would be scaled back if the launch did not occur by Sunday night. Mr. Ritter advised that he would request six busses from Accomack County and see if they would pay for the drivers as they will benefit from the additional tourists in the area as well. Mr. Ritter gave the committee the rundown of the extra staffing that would be added for the launch. Councilman Taylor asked if parking would be allowed on Maddox Blvd. Mr. Ritter advised that no one would be permitted to park on the road. Councilwoman Richardson advised that the Church of God may park cars in their lot. Mrs. Richardson also asked Fire Chief Thornton about parking cars at the carnival grounds. Chief Thornton declined. Mr. Rush advised that the Community Center would serve as a VIP staging area prior to the launch. Mr. Rush advised that the numbers from NASA for this launch may be a little high; however, caution needs to be taken and that is why extra personnel and busses are being added. Future launches may be scaled back depending on what is learned from this event. Mayor Tarr asked if the Town needs a bus service at 12 o'clock at night. Mr. Rush advised that it is necessary, referencing the Fourth of July event. Councilwoman Richardson advised that school is in session at this time and it will be hard to get busses. Mayor Tarr asked if the STAR Plan addresses who funds these operations. Mr. Rush advised that the funding is up to the locality. Mayor Tarr then asked if the STAR Plan is reviewable. Mr. Rush said it is reviewed after every launch for changes. Councilman Taylor suggested looking into permanent lighting at Mariners Point. Mr. Rush suggested planning in future budgets for these launch activities. Councilman Jester spoke from the public and suggested talking with Del. Lewis and getting funding resources from the Commonwealth since we are supporting the Virginia Spaceport. Mayor Tarr is concerned that Chincoteague is the only one advertising launch viewing areas. Mr. Rush advised that NASA PR personnel will be advertising and Chincoteague is not the only viewing area; however, local information needs to be given approximately 2 weeks prior to the event. Mayor Tarr advised to speak to all the businesses in the area and let them know what is to occur. Mr. Ritter advised that it would be done. Mayor Tarr advised that portable toilets also need to be obtained.

#### **4. Committee Member Comments**

Councilman Taylor stated that he would speak with Mr. Maddox about parking in the lot in front of the campground for the rocket launch and feels this would be a good entrepreneurial opportunity for him.

Councilwoman Richardson is concerned about the pampas grass growing near the crosswalk downtown. She reports a small child stepped out from it and was almost hit by a car. Mr. Ritter advised that it would be taken care of. Also, Councilwoman Richardson asked where the signs that said "Walk your bicycles through town?" Councilman Taylor advised that you cannot keep a bike off the road. Councilwoman Richardson advised that riding in the area was unsafe.

Emergency Management Coordinator Rush publicly thanked all the employees and volunteers who made pony penning safe and successful. He pointed out a positive article in the Daily Times about the safety planning that occurred. It was everyone working together that made it possible to protect the spectators during the large storm that occurred during the time period.

## **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 17:51

**MEMORANDUM**

TO: Town Council

FROM: Harvey Spurlock, Public Works Director

DATE: September 3, 2013

SUBJECT: Well 4 Repairs

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Included herewith are proposals from A.C. Schultes of Delaware, Inc for well redevelopment and pump replacement for well 4.

Redevelopment of the well, in conjunction with the conversion to a submersible pump as outlined in Schultes proposal, will maximize the output of this well in the most economic manner possible.

Funds budgeted for reserve will be diverted to cover the cost if required.

I hereby request Council consider a motion to award contracts to A.C. Schultes of Delaware, Inc, in the total amount of \$40,439.00 (\$20,554.00 plus \$20385.00), for Well 4 redevelopment and pump repairs.



**A.C. Schultes of Delaware, Inc.**  
P.O. Box 188 – 16289 Sussex Highway  
Bridgeville, Delaware 19933  
24 Hour Service  
(302) 337-8254  
Fax: (302) 337-8234

August 13, 2013

Mr. Harvey Spurlock  
Town of Chincoteague  
6150 Community Drive  
Chincoteague, VA 23336

RE: WELL #4  
ACSD QUOTE MC#7127

Dear Mr. Spurlock:

A.C. SCHULTES OF DELAWARE, INC. recently completed the removal and inspection of the vertical turbine pump system and VHS motor for Well #4. Following the pump removal, a TV inspection was performed of the well to determine the present condition of the inner casing and screen. Attached is a copy of the TV Inspection report for your review. The inspection found that the 8" black steel casing has several areas of excessive scale buildup and the screens have silt buildup throughout. Additionally, the original recorded depth of the well was 244.5'. During the TV inspection the camera was able to be lowered to 242.5' indicating approximately 2' of silt and fill in the well sump. Based on these findings, we are pleased to quote you on wire brushing and mechanically redeveloping the well including the following:

- Install 8" wire brush and wire brush entire steel casing to remove the scale buildup
- Install 4" pipe and airlift well to remove materials dislodged during the wire brushing
- Install high velocity jetting tool and submersible pump and jet entire screened area of well to remove the silt buildup
- Remove jetting tool and install 6" swab and swab entire screened area to remove silt dislodged during the high velocity jetting and retighten gravel pack
- Remove swab and install ACSD test pump and perform (4) hour post redevelopment test to verify the flow capabilities
- Provide additional recommendations regarding vertical turbine pump repair or replacement submersible pumping equipment

The following is a cost breakdown to perform the above subject work:

- Provide labor to perform wire brushing, high velocity jetting and well testing (estimated (8) days at \$2,300.00/day). . . . . \$18,400.00
- High velocity jetting pump rental (lump sum). . . . . \$1,985.00

TOTAL ESTIMATED COST TO COMPLETE WELL REDEVELOPMENT. . . . \$20,385.00

Thank you for your continued cooperation on this project. Our payment terms are Net 30 Days. All unpaid invoices beyond 30 days will be assessed a 1.5% finance charge per month. We also accept Visa and MasterCard credit card payments. If payment is made with a credit card, please add 3% to total invoice amount for credit card processing. This proposal may be withdrawn or renegotiated by our firm if not accepted within 30 days. Authorization to proceed can be given by signing the attached authorization form and returning it to my attention at P.O. Box 188, Bridgeville, DE 19933, faxing it to 302-337-8234 or e-mailing it to [rmcacsde@verizon.net](mailto:rmcacsde@verizon.net) .

Respectfully,

A.C. SCHULTES OF DELAWARE, INC.

*R. Michael Collison*

R. Michael Collison  
President

RMC/bh

AUTHORIZATION TO PROCEED

I, \_\_\_\_\_, representing \_\_\_\_\_

hereby authorize A.C. SCHULTES OF DELAWARE, INC. to proceed with the scope of work as described in their proposal dated, August 13, 2013.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

PO # \_\_\_\_\_ Witnessed: \_\_\_\_\_

ACSD QUOTE MC#7127

TAX EXEMPTION CERTIFICATE #



**A.C. Schultes of Delaware, Inc.**  
P.O. Box 188 – 16289 Sussex Highway  
Bridgeville, Delaware 19933  
24 Hour Service  
(302) 337-8254  
Fax: (302) 337-8234

August 19, 2013

Mr. Harvey Spurlock  
Town of Chincoteague  
6150 Community Drive  
Chincoteague, VA 23336

RE: WELL #4  
ACSD QUOTE MC#7132

Dear Mr. Spurlock:

A.C. SCHULTES OF DELAWARE, INC. has completed the disassembly and inspection of the vertical turbine pump, inner column assembly, discharge head, and VHS motor. The following is a list of repairs required to return the system to its original operating condition:

- Fabricate one (1) new 1" x 60" stainless steel head shaft with ¼" keyway
- Sandblast and paint existing Fairbanks Morse discharge head
- Rework existing stuffing box assembly including new bronze bearing and graphite packing
- Furnish (18) new 1" x 10' carbon steel line shafts with Type 304 stainless steel sleeves
- Furnish (19) new 1" carbon steel line shaft couplings
- Furnish (18) new 5" x 1" bronze drop-in bearing brackets
- Furnish new Flowserve 8H38-11 stage bowl assembly (COS = 300 gpm @ 250' TDH)
- Perform standard maintenance to US Motors VHS motor including:
  - Wash/Dry stator

- Inspect windings and insulation integrity
- Reinsulate stator
- Balance rotor to manufacturer's recommended tolerance levels
- Clean miscellaneous parts
- Replace top and bottom bearings
- Reassemble unit, bench test and paint
- Provide labor to reinstall vertical turbine pump system and perform start-up

TOTAL COST TO PERFORM THE ABOVE SUBJECT WORK. . . . . \$19,498.00

If requested, our firm can install a new submersible pump system in lieu of the vertical turbine pump system which would include the following:

- One (1) new Berkeley Model 7T25-350 submersible pump (COS = 300 gpm @ 230' TDH)
- One (1) new Hitachi 25 hp, 230 volt, 3-phase submersible motor
- One (1) new 4" x 6" stainless steel nipple
- Two (2) new 4" stainless steel check valves
- Two (2) new 4" Certa-Lok stainless steel adapters
- 180' of new 4" Certa-Lok PVC drop pipe
- 220' of new 4/3 double jacketed submersible cable with ground and heavy duty splice kit
- New 1/2" poly m-scope line for taking water level readings
- New stainless steel safety cable
- Perform modifications to existing discharge head to adapt for submersible pump installation
- Provide labor to install submersible pump system and perform start-up

TOTAL COST TO INSTALL SUBMERSIBLE PUMP SYSTEM. . . . . \$20,554.00

Due to the condition of the vertical turbine pump assembly and inner column assembly that was removed, our firm recommends converting this well to a submersible pump system. The submersible pump system will allow for additional clearance between the existing 8" steel casing and the 7" bowl assembly. The damages to the existing vertical turbine pump and inner column assembly appear to be the result of mechanical failure due to extreme tensions on the equipment. If the submersible pump system option is selected, your electrical contractor will need to perform minor electrical modifications for converting from the VHS motor to the new submersible motor.

Thank you for your continued cooperation on this project. Our payment terms are Net 30 Days. All unpaid invoices beyond 30 days will be assessed a 1.5% finance charge per month. We also accept Visa and MasterCard credit card payments. If payment is made with a credit card, please add 3% to total invoice amount for credit card processing. This proposal may be withdrawn or renegotiated by our firm if not accepted within 30 days. Authorization to proceed can be given by signing the attached authorization form, checking the options selected, and returning it to my attention at P.O. Box 188, Bridgeville, DE 19933, faxing it to 302-337-8234 or e-mailing it to [rmcacsde@verizon.net](mailto:rmcacsde@verizon.net) .

Respectfully,

A.C. SCHULTES OF DELAWARE, INC.

*R. Michael Collison*

R. Michael Collison  
President

RMC/bh

AUTHORIZATION TO PROCEED

I, \_\_\_\_\_, representing \_\_\_\_\_

hereby authorize A.C. SCHULTES OF DELAWARE, INC. to proceed with the scope of work as described in their proposal dated, August 19, 2013.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

PO # \_\_\_\_\_ Witnessed: \_\_\_\_\_

ACSD QUOTE MC#7132

TAX EXEMPTION CERTIFICATE #

Options: (please check)

\_\_\_ Install vertical turbine pump system

\_\_\_ Install submersible pump system



MEMORANDUM  
Town of Chincoteague, Inc.

Date: August 28, 2013

To: Mayor Tarr and Town Council Members

Through: Robert Ritter, Town Manager

From: William Neville, Planning Director

Subject: Chincoteague Veteran's Memorial Park – Skate Park Repairs

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Public Works Director Spurlock has identified needed repairs to several of the Skate Park ramps located in Chincoteague Veterans Memorial Park. An estimate of \$3,220 has been prepared to remove, repair and reinstall the damaged steel surfaces.

Sufficient funds are available in the Town's Playground Reserve to cover this cost if immediate repairs are authorized by Town Council. Otherwise Mr. Spurlock recommends that the Skate Park be closed for the season and/or the unsafe equipment removed until repairs can be included in the Town's budget.

The Recreation and Community Enhancement Committee has not reviewed this request, although consideration was given in the last meeting for other playground equipment that also needs to be replaced.

# CONTRACTORS INVOICE



WORK PERFORMED AT:

ON Site + Shop,  
Chincoteague Park

TO: Town of Chincoteague  
Attn: Harvey Seibel

\* Repair Skate Ramps Do to unsafe  
Damage \*

DATE: 8-19-13 YOUR WORK ORDER NO: Chincoteague

Remove Skate Ramps (2) pce. From park + Cut out  
steel to be Replaced with new.  
Ramps must be Takew apart to Repair.  
Install new steel + weld under bottom. (Un safe for use)  
Paint Ramps AFTER weld is complete.  
Install Ramps back to park when Job is complete.  
Labor + Materials, + steel - \$3,220.00  
- Total Job - \$3,220.00  
All welds OR (ASME certified) VA. code.

NET 30 DAYS

Make Check Payable To:

**Wayne Bass**

P. O. Box 111  
New Church VA 23415

thanks Wayne, 8-19-13.

material is guaranteed to be as specified, and the above work was performed in accordance with the drawing and specifications  
provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of  
Three Thousand Two Hundred Twenty Dollars <sup>00/100</sup> Dollars \$ 3,220.00

This is a  Partial  Full invoice due and payable by: Net 30-Days (MM/DD/YYYY)

in accordance with our  Agreement  Proposal No. \_\_\_\_\_ Dated \_\_\_\_\_ (MM/DD/YYYY)

## CONTRACTORS INVOICE