

REGULAR COUNCIL MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

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

CALL TO ORDER

INVOCATION BY COUNCILMAN T. HOWARD

PLEDGE OF ALLEGIANCE

OPEN FORUM / PUBLIC PARTICIPATION

STAFF UP-DATE

AGENDA ADDITIONS/DELETIONS AND ADOPTION:

-
1. Consider Adoption of the Minutes
 - Regular Council Meeting of October 3, 2011 (Page 2 of 62)
 - Council Workshop Meeting of October 20, 2011 (Page 17 of 62)
 2. Public Hearing on the VDOT Enhancement Grant Funding (Page 26 of 62)
 3. Public Hearing on a Request to Vacate a Subdivision Lot Line (Mr. & Ms. Selby) (Page 27 of 62)
 4. Public Hearing on the Sign Ordinance – Banners, Flags and Pennants (Page 32 of 62)
 5. Public Works Committee Report of October 4, 2011 (Mayor Tarr) (Page 36 of 62)
The following action by the Committee occurred and will need to be acted upon:
 - Phase 2 of the Storm Water Master Plan (Page 38 of 62)
 6. Harbor Committee Report of October 6, 2011 (John Howard) (Page 48 of 62)
The following action by the Committee occurred and will need to be acted upon:
 - Possible adoption of the Draft Mooring Permit (Page 50 of 62)
 7. Rec and Community Enhancement Committee Report of October 11, 2011 (John Jester) (Page 55 of 62)
The following action by the Committee occurred and will need to be acted upon:
 - Naming of the Old Gym “Island Activity Center”
 - Repair budget for the Old Gym (Page 57 of 62)
 8. Cemetery Committee Report of October 18, 2011 (Vice Mayor Richardson) (Page 58 of 62)
The following action by the Committee occurred and will need to be acted upon
 - Possible Resolution “Creation of the Chincoteague Cemetery Preservation Authority”(Page 61 of 62)
 9. Mayor & Council Announcements or Comments
(Note: Roberts Rules do not allow for discussion under comment period)

ADJOURN:

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

Council Members Present:

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

Council Members Absent:

None

CALL TO ORDER

Mayor Tarr called the meeting to order.

INVOCATION

Councilman T. Howard offered the invocation.

PLEDGE OF ALLEGIANCE

Mayor Tarr led in the Pledge of Allegiance.

OPEN FORUM/PUBLIC PARTICIPATION

▪ Mr. Bob Manoil approached Council regarding the Alternate Proposal from the FWS. He feels this should reflect the protection that the Town is looking for. He stated that the top priority should be for Chincoteague Island. He also stated that with flooded homes, jobs would be an issue. He feels they would lose aquaculture beds and addressed the piping plover. He also expressed his support for the pony herd and the Fire Department.

▪ Ms. Deborah Ullman came to Council about sewerage. She stated that according to an article Chincoteague High School is having septic problems. She suggested writing a letter to the Board of Education requesting that a Plan be made at the County level for a septic overhaul of this system. She believes there is federal funding for this type of infrastructure. She commended the Island Creamery for their major capital investment to improve their septic system. She feels this is good corporate citizenship.

Ms. Ullman stated that Ocean City, Maryland shut down their sewerage treatment plant, during Hurricane Irene when the evacuation order was issued. She asked if the Town was to put in sewage would they also shut down their sewerage treatment plant. She was concerned for the inability to flush the toilets for those people that decide to stay.

▪ Mr. James Binder expressed his concerns regarding the unsafe structure listed on the agenda for later in the meeting. He feels that this is an eye-sore and hopes Council will help in the process of demolition. He stated that it is affecting the property values. He also mentioned that this property owner's other property that looks this way also. He stated that there are several people in attendance this evening supporting the removal of the home. He mentioned the cat issues from this property.

- Mr. Frank and Nancy Jacob stated that the house on Mumford has been burned-out for over a year. They feel that something has to be done about it. Mrs. Jacob stated that there are rental issues in the area also. They too mentioned the cat issues.
- Mrs. Ginny VanDame agrees that something should be done about the two properties.

STAFF UPDATE

Police Department

Chief Lewis advised they conducted their mock assessment for the accreditation. He advised it went well and stated they plan to have them back in December for the final. He announced that the Poker Run for Kids made \$38,728 to benefit local families.

Those in attendance applauded.

Mayor Tarr congratulated Chief Lewis.

Planning Department

Town Planner Neville reported that the priority is working with the Beach Access Committee and all things related to the CCP and GMP along with getting their comments submitted by October 1st. He stated that as a consequence of working on the beach issues, he was unable to publish the public notices for public hearings. He stated that the public hearings are for the sign ordinance which will be scheduled for the next meeting along with the Pony Penning Sales Permit. He advised that he will prepare a staff report for the Pony Penning Sales Permit to the Planning Commission at the meeting next Tuesday.

Town Planner Neville reported that he took part in the review for the Draft Transit Development Plan. He advised that this is a document which allows the Town to qualify to receive the funds for the Trolley System. He was pleased with the work that the Consultant has done. He has also been reviewing the Draft Mitigation Plan. He also advised they were able to recertify for the National Flood Insurance Community Rating System. He asked how the Island could move up in rank and they gave him some information to help.

Town Planner Neville stated that later this fall Council would be reviewing the Zoning Map at a couple work sessions.

Public Works Department

Public Works Director Spurlock reported that in addition to routine operations, the Department was dealing with the Hurricane Irene aftermath along with Anderton Avenue. He advised that they collected a total of 262 stops of brush totaling 53 tons and hauling it to the Landfill. He is working with Town Coordinator Rush and FEMA for partial reimbursement. He reported that they have replaced approximately 550 feet of sidewalks and 23 of 45 water services have been replaced along Anderton Avenue. He also stated that at Council's pleasure they will hopefully begin paving.

Councilman T. Howard asked about the reimbursements from the storm cleanup.

Public Works Director Spurlock advised they have filed for reimbursement.

Councilwoman Conklin asked if Eastside Road was included in the paving contract.

Public Works Director Spurlock stated that it is included and explained the plans.

Vice Mayor Richardson asked about the paving along Anderton Ave. She expressed her concern about paving above the sidewalk.

Public Works Director Spurlock stated they will be milling Anderton Ave. to grade.

General Government

Town Manager Ritter reported that staff has been working on the newsletter to be published in November. He stated that staff has been working with FEMA for reimbursement. He reported that the broadband crew is finishing up hanging the fibers. He reported that Mr. Rob Catron worked on House Resolution 2,087. He advised they are one step closer to getting free title to the Research Park. Mr. Catron has also been working on the CCP along with research.

Town Manager Ritter stated that Mr. Catron is waiting on Council’s final decision regarding the Fish and Wildlife’s Alternative Plan, so he can run with it.

Councilman Jester stated that he was able to witness Mr. Catron in action. He was impressed and feels that everything has been professionally done.

Councilman T. Howard asked if the lobbyist has taken any steps to beach replenishment or nourishment.

Town Manager Ritter advised of the letters that have been mailed to date and stated that a meeting would be scheduled to discuss these matters. He also reported that they are continuing with the Downtown Revitalization Project and working on the permits with the Army Corps of Engineers for the Downtown project. He also stated that staff has been working on the IS testing.

Town Manager Ritter reported on the revenues:

	<u>Year to Date</u>	<u>Prior Year</u>	<u>Difference</u>
Meals Tax	\$324,628	\$316,198	(up) \$ 8,430
Sales Tax	\$ 26,270	\$ 30,631	(down)\$ 4,361
Transient Occupancy	\$407,393	\$398,284	(up) \$ 9,109
Water Rent	\$327,643	\$305,467	(up) \$22,176

AGENDA ADDITIONS/DELETIONS AND ADOPTION

Mayor Tarr requested to add item 1a. Downtown Rehabilitation Project Grant Request.

Councilman T. Howard motioned, seconded by Vice Mayor Richardson to adopt the agenda with item #1a, for the Downtown Rehabilitation Project. Unanimously approved.

1. Consider Adoption of the Minutes

- **Regular Council Meeting of September 6, 2011**
- **Council Workshop Meeting of September 22, 2011**

Councilwoman Conklin motioned, seconded by Councilman J. Howard to adopt the minutes of September 6, 2011 and September 22, 2011 as presented. Unanimously approved.

1a. Downtown Revitalization Project Grant Request

Mrs. Kat Edwards handed out and reviewed an update of the current phase of the Main Streetscape Project. She mentioned the alternative for the next round of applications. She would like to move forward with the construction project. They have to get permission from VDOT to advertise and is required to run for 3 weeks. She advised that once the bids are received they will select a contractor and submit all the documents to VDOT. She feels that construction could begin in late November or early December. She stated that they want to begin on the west side of Main Street from Bridge Street to approximately the Sea Star Café.

Mrs. Edwards stated that staff would like to do the east side of Main Street. The total project with engineering and construction management is roughly \$517,200 and the Town's share is 10% in cash or in-kind services. She further explained the project. She stated that the current project will take most or the entire right turn lane in front of the book store and theatre for widening.

Councilman J. Howard asked if they were hoping to move all the over-head utility lines underground.

There was further discussion.

Mrs. Edwards asked Council if they would like to proceed to the east side of Main Street next.

Councilman Jester suggested addressing the parking. He feels that VDOT should go full speed ahead.

Councilman T. Howard feels that when the west side is completed, they should go on to do the east side.

Mrs. Edwards stated that when they have a project scope it is required to have a public hearing. She explained that a resolution is necessary along with a 10% match.

Councilman T. Howard motioned, seconded by Councilman Jester to accept the project of the west side of Main Street after completion of the east side of Main Street. Unanimously approved.

2. Possible Adoption of the Town's Response to FWS, August 2011 Newsletter Alternatives

Town Planner Neville read, explained and clarified some of the response to the Fish and Wildlife Service, August 2011 newsletter alternatives:

October 3, 2011

Lou Hinds, Refuge Manager
Chincoteague National Wildlife Refuge
P. O. Box 62
Chincoteague Island, VA 23336

RE: CNWR Comprehensive Conservation Plan
August 2011 Newsletter

Dear Mr. Hinds:

On behalf of the town of Chincoteague and the Chincoteague to Assateague Beach Access Advisory Committee, I am presenting a brief list of comments, concerns and ideas regarding the Comprehensive Conservation Plan (CCP) Alternative Concepts for the Chincoteague National Wildlife Refuge that are included in your August 2011 Newsletter. We appreciate your efforts to allow community participation in the CCP planning process and sincerely hope that you will work with us on the Alternatives before one is selected.

In a letter from Congressman Scott Rigell, dated May 27, 2011, the USFWS received a comment that 'public access to the beach' should be added as a Vision and Goal for the CCP. We are surprised that this suggestion was not honored in the published August newsletter of alternatives. Since the draft vision and goals inform the development of preliminary alternatives according to the newsletter there should be another opportunity to review a revised set of alternatives that respond to this important goal of over 80% of the visitors to the Refuge¹. As you move forward to select a preferred management strategy, please consider the following recommendation:

An alternative Plan for the next 15 to 20 year period based on 'Current Management' modified to 1) eliminate the acquisition of land on Chincoteague Island, 2) eliminate the use of transit to replace existing beach parking, 3) continue to permit current compatible uses, 4) revise the 1992 Master Plan to allow a USACE Storm Damage Reduction Study/Plan/Project that will protect and restore the existing recreational beach and 961 space parking lot infrastructure from the effects of erosion and storm damage, and 5) add a 300 space parking area behind the current Parking Lot #1. We believe that this is a responsible solution to "make the most of what we have" in a time of economic constraint.

Everyone agrees that the CCP for the future should be built on a foundation of good principals and best information. The simplified format of the newsletter gives the impression that certain information is not being considered, beginning with not presenting a record of success for the 1992 Master Plan. This

¹Town of Chincoteague 2010 Visitor Questionnaire

makes people think that the change is being proposed for the wrong reasons. The following reasons and principles are offered in support of the Town position defending the exceptional combination of Beach and Wildlife at CNWR for another 15 years.

- **NPS Assigned Area** – The ‘assigned area’ described in the Inter-Agency Agreement between USFWS and NPS pertaining to the administration, development, and use of the Toms Cove Hook area is the result of years of negotiated agreements and Congressional review by Senate and House of Representatives committees.² Relocation or change in the area provided for the purpose of public recreation use must include more than 1 mile of beach and 8.5 acres for parking lots offered in the alternatives. Public review of a draft inter-agency agreement is requested.
- **Barrier Island Shelter** – the approved 1992 EIS and CNWR Master Plan have provided for the repair and maintenance necessary to protect developed facilities including the recreational beach and parking areas adjacent to Toms Cove. This is consistent with Public Law 89-195 Section 8 that requires a plan for erosion control and hurricane protection of the seashore. The Town cannot support a change in FWS/NPS management strategies that would allow an inlet or breach to remain without repair between the Atlantic Ocean and Toms Cove. This would expose an ‘at-risk’ population located on Chincoteague Island to over 4 feet of base flood elevation and storm damage.
- **Exceptional Visitor Experience** – The current seashore destination at Toms Cove provides Refuge visitors with an exceptional sequence of views, activities and the freedom to enjoy the outdoors in the convenience of their own mode of transportation. Toms Cove is a 360 degree experience that is worth fighting for. A plan for the protection and nourishment of the land base necessary for beach and parking areas must be one alternate strategy.
- **The Local Economy** – Alternative management actions have been proposed by the FWS that would change the cost, convenience and accessibility of the Refuge to the average visitor. The Town is concerned that these changes would cause serious and lasting harm to the local tourism based economy, and a loss of jobs as a direct result of proposed changes in the CCP.
- **The Local Culture** – Coordinated strategies between FWS and NPS regarding a marine sanctuary, water/shoreline access, commercial boat permits, fishing and aquaculture uses that are included in the alternatives appear to significantly impact traditional water based income, jobs, businesses and industries. Any restriction of the Chincoteague Pony herd will cause direct harm to the Chincoteague Volunteer Fire Company and our Community identity. The Town cannot support increased Federal regulation of everything that defines our local culture and economy.
- **Protect Existing Infrastructure** – The Town supports the protection and maintenance of current infrastructure and facilities for the next generation to enjoy. Beach Road access to the Seashore, convenient parking areas, the Bateman Visitor Center/Lighthouse, the NPS Visitor Center/Coast Guard Station and even the freshwater impoundment system are all high value public investments that are placed at risk in the proposed alternatives by a change in management strategies.
- **Gateway Town and Wildlife Refuge** – Aside from issues of alternative transportation, the potential purchase of any property within the Town of Chincoteague using federal tax dollars raises significant issues about the wise use of public investment, loss of Town tax base and unfair

²US Code Title 16/Ch.1/SubChLXIII/Section 459f-11, Final EIS for the CNWR Master Plan, 1992, Compatibility Determination – NPS Activities approved 2004-2014.

Draft Copy

Competition, as well as NPS control over interstate commerce and restricted marine access along the Assateague Channel waterway. The Town is opposed to the increased encroachment of Seashore/Refuge boundaries on Chincoteague Island and the Commonwealth of Virginia.

- **Transit and all cost** – Selection of the Volpe Center acting as a consultant to prepare the EIS and Master Plan for CNWR is a conflict of interest that only results in the FWS promoting an expensive, unsustainable urban form of transit services at any cost. Public comment representing over 16,000 visitors to the Refuge in 2010 indicated that 82% would not return to another visit if direct beach parking was not available and a trolley/bus from a remote parking lot in Chincoteague was available instead.³ The Town supports a strategy that maintains at least 961 parking spaces a Toms Cove with reserve parking areas on the Refuge for an interim post-storm response.
- **No Cookie Cutter plan** – CNWR is a unique and treasured landscape that has worldwide recognition. The Town does not support FWS alternative strategies as presented to reduce or eliminate the famous wild Chincoteague Ponies, to replace individual outdoor experience with Disney-like group experience, and to apply uniform national policies that further reduce already limited public access to the Seashore in favor of exclusive EE zones.

Beyond the next 15 years, you make a strong case for an alternate strategy to relocate the recreational beach and associated infrastructure to the north. We can agree that a contingency plan should be prepared for the next 15 years; however, we cannot support proposed Alternative B in its current form. Alternative C which would reduce USFWS program activities below current levels is not desirable. Alternative D contains exclusive ‘wildlife only’ goals that are adequately provided for in other areas supervised by the CNWR Refuge Manager (Wallops Island, Southern Barrier Islands unit, Eastern Shore VA NWR) and do not belong within the national Seashore boundary.

Without a viable alternative to support, the Town of Chincoteague chooses to advocate a continuation of the current management strategies. Ongoing modifications that balance recreational and wildlife values with deliberate actions to protect existing public investment over the next 15 years is the preferred solution.

Thank you for your efforts on behalf of the people who visit the Refuge and Seashore, and those who live and work in the surrounding communities.

Sincerely,

John H. Tarr
Mayor

Attachment

cc. Trish Kicklighter, NPS
Elected Representatives

³ Town of Chincoteague Beach Access questionnaire, 2010

Attachment A

After participating in several meetings of the FWS Planning Team, and providing detailed comments on the issues that concern the Town of Chincoteague, we were hopeful that 4 good alternative concepts would be presented. Unfortunately, only one alternative has been developed in enough detail to allow full consideration. The following list is provided to clearly identify those elements of the draft CCP that we hope the FWS will work on in more detail with the Town of Chincoteague representatives.

Strongly Oppose

- A. Oppose the current direction of refuge management that favors the use of alternative transportation systems and treats the idea as a Fundamental Value.
- B. Oppose NPS/FWS policies (or local manager's interpretation) that do not allow for beach and dune preservation and the protection of existing infrastructure from natural forces.
- C. Oppose the nomination or management of Toms Cove Hook and Assawoman Island as 'wilderness'. Both locations would be unlikely to meet the criteria necessary for designation and would unreasonably limit NASA and town activities at Wallops Island and Chincoteague Island.
- D. Oppose new Federal regulation of commercial or recreational fishing, shellfishing, aquaculture and crabbing that would duplicate the permitting authority of State and other agencies already regulating these activities. Oppose NPS or FWS 'buy back' of existing commercial leases.
- E. Oppose any options that abandon the public trust and allow existing visitor use facilities and infrastructure, specifically recreational beach parking areas, to be subjected to natural coastal processes without maintenance, repair or replacement.
- F. Oppose the Marine Sanctuary concept that would further limit public access and use in favor of exclusive environmental research that could be conducted in the Southern barrier Island unit of the Refuge where public access is already restricted.
- G. Oppose the use of 100 year estimates for potential Sea Level Rise to determine the Alternatives for a 15 year CCP.
- H. Oppose the purchase of land within the Town of Chincoteague for the purpose of expanding Refuge or Seashore boundaries, or to establish parking/transit facilities that would lead to a reduction of 1,000 spaces provided for recreational beach parking on the Refuge.
- I. Oppose the Plan Map for Alternate A (Existing Conditions) that shows Maddox Family Campground as an existing facility for the Refuge. It should only be shown if it is a part of a future plan.
- J. Oppose designation of Chincoteague Wild Ponies as a feral non-native species.

Support

- A. Support for the current adaptive management plan that has been successful for the last 20 years.
- B. Support for the description of a pony management plan that permits up to 150 ponies as contained in alternative A. Request that same language would be repeated in alternate B and C.
- C. Request that the reference to 'current population' be deleted from Alternatives B and C to eliminate an unintended constraint on the herd size if there is a reduction in any one year.

- C. Support for Recreational Horseback Riding to remain a permitted use. The proposed elimination of this use in all areas of the Refuge is not justified in any way and raises the question of whether the CVFC can even conduct their annual roundup for Pony Penning.
- D. Support for entrance fees to be allocated for necessary beach and parking lot repair and maintenance.
- E. Support for providing access to the USCG Station for interpretive use and educational programs.
- F. Support for an Emergency Post-Storm Response Plan for Access to the Beach that provides interim parking on the Refuge.

Information required for review of Alternatives

- A. Request that the FWS cooperate with the Town of Chincoteague to complete a study by FEMA and USACE for the Tom's Cove shoreline to determine the best means (including beach nourishment and/or 'land base replenishment') to continue recreational beach use, and protect the public health and safety for residents of Chincoteague Island from the effects of natural hazards that are currently mitigated by the existing management of Assateague Island.
- B. Request updated SLAMM model results based in LiDAR topography information.
- C. If FWS is the intended owner of a future campground facility in the town of Chincoteague please provide more information in the CCP alternatives to describe proposed management actions for the next 15 year planning period.
- D. Request for a Plan map that shows the total limits of the CCP land area including Wallops Island NEW, the Southern Barrier Islands Unit and other areas identified for land acquisition within the next 15 years.
- E. Request that all Plan maps illustrate an approximate location of the annual Pony Swim across Assateague Channel as an important cultural resource and activity for planning purposes.
- F. Request that the Plan Map for Alternate A illustrate the limits of the NPS 'Assigned Area' that is a part of the existing Interagency agreement.
- G. Request that the Plan Map for Alternate B illustrate the limits of the proposed NPS 'Assigned Area' for management of public recreation. Also, please illustrate the limits of the proposed Marine Sanctuary and Proposed Wilderness Area on the Plan Map.
- H. Request that the Plan map for Alternate C designate the entire boundary of the Assateague Island national Seashore in Virginia as NPS 'Assigned Area' if it is the intent of this option to minimize Refuge administration. Identify limits of 1,300 acre area currently designated as Wilderness.
- I. Request that the Plan Map for Alternate D identify the limits of areas designated as Wilderness or Marine Sanctuary. Identify in the text what incompatible features and activities would be eliminated.
- J. Request that FWS provide a newsletter update to include major topics of comments and areas of agreement in order to assure the public that their concerns have been heard and will be included in the preparation of the draft EIS over the next year.

Councilman T. Howard motioned, seconded by Councilman Jester to approve letter responding to the U. S. Fish and Wildlife, August 2011 Newsletter. Unanimously approved.

3. Resolution Recognizing the CVFC as a Part of the Town’s Safety Program

Town Manager Ritter explained that in June they discussed the Line of Duty Act. He stated they decided to go with the Virginia Retirement System and they require to do an updated resolution. He read the resolution.



**RESOLUTION AUTHORIZING THE ORGANIZATION OF
THE CHINCOTEAGUE VOLUNTEER FIRE COMPANY
RECOGNIZING SAME AS AN INTEGRAL PART OF THE
TOWN OF CHINCOTEAGUE’S OFFICIAL EMERGENCY
OPERATIONS MANAGEMENT TEAM AND THE TOWN’S
OFFICIAL SAFETY PROGRAM**

WHEREAS, by this resolution the Town Council of the Town of Chincoteague is confirming and recognizing a decision by the then Town Council of the Town of Chincoteague in 1925, the existence of the Chincoteague Volunteer Fire Company which was formed in accordance with Section 27-8 of the 1950 Code of Virginia, as amended; and

WHEREAS, the Town Council recognizes the Chincoteague Volunteer Fire Company who is deemed an instrumentality of the Town in accordance with the provisions of the Code of Virginia, as amended, and enjoy all the benefits and immunities granted thereunder; and

WHEREAS, the Chincoteague Volunteer Fire Company has been licensed by the Commonwealth of Virginia as a transporting agency to serve fully as a rescue squad;

NOW THEREFORE, BE IT RESOLVED that the Town Council of the Town of Chincoteague wishes to make available the benefits of the “Line of Duty Act” as provided in Section 2.1-133.5. et seq of the 1950 Code of Virginia, as amended, to the members of the Chincoteague Volunteer Fire Company as they are an integral part of the Town’s Emergency Operations Team and the Town’s official safety program; and

BE IT FURTHER RESOLVED that the Chincoteague Volunteer Fire Company shall enjoy the benefits and immunities provided by the 1950 Code of Virginia and the Town Council of the Town of Chincoteague does fully recognize the contributions made to this community by the members of the Chincoteague Volunteer Fire Company.

DATED this 3rd day of October, 2011.

John H. Tarr, Mayor

Councilman T. Howard asked if the Fire Company was receiving these benefits.

Town Manager Ritter explained that they weren’t. He stated that Council decided to adopt the Line of Duty Act for the Town and Volunteer Fire Company verses the County paying the Volunteer Fire Companies. He stated that this is something that was currently adopted.

Mayor Tarr stated that this was being paid for by the state. The state mandated that it be picked up by the Town or the County. He explained some of the resolution.

There was further comments.

Councilwoman Conklin motioned, seconded by Councilman Jester to adopt the Resolution Recognizing the Chincoteague Volunteer Fire Company as a Part of the Town's Safety Program. Unanimously approved.

4. Town of Chincoteague's Fund Balance Policy

Town Manager Ritter explained the necessity of the Policy. He stated that the auditors advised that it is required that the Town adopts the GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions Policy. He read the purpose and stated that it is a policy they recommended that the Town adopt.

Councilman T. Howard motioned, seconded by Vice Mayor Richardson to adopt the Fund Balance Policy. Unanimously approved.

Town of Chincoteague, Virginia Fund Balance Policy

I. Purpose

The Town Council of the Town of Chincoteague is dedicated to maintaining an appropriate level of fund balance sufficient to mitigate current and future financial risks and to ensure stable tax rates; and, therefore, formally establishes this policy for the Town's Fund Balance. This policy also authorizes and directs the Town Manager to prepare financial reports which accurately categorize fund balance as required by GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

II. Components of Fund Balance

Fund balance is the difference between the assets and liabilities reported in a governmental fund. The following five fund balance classifications describe the relative strength of the spending constraints placed on the purposes for which the resources can be used:

- Nonspendable fund balance – amounts that are not in spendable form (such as inventory and prepaids) or are required to be maintained intact (corpus of a permanent fund);
- Restricted fund balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- Committed fund balance – amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as

committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;

- Assigned fund balance – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- Unassigned fund balance – amounts that are available for any purpose; positive amounts are only reported in the general fund.

III. Committed Fund Balance Policy

The Town Council is the Town's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Town Council. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

IV. Assigned Fund Balance Policy

The Town Council has authorized the Town Manager as the official authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

V. Unassigned Fund Balance Policy

The Town's unassigned General fund balance in the residual balances in general fund.

VI. Resource Flow Policy

When fund balance resources are available for a specific purpose in more than one classification, it is the Town's policy to use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed.

5. Possible Adoption of the Fall 2011 Paving Contract 01-PAV-11

Public Works Director Spurlock advised there was one bid for the fall 2011 Paving Contract. The Bid was from Branscome Eastern Shore, which was \$226,000. He recommended that Council award the contract to Branscome Eastern Shore.

Councilwoman Conklin asked how much of Eastside would be paved.

Public Works Director Spurlock advised that it will be from Jane's Lane to where VDOT will pick up at the reconfiguration of Chicken City Road.

There were a few questions regarding the new and previous paving.

Councilman J. Howard motioned, seconded by Vice Mayor Richardson to award Branscome the Fall Paving Contract 01-PAV-11, in the amount of \$226,041. Unanimously approved.

6. Request to Advertise a Required Public Notice for Removal of Unsafe Structures

Town Manager Ritter stated that there are two properties that are considered unsafe structures: 6306 Mumford Street and 7128 Bunting Road. He stated that the Town is required to publish a public notice for each parcel giving the owner 30 days to make the corrections. If they do not make the required corrections to the properties, the Town will move forward in seeking bids for demolition. The bids would come to Council for approval and they would be demolished. He advised that the costs would be assessed to the owner.

Town Manager Ritter showed the pictures of 6306 Mumford Street. He then showed pictures of 7128 Bunting Road. He stated that this home has vines growing up and through the siding.

Councilman J. Howard is concerned that homes like this can be found throughout the Island.

Councilman T. Howard feels that Council should be sure that this person is in violation of the Unsafe Building Ordinance.

Town Attorney Poulson stated that when you have vines growing through the siding it violates the integrity of the exterior. He reviewed a portion of the Code and feels that this ordinance applies to buildings that are not subject to the uniform statewide building code. He was also concerned that any notice has to specify what the violation and remedy is. He also agrees that something has to be done. He added that whatever they decide to do it has to be spelled out.

There was further discussion.

Town Manager Ritter read the timeline of correspondence from Building and Zoning Administrator Lewis as follows:

- May 14, 2009, correspondence to Mr. Berry regarding the condition of his properties located on Mumford Street and Bunting Road. (Grass).
- June 16, 2010 correspondence to Mr. Berry regarding the condition of his properties and that unless the nuisance is corrected, his structures would be considered unsafe.
- In late December a conference call with Building and Zoning Administrator Lewis, Town Manager Ritter and Mr. Berry. Mr. Berry advised there were personal items in the house he did not want discarded. Mr. Berry obtained a dumpster from Mr. J. Howard and began cleaning out the Mumford Street residence. (Councilman J. Howard advised he has not hauled any dumpsters off the property as of yet.)
- Mr. Berry advised he would have Mr. J. Howard remove the structure no later than March 2011.
- February 22, 2011 and April 27, 2011 on-site visits were conducted to see what progress had taken place. Mr. Berry boarded up the windows and doors to prevent the cats and public from entering the structure.
- May 23, 2011 another correspondence was sent advising Mr. Berry of the condition of the properties and that unless the nuisance was corrected, his structures would be considered unsafe.
- August 2, 2011 another correspondence was sent stating the above information except he was advised the Town would condemn the structures unless the properties and structures were brought up to code.

Councilman J. Howard stated that they have been dealing with this property owner since 2009 and nothing has been done.

There was discussion about the concerns of the current conditions of the properties.

Town Manager Ritter also showed Council pictures of the Mumford Street house taken earlier in the day and nothing has been done.

Councilman J. Howard asked Town Attorney Poulson what the quickest way to take care of this problem.

Town Attorney Poulson advised of the steps to be taken to include a specified list of items to be completed.

Mrs. Pat Booker advised that Mr. Berry is still going by the property to feed the cats.

Mr. Binder stated that the cats are now crawling under his house which is across the street. He also added that he has seen Mr. Berry feed the cats.

There was discussion regarding the action to take

Councilman J. Howard motioned, seconded by Councilman Muth to authorize the advertisement of a public notice for removal of an unsafe structure on Mumford Street. Unanimously approved.

Councilman J. Howard suggested contacting Animal Control.

Chief Lewis advised he would contact the Sheriff's Department.

They also discussed the correspondence for the Bunting Road property.

Town Manager Ritter advised that they wanted to take care of both houses at the same time.

Council concurred that the Mumford Street is the priority. There was further discussion as to the steps to take regarding the Bunting Road house.

7. Public Safety Committee Report of September 7, 2011

Mayor Tarr advised that this was actually a wrap-up meeting from Hurricane Irene. He reviewed the report.

8. Ordinance Committee Report of September 8, 2011

Councilman T. Howard reported that they discussed the possibility of the change to the Pony Penning Sales Permit Ordinance which should be included in the Business License Section 18 of the Town Code. There are other additions to be completed by the Planning Commission and Council will receive it at that time for approval. He advised that they also discussed reviewing the Town Charter.

9. Budget and Personnel Committee Report of September 13, 2011

Councilwoman Conklin stated that they discussed the grant and approval for two new trolleys. She also stated they discussed the purchase of banners, a donation for the gym and items needed for the Emergency Operations Center.

10. Mayor and Council Announcements or Comments

Vice Mayor Richardson announced that the Cemetery Committee will meet, October 18th at 6:00 p.m.

Town Manager Ritter reminded Council of the upcoming meetings:

Adjourn.

Councilman T. Howard motioned, seconded by Councilman J. Howard to adjourn. Unanimously approved.

Mayor

Attest: Town Manager

MINUTES OF THE OCTOBER 20, 2011
CHINCOTEAGUE TOWN COUNCIL MEETING/WORKSHOP

Council Members Present:

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

Council Members Absent:

None

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.

PUBLIC PARTICIPATION

There was none.

AGENDA ADDITIONS/DELETIONS AND ADOPTION

Vice Mayor Richardson motioned, seconded by Councilwoman Conklin to adopt the agenda as revised on October 19, 2011. Unanimously approved.

- 1. Presentation – Draft Hazard Mitigation Plan**
 - (a) Provide comments to A-NPDC for final version**
 - (b) Schedule public hearing date**

Town Planner Neville presented the Draft Hazard Mitigation Plan. He explained some of corrections. He advised that they have time to review, make corrections and adopt the document.

There were questions from Council regarding the Flood Insurance Program.

Town Planner Neville stated that they are doing an update of all the coastal communities. He also stated that the more people that participate the more money is set aside for the Flood Insurance Program.

Comments continued.

Town Planner Neville stated that this document improves on a list of projects the Town is already doing. He stated that they discussed letting FEMA know they have completed a Phase 1 Storm Water Study and plan to continue on to Phase 2. He feels this will raise the discount from 10% to 15%. He also explained plans for shoulder construction and shoreline protection along

the south end of the Island. He touched on the Public Outreach portion of the Plan. He advised that this is an update of the Plan that was written 5 years ago.

Town Manager Ritter asked Council if they would like to have a public hearing on December 5th, 2011.

Town Planner Neville advised that the County has to approve this by the end of the year. He stated that there were comments from the state agency; however, they didn't pertain to Chincoteague.

Councilman T. Howard motioned, seconded by Vice Mayor Richardson to approve the resolution contingent that there are no changes and allow the Town Manager to sign the final version. The motion was unanimously approved.

2. Comprehensive Zoning Map and Zoning District Amendment

(a) Overview of public hearing comments

(b) Planning Commission recommendation

(c) Schedule additional work session or public hearing date

Town Planner Neville reviewed the Staff Report regarding the public input issues and the Planning Commission's recommendation. He stated that the Commission felt they addressed the issues. He also stated there were changes made regarding the R4 regulations and they should be based on the R3 regulations pertaining to mobile homes. He explained those differences specifically.

Town Planner Neville continued to review the issues brought to the Commission's attention along with the corrections. He also stated that there were revisions to the Zoning Map to be completed to reflect the changes in the districts that were addressed. He explained the changes regarding the R4 district.

There was discussion about campgrounds.

Town Manager Ritter explained that the reason for C4 is to allow campers, considering this Resort Commercial.

Mayor Tarr advised that his concerns in the draft were taken care of.

Town Planner Neville continued to explain the issues and changes, mentioning the marsh areas and perimeter around the Island. He also added that there was one property owner that requested their property be rezoned from residential to commercial as the Fire Department was purchasing the property. He stated that this would only be an extension of the adjoining property. He advised he would be completing the corrections to the map by the next meeting.

Town Planner Neville concluded that if Council is comfortable with the Planning Commission's recommendations they could decide to move forward with scheduling a couple of workshops.

3. Memorial Park Septic System Repair

Public Works Director Spurlock explained that the septic system at the Chincoteague Veterans' Memorial Park has recently failed and has to be replaced before they can reopen the restrooms. He reviewed a quote from Bundick Well and Pump in the amount of \$19,786.00.

There was discussion regarding the age of the current septic system and the drain fields.

Public Works Director Spurlock requested to take the funds for this unexpected expense out of long-term savings.

Discussion continued.

Councilman J. Howard motioned, seconded by Vice Mayor Richardson to approve the transfer of funds from long-term savings to pay for the replacement septic system at the Chincoteague Veterans' Memorial Park. Unanimously approved.

4. Discuss an Alabama Disaster Relief Volunteer

Councilwoman Conklin explained that the Disaster Committee at the Christ United Methodist Church is planning to go to Tuscaloosa, Alabama to help with disaster relief. She stated that Public Works Director Spurlock would like to join the Disaster Team in Tuscaloosa. She asked Council if the Town would allow him to go without having to use leave. She added that the United Methodist Women will be paying the expenses for the 4 day trip.

Councilman J. Howard stated that this should apply to any employee that wants to help with disaster relief.

Councilwoman Conklin motioned, seconded by Vice Mayor Richardson to allow Public Works Director Spurlock to go, without using leave, to Tuscaloosa, Alabama with the Christ United Methodist Church Disaster Relief Team for 4 days. Unanimously approved.

Public Works Director Spurlock expressed his appreciation and advised he would be going November 5th.

5. Possible Adoption of the Town's Response to FWS, August 2011 Newsletter Alternatives.

Town Planner Neville explained the response that was approved by the Beach Access Committee.



October 19, 2011

Louis S. Hinds, III, Refuge Manager
Chincoteague National Wildlife Refuge
P.O. Box 62
Chincoteague Island, Virginia 23336

RE: CNWR Comprehensive Conservation Plan

Dear Mr. Hinds:

The Town of Chincoteague has submitted a variety of comments, concerns and ideas regarding the draft Comprehensive Conservation Plan (CCP) for Chincoteague National Wildlife Refuge. In addition, our Advisory Committee and Town Council have endorsed a preferred alternative that would adapt the existing 1992 Master Plan for the next 15 years. The **1-2-3 Common Sense Plan** for Storm Damage Reduction at Toms Cove is attached.

A Town alternative is offered as a responsible and sustainable solution that will maintain existing facilities, continue to permit compatible uses, and provide hurricane/erosion control protection for the Seashore and our community on Chincoteague Island. We request again that the 1992 Refuge Master Plan and the future CCP document should not recommend federal agency control, through purchase, lease or regulation, of any new area within the Town corporate limits.

Representatives of the USACE Norfolk District have been invited to meet with the Town of Chincoteague to discuss the Town alternative plan for land base nourishment and maintenance. This action will allow an important CCP issue to be considered and further developed to inform the planning process.

I appreciate your commitment toward creating the best plan for the future with compatible uses from the 1992 Refuge Master Plan permitted to continue (such as 961 parking spaces, 150 Chincoteague ponies, horseback riding, and OSV use of Toms Cove Hook).

Sincerely,

John H. Tarr
Mayor

Attachment

cc. Trish Kicklighter, NPS
Elected Representatives



Chincoteague National Wildlife Refuge and Assateague Island National Seashore
US Fish and Wildlife Service-National Park Service-US Army Corps of Engineers-
FEMA-Town of Chincoteague

The unique shared landscape at the south end of Assateague Island has exceptional record of success with productive wildlife species, family oriented beach recreation, and a wealth of

cultural history. In August 2011, the USFWS issued a newsletter describing four alternative management strategies¹ for the future Chincoteague National Wildlife Refuge Draft Comprehensive Conservation Plan. The Town of Chincoteague believes there should be a fifth alternative...the '**1-2-3 Commonsense Plan**'.

Step 1 (Immediate Action to protect existing infrastructure)

- Repair parking areas, construct and maintain low berm to provide winter protection from high tides
- Install snow fence from Parking Lot 1 to the USCG to capture wind blown sand and begin to rebuild a natural barrier island cross section that includes a dune system
- Move sand from Chincoteague Inlet vicinity to repair and stabilize breached or severe over washed areas
- Complete USACE Storm Damage Reduction Study for Toms Cove and the recreational beach area, permitting and project design

Step 2 (2 to 3 year Action Plan)

- Transport and place inlet dredge material to expand or repair the land base necessary to support hurricane protection measures and to protect the health safety and welfare of Chincoteague Island residents.
- Provide long term protection measures for existing visitor use infrastructure (parking areas, berm, nourishment of cove-side shoreline, raise parking area elevation)

Step 3 (3 to 5 year Action Plan)

- Align beach nourishment project with 5 year Wallops Island program to save mobilization costs
- Complete barrier island restoration project with expanded land base in Toms Cove/Little Toms Cove/Swanns Cove
- Re-establish island cross section including a low dune system from the Coast Guard Station to north of Swann's Cove Pool
- Balance good stewardship of public lands with creative management of natural processes

¹ USFWS alternatives did not include the entire Wildlife Refuge boundary and concentrated primarily on public uses rather than wildlife management strategies. The Town alternative is also targeted toward finding a responsible and sustainable solution that will maintain existing facilities, continue to permit compatible uses, and provide hurricane/erosion control protection for the Seashore

Councilman T. Howard motioned, seconded by Councilman Jester to adopt the Town's response to the FWS, August 2011 newsletter alternatives. Unanimously approved.

6. Updated Resolution for the Continuation of the Main Street Corridor Enhancement Project.

Town Manager Ritter advised that at the last meeting Mrs. Edwards explained the plans for the project. He advised that this will allow work to begin on the east side of Main Street. He further explained that this is also to approve the matching funds of 10%. He stated that at the next meeting he should be able to give an exact amount as this is preliminary. He also advised there has to be a public hearing.

Mayor Tarr feels the Town should apply for the entire amount to and see what is received.

Councilman T. Howard motioned, seconded by Vice Mayor Richardson to adopt the updated resolution for the continuation of the Main Street Corridor Enhancement Project. Unanimously approved.



Updated Resolution for the Continuation of the Chincoteague Main Street Corridor Enhancement Project

Whereas, in accordance with Commonwealth Transportation Board construction allocation procedures, it is necessary that a request by resolution be received from the sponsoring local jurisdiction or state / federal agency in order that the Virginia Department of Transportation establish an enhancement project in the Town of Chincoteague.

Now, Therefore, Be It Resolved, that the Town of Chincoteague, requests the Commonwealth Transportation Board to establish a project for the continuation of the Chincoteague Main Street Corridor Enhancement Project.

Be It Further Resolved that the Town of Chincoteague hereby certifies that the proposed budget accurately reflects the cost of the project and that Town of Chincoteague agrees to provide a minimum 20 percent of the total cost for planning and design, right of way, and construction of this project.

Be It Further Resolved that the Town of Chincoteague hereby agrees to enter into an agreement with the Virginia Department of Transportation to provide oversight that ensures the project is developed in accordance with in accordance with Enhancement Program Policies and Procedures and all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project.

Be It Further Resolved that the Town of Chincoteague will be responsible for maintenance, upkeep and operating costs of any facility constructed with Enhancement Program funds.

Be It Further Resolved, that if the Town of Chincoteague subsequently elects to cancel this project the Town of Chincoteague hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department is notified of such cancellation. The Town of Chincoteague also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

Certifying Official:

Attest:

John H. Tarr, Mayor

Robert G. Ritter, Jr.

Date

Date

7. Proclamation for Cemetery Clean-Up Week to be November 5th – 11th, 2011
Councilwoman Conklin motioned, seconded by Vice Mayor Richardson to adopt the Proclamation for the Cemetery Clean-Up Week to be November 5th – 11th, 2011. Unanimously approved.



PROCLAMATION

WHEREAS, throughout our community there are many cemeteries and family burial grounds; and

WHEREAS, over the years many of the loved ones of those buried in our cemeteries have moved away or are no longer able to tend to these cemeteries; and

WHEREAS, many organizations and individuals throughout our community have volunteered to assist in the cleanup of those sites and common areas within these cemeteries; and

WHEREAS, these organizations and individuals need assistance from all citizens to accomplish their cleanup goals to beautify and preserve our family burial grounds.

NOW, THEREFORE, I, Mayor John H. Tarr do hereby proclaim the week of November 5TH through 11TH, 2011, as Cemetery Cleanup Week within the Town of Chincoteague and call upon our citizens to volunteer to organize and assist in the cleanup of our Island cemeteries.

DATED this 20th day of October, 2011.

John H. Tarr, Mayor

ATTEST:

Robert G. Ritter Jr., Town Manager

Mayor Tarr asked if there was a map of all the cemeteries.

Vice Mayor Richardson advised there is no map as of yet. She added that there will be.

8. Council Member Comments

Vice Mayor Richardson asked to put an item on the November Council meeting. She advised that it is to form the Chincoteague Cemetery Preservation Authority and Foundation. She hopes that this will help with the donations.

Councilwoman Conklin informed Council that the Redman's Cemetery has been cleaned by the Methodist Men.

Vice Mayor Richardson advised that the Public Works Department has done a lot of work on the cemeteries also.

Public Works Director Spurlock announced that Branscome will begin paving Halloween morning.

9. Closed Meeting in Accordance with Section 2.2-3711(A)(1) of the Code of Virginia.

• Personnel Matters

Vice Mayor Richardson moved, seconded by Councilman T. Howard to convene a closed meeting under Section 2.2-3711(A) (1) of the Code of Virginia to discuss personnel matters.

Unanimously approved.

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

Councilwoman Conklin moved, seconded by Vice Mayor Richardson to adopt a resolution of certification of the closed meeting.

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

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

NOW, THEREFORE, BE IT RESOLVED that the Chincoteague Town Council hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this

certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.

VOTE: Ayes- Jester, T. Howard, J. Howard, Richardson, Muth, Conklin

- Nays- None

After the Closed Meeting in Open Session

Councilman J. Howard motioned to change the job title for Town Planner Neville to “Assistant Town Manager/Planner” and increase his pay to \$68,000 per year.

There was no second and the motion died.

Discussion briefly continued and Town Manager Ritter will research the matter further.

Adjourn

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

PUBLIC NOTICE

The Town of Chincoteague will hold a public hearing at 7:00 PM, November 7, 2011, in the Council Chambers located at 6150 Community Drive to solicit public input on the Town's intent to seek VDOT Enhancement Grant funding. The potential funding will assist in constructing streetscape improvements including pedestrian walkway enhancements, landscaping, lighting etc. for the east side of Main Street from Cleveland to Church Street. These activities are part of a larger streetscape project being implemented in phases. A draft grant application and proposal for use of the funds will be presented for comment. For additional information or accessibility accommodations, please contact Robert Ritter, Town Manager at 336-6519.

MD-0000580326

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PLEASE READ CAREFULLY • SUBMIT CORRECTIONS ONLINE

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Page 26 of 62

MD-0000580326.INDD

NOTICE OF PUBLIC HEARING

The Chincoteague Town Council will hold a Public Hearing commencing at 7:00PM on November 7, 2011, in the Council Chambers of the Town of Chincoteague, 6150 Community Drive, Chincoteague, Virginia, to afford interested parties the opportunity to be heard or present written comments concerning the following proposed Ordinance to vacate a property line of a recorded plat of subdivision in the Town of Chincoteague, Accomack County, Virginia.

AN ORDINANCE VACATING A PROPERTY LINE OF A SUBDIVISION PLAT PURSUANT TO SECTION 15.2-2272.2

WHEREAS, Ralph L. Selby, III and Joan K. Selby, own two parcels of land located on Chincoteague Island, Accomack County, Virginia, and designated respectively as “TAX PARCEL 30A5-A-183” and “LOT 24” on a certain plat of survey entitled “ Boundary & Physical Survey of Emerson S. Liscum Town of Chincoteague, Island District, Accomack County, Virginia May 14, 2011” made by James B. Latimer, II & Associates, LLC, dated May 14, 2011, said plat being attached to a certain deed recorded in the Clerk’s Office of the Circuit Court of Accomack County, Virginia, as Document # 200102156, Tax Map # 030A51000002400 and 030A5A00018300; and,

WHEREAS, Lot 24 lies within a Subdivision known as the Sharpley Subdivision and shown on a certain plat recorded in Plat Book 6, page 95, and all other lots within the Subdivision have been sold; TAX PARCEL 3045-A-183 does not, however, lie within any platted Subdivision; and,

WHEREAS, the said Ralph L. Selby, III and Joan K. Selby have requested that the property line between said two parcels be vacated so that Lot 24 and TAX PARCEL 30A5-A-183 can become one parcel and to that end have caused to be made a survey entitled “Boundary Survey of lands of

Ralph L. Selby, III and Joan K. Selby” dated 9-7-11 and made by Gillespie Consulting; and,

WHEREAS, the notice requirement of Section 15.2-2272.2 has been complied with; and,

WHEREAS, the governing body affirmatively finds that no owner of any lot shown on said Plat will be irreparably damaged by the said vacation of said line.

NOW THEREFORE BE IT ORDAINED AS FOLLOWS:

1. That the division or property line between Lot 24 and Tax Parcel 30A5-A-183 as shown on the plat entitled “Boundary Survey of lands of Ralph L. Selby, III and Joan K. Selby” dated September 7, 2011 and made by Gillispie Consulting , and recorded herewith , be and is hereby vacated.
2. That as the result of said vacation former Lot 24 and Tax Parcel 30A5-A-183 shall result in one (1) parcel of land designated on said Plat as “.0257 Acres, ± aggregate”.
3. That the Town Manager after the time for an appeal of the adoption of this Ordinance has expired, or if appealed the action of counsel is upheld, shall cause a copy of this Ordinance to be recorded in the Clerk’s Office of the Circuit Court of Accomack County.
4. That the effective date of the Ordinance shall be upon adoption by the Town Council for the Town of Chincoteague.

Handicapped assistance available by calling 336-6519.

Robert G. Ritter
Town Manager
Town of Chincoteague

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

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WHEREAS, Lot 24 lies within a Subdivision known as the Sharpley Subdivision and shown on a certain plat recorded in Plat Book 6, page 95, and all other lots within the Subdivision have been sold; TAX PARCEL 3045-A-183 does not, however, lie within any platted Subdivision; and,

WHEREAS, the said Ralph L. Selby, III and Joan K. Selby have requested that the property line between said two parcels be vacated so that Lot 24 and TAX PARCEL 30A5-A-183 can become one parcel and to that end have caused to be made a survey entitled “Boundary Survey of lands of Ralph L. Selby, III and Joan K. Selby” dated 9-7-11 and made by Gillespie Consulting; and,

WHEREAS, the notice requirement of Section 15.2-2272.2 has been complied with; and,

WHEREAS, the governing body affirmatively finds that no owner of any lot shown on said Plat will be irreparably damaged by the said vacation of said line.

NOW THEREFORE BE IT ORDAINED AS FOLLOWS:

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- 2. That as the result of said vacation former Lot 24 and Tax Parcel 30A5-A-183 shall result in one (1) parcel of land designated on said Plat as “.0257 Acres, ± aggregate”.
- 3. That the Town Manager after the time for an appeal of the adoption of this Ordinance has expired, or if appealed the action of counsel is upheld, shall cause a copy of this Ordinance to be recorded in the Clerk’s Office of the Circuit Court of Accomack County.
- 4. That the effective date of the Ordinance shall be upon adoption by the Town Council for the Town of Chincoteague.

Ayes: _____

Nays: _____

Approved as of _____, 2011

 Mayor

State of Virginia
 County of Accomack

The foregoing Ordinance was acknowledged before me this _____ day of _____, 2011, by _____, Mayor, in my jurisdiction aforesaid.

 Notary Public

Commission Expires: _____

Gerald M. West, Attorney at Law
 Chincoteague, Virginia

Public Notice

The Town Council of the Town of Chincoteague will hold a public hearing on November 7, 2011 at 7:00 p.m. in the Council Chambers located at 6150 Community Drive to hear public comment on the following matter:

Sign Ordinance – Amendments to Appendix A – Zoning of the Town Code to revise sections as follows: Section 7.2 Definitions (7.2.5 Banner, 7.2.53 Temporary Sign), Section 7.3 Signs as a Matter of Right (7.3.6.1 Limited Home Occupation Signs, 7.3.6.2 Home Occupation Signs) and Section 7.4 Temporary Signs (7.4.1 Permitted by right, 7.4.4 Banners)

For additional information, and to review a copy of the draft documents, please contact William Neville, Planning Director at 336-6519.

MD-000580324

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PLEASE READ CAREFULLY • SUBMIT CORRECTIONS ONLINE

ADVERTISER: TOWN OF CHINCOTEAGUE PROOF CREATED AT: 10/25/2011 4:13 AM
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MEMORANDUM
Town of Chincoteague Inc.

TO: Mayor and Town Council Members

VIA: Robert Ritter, Town Manager

FROM: Bill Neville, Director of Planning

DATE: November 07, 2011

SUBJECT: Public Hearing
Sign Ordinance Revision - Banners, Flags and Pennants

-
- ❖ **The Planning Commission voted to forward to the Town Council the attached Sign Ordinance Amendment for Banners, Flags and Pennants with a recommendation for approval. The Town Council has scheduled a public hearing for further consideration.**

The Planning Commission has included a review of the Sign Ordinance (as amended 6/19/08 and 4/6/09) in its current Work Plan as a result of concerns expressed by business owners and residents, and in response to a request from Town Council.

Commissioners voted on a motion that banner signs (or any temporary signs) not be permitted in residential areas for home occupation uses. It was generally agreed that small permanent signs meet the intent of home occupations, while banners, flags, etc. change the residential character of an area. The motion passed by a majority vote with two opposed. Clarification was provided that Pony Penning signage, and other flags or decorations that do not promote home occupation business use would not be restricted by this change

Commissioners have agreed by consensus that the Ordinance should be revised as follows:

- the maximum size permitted for banners would be increased from 30 square feet to 32 square feet.
- the time limit/permit fee for banner use would be amended to allow a single permit for the extended tourist season of 16 weeks or May 15th to September 15th.

- the type of material used for banners would be revised in section 7.2.5. to include vinyl and other similar materials.
- pennants would be restricted in residential areas, and there would be no change for commercial areas
- the number of banners permitted for commercial uses should be tied to the number of businesses or the linear feet of road frontage.

A public hearing was held on April 12, 2011 to consider public comment.

At the request of Town Council, Chairman Rosenberger placed this item on the Commission Agenda for August 9, 2011. The recommended maximum size of a permitted Home Occupation sign was discussed. A final motion was made by Commissioner Taylor for a maximum Home Occupation sign at 12 square feet, seconded by Commissioner Potts. The Sign Ordinance amendment passed 3:2 with a recommendation for approval. (For: Taylor, Katsetos, Potts, Against: Cherrix, Muth, Abstain: Rosenberger, Absent: Papadopoulos)

Zoning Ordinance

Article VII

Signs

Sec. 7.2 Definitions

7.2.5. *Banner*. A sign that is mounted on or attached to any non-rigid surface, such as cloth, fabric, paper, vinyl or similar material.

Deleted: a

7.2.53. *Temporary sign*. A sign for the purpose of advertising during a limited period of time. See Section 7.4 for permitted signs.

Deleted: Temporary signs shall be permitted

Deleted: any event held by any nonprofit or charitable organization.

7.3.6.1 Limited home occupation signs. Such sign shall not exceed four (4) square feet in area and shall only identify business information and/or the business owner. There shall not be more than one sign permitted per dwelling. The sign shall be non-illuminated.

7.3.6.2 Home occupation signs. Such sign shall not exceed a total of twelve (12) square feet in area and shall only identify business information and/or the business owner. There shall not be more than one sign permitted per dwelling. The sign shall be non-illuminated.

Deleted: four square feet

Deleted: contain only the name of the business

Sec. 7.4 Temporary Signs

7.4.1. Permitted by right. The following temporary signs shall be permitted as a matter of right and no sign permit is required, subject to the conditions specified, and the other provisions of Article VII, as applicable. Use of banners, flags and pennants for the purpose of advertising home occupation business is prohibited in residential zoning districts.

7.4.4 Banners. On-premises banners shall not be more than 32 square feet in area. No more than one banner per business or one per commercial building lot for each 100 linear feet of public road frontage shall be permitted, provided however for each additional 100 feet of public road frontage after the first 100 feet or less, an additional banner shall be permitted. Non-profit organizations are exempt from the above time limit provided the banner is removed within 7 days after the event has ended. Placement of such banners must comply with Article VII of the ordinance. Banners shall not be placed closer than ten feet from any property line.

Deleted: 30

Deleted: Total banners shall not exceed one per residence and one per business,

Deleted: Such placement shall not exceed 2 times per calendar year not to exceed 4 consecutive weeks for each placement.

Public Works Committee Meeting
October 04, 2011
MINUTES

Members Present:

Hon. John Tarr, Chairman
Hon. Ellen Richardson

Also Present:

Mr. Robert Ritter
Mr. and Mrs. Ray Rosenberger
Mr. Harvey Spurlock
Mr. Avery Conklin

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

Mr. Spurlock requested discussion of the Veteran's Memorial Park septic system be added to the agenda.

Ms. Richardson made a motion to approve the agenda with the addition of Veteran's Memorial Park septic system discussion. The motion was seconded by Chairman Tarr and unanimously approved.

Public Participation

None

1. Storm Water Master Plan Phase II

Mr. Spurlock presented two proposals, submitted by Clark Nexsen, for further work on the Town's storm water master plan. Both proposals are incorporated into the minutes.

One of the two proposals details scope and cost for a drainage study at the Maddox Blvd. traffic circle. Purpose of the study is to investigate and ultimately recommend improvements for the drainage in this area. The other proposal details the development of a storm water management ordinance for residential lots.

Mr. Spurlock advised the committee that both efforts were within this fiscal year's budget.

The committee considered both proposals and recommended they be forwarded to Council for approval.

Chairman Tarr inquired as to the status of incorporating the drainage inventory completed in Phase I of the storm water master Plan into the Town's existing GIS. Mr. Spurlock stated Clark Nexsen is developing a proposal for this task.

2. Veteran's Memorial Park Septic System

Mr. Spurlock informed the committee the drain fields for the Veteran's Memorial Park septic system had failed and require replacement. He presented a proposal from Bundick Well and Pump for replacement/upgrade of the system. This proposal is incorporated into the minutes. The committee agreed the system required repair leading to discussion of the preferred method of paying for the unbudgeted repair. It was determined the cost should be allocated to long term

savings. Mr. Spurlock stated FEMA was evaluating the impact of Hurricane Irene on the system and may provide a portion of the funds if they determine the storm contributed to the failure. Ms. Richardson made a motion the proposal be forwarded to council for approval with a recommendation the repair be paid for utilizing funds from long term savings. The motion was seconded by Chairman Tarr and unanimously approved.

Ms. Richardson also commented the expense of repair/operation of the gymnasium transferred to Town ownership by Accomack County was unbudgeted. She provided documentation of estimated operational cost and potential uses for this facility.

3. Questions/Comments

Ms. Richardson inquired as to the feasibility of installing a flap gate on the drainage culvert that crosses Hallie Whealton Smith Dr. just west of its intersection Deep Hole Rd. Mr. Spurlock to investigate and report.

Ms. Richardson motioned to adjourn the meeting at 5:40 pm. The motion was seconded by Chairman Tarr and unanimously approved.

The next meeting is scheduled for Tuesday, December 6th, 2011 at 5:00 pm.



MEMORANDUM
Town of Chincoteague Inc.

TO: Mayor and Town Council Members
VIA: Robert Ritter, Town Manager
FROM: Harvey Spurlock, Public Works Director
DATE: November 07, 2011
SUBJECT: Storm Water Master Plan – Phase II

Presented below are statements of work and fee proposals for Clark Nexsen to begin work on Phase II of the Town's Storm Water Master Plan; namely the development of a residential infill ordinance and storm water drainage design for the Maddox Blvd. traffic circle.

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

**TOWN OF CHINCOTEAGUE
PROFESSIONAL ENGINEERING CONSULTING SERVICES
MADDOX BLVD TRAFFIC CIRCLE IMPROVEMENTS STUDY**

PROJECT DESCRIPTION

Clark Nexsen will provide engineering services to develop improvement options and construction costs to reduce flooding at the Maddox Boulevard Traffic Circle. A portion of the traffic circle experiences flooding due to a submersible pump station that may not be adequate to convey runoff, an inadequate drainage system and generally low ground elevations subject to higher than normal tides.

The study will provide options to reduce flooding by considering replacement of the submersible pump station and improvement of the discharge line, improvements to the drainage system (pipes and ditches) and where possible elevating portions of the traffic circle.

A Summary Report of Findings and Recommendations and an estimate of probable construction costs will be provided. The following is a detailed description of the engineering services proposed:

A. TOPOGRAPHIC SURVEY

Limited topographic survey is proposed for development of improvement options. This includes field survey of drainage systems, the pump station and ground elevations to support improvements options.

B. GEOTECHNICAL SERVICES

Not in contract.

C. FIELD INVESTIGATION AND PLAN RESEARCH

Clark Nexsen will perform a site visit to identify the drainage boundaries, available storage areas, and critical elevations associated with the pump station and site features as necessary to support development of the flood reduction options. Additional information available from the Town will be obtained including detailed information on the submersible pump station and development plans associated with the road and surrounding properties, if available.

D. ALTERNATIVE ANALYSIS

Clark Nexsen will analyze the existing submersible pump station and determine if it is sufficient or should be upgraded. The existing drainage system will be evaluated for capacity.

**TOWN OF CHINCOTEAGUE
PROFESSIONAL ENGINEERING CONSULTING SERVICES
MADDOX BLVD TRAFFIC CIRCLE IMPROVEMENTS STUDY**

The following design alternatives to reduce flooding at the Maddox Boulevard Circle will be evaluated:

1. Pump Station / Improvements to the discharge pipe
2. Improvements to the storm and piped drainage system
3. Elevate a portion of the road

Clark Nexsen will create sketches of the improvement alternatives and provide a drainage area map. A probable construction cost for each alternative will be provided.

E. SUMMARY REPORT OF FINDINGS

Based on the results of the Alternative Analysis a summary report of findings will be developed. The report will include a discussion of the existing conditions and proposed improvement options; including comparison of potential construction costs, identification of environmental impacts, and a recommended alternative.

F. QUALITY CONTROL

Clark Nexsen will perform *Quality Assurance* throughout development of the Storm Drain Study and Construction Plans and perform a *Quality Control Review* before each submittal.

Deliverables:

1. Clark Nexsen will submit one (1) DRAFT Study of Findings and Recommendations including probable construction costs.
2. Clark Nexsen will submit one (1) FINAL Study of Findings and Recommendations including probable construction costs.

**TOWN OF CHINCOTEAGUE
 PROFESSIONAL ENGINEERING CONSULTING SERVICES
 MADDOX BLVD TRAFFIC CIRCLE IMPROVEMENTS STUDY**

Schedule:

The schedule for completing the study is approximately 70 days. The project milestones are:

TASK	CALENDAR DAYS	CUMULATIVE WEEKS FROM NTP
Notice to Proceed	-	-
Field Investigation & Plan Research	7	1 Weeks
Alternative Analysis	21	4 Weeks
Draft Report on Recommendations	14	6 Weeks
Review by Town	14	8 Weeks
Final Report on Recommendations	7	9 Weeks
Review with Town (Final Acceptance)	7	10 Weeks

Scheduled completion of the project is an estimate dependent on review time by the Town.

REIMBURSABLES

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

OPTIONAL SERVICES (NOT INCLUDED)

1. Geotechnical
2. Environmental Permitting
3. Construction Plans and Specifications
4. Subsurface Utility Exploration
5. Utility Relocation Plans
6. Citizen Information Meetings and Presentations

TOWN OF CHINCOTEAGUE
MADDOX BLVD TRAFFIC CIRCLE IMPROVEMENTS STUDY
SUMMARY

CN COMM: 3459.2
DATE: 10/4/2011

TASK GROUP/BREAKDOWN	Principal hrs.	Project Manager hrs.	Civil Engineer hrs.	Civil Engineer Intern hrs.	GIS Specialist hrs.	Environmental Scientist hrs.	CADD Technician hrs.	Clerical hrs.	Total hrs.	Subtotal Cost \$	Sub Consultant \$	Sub Consultant Mark-up \$	Direct Costs \$	Total \$
A. Topographic Survey											\$3,230	\$323		\$3,553
B. Geotechnical Services (NIC)														
C. Field Investigation and Plan Research			10	12					22	\$2,346				\$2,346
D. Alternative Analysis			19	64			26		109	\$9,825				\$9,825
E. Summary Report of Findings		3	11	30			16	8	68	\$6,076				\$6,076
F. Quality Control			12	14					26	\$2,780				\$2,780
I. Reimbursables													\$300	\$300
TOTAL WORK HOURS		3	52	120			42	8	225	\$21,027	\$3,230	\$323	\$300	\$24,880
HOURLY RATE	\$186	\$155	\$129	\$88	\$88	\$88	\$67	\$60						

TOWN OF CHINCOTEAGUE
MADDOX BLVD TRAFFIC CIRCLE IMPROVEMENTS STUDY
 WORK-HOUR BREAKDOWN

CN COMM: 3459.2
 DATE: 10/4/2011

TASK GROUP/BREAKDOWN		Principal hrs.	Project Manager hrs.	Civil Engineer hrs.	Civil Engineer Intern hrs.	GIS Specialist hrs.	Environmental Scientist hrs.	CADD Technician hrs.	Clerical hrs.	Total hrs.	Total Cost \$
A.	Topographic Survey										
	Review Survey										
	Subtotal										
B.	Geotechnical Services (NIC)										
	Review Geotechnical Report										
	Subtotal										
C.	Field Investigation and Plan Research										
	Field Investigation			8	8					16	\$1,736
	Review Available Plans			2	4					6	\$610
	Subtotal			10	12					22	\$2,346
D.	Alternative Analysis										
	Develop Drainage Areas				2			6		8	\$578
	Develop Drainage Model			1	6					7	\$657
	Develop Stage-Storage and Establish Critical Elevations				6					6	\$528
	Evaluate Existing Drainage Systems			2	8					10	\$962
	Evaluate Pump Alternative			4	12					16	\$1,572
	Evaluate Road Rasing Alternative			4	12					16	\$1,572
	Evaluate Ditch Improvement			2	6					8	\$786
	Evaluate Environmental Impacts for Each Alternative			2						2	\$258
	Create Improvement Sketches			4	12			20		36	\$2,912
	Subtotal			19	64		26		109	\$9,825	
E.	Summary Report of Findings										
	Develop Construction Cost Estimate for Each alternative		1	1	8					10	\$988
	Develop Draft Report		1	8	16			16	4	45	\$3,907
	Develop Final Report		1	2	6				4	13	\$1,181
			3	11	30		16	8	68	\$6,076	
F.	Quality Control										
	Review Study and Design, Revise			4	6					10	\$1,044
	Review Meeting with Town			8	8					16	\$1,736
	Subtotal			12	14					26	\$2,780
TOTAL WORK HOURS			3	52	120			42	8	225	
HOURLY RATE		\$186	\$155	\$129	\$88	\$88	\$88	\$67	\$60		
TOTAL FEE			\$465	\$6,708	\$10,560			\$2,814	\$480		\$21,027

**TOWN OF CHINCOTEAGUE
PROFESSIONAL ENGINEERING CONSULTING SERVICES
INFILL DEVELOPMENT ORDINANCE**

PROJECT DESCRIPTION

Clark Nexsen will develop an ordinance that addresses infill development and redevelopment of properties within the Town to address stormwater controls for individual lots. The goal of the ordinance is to assist the Town in providing direction to developers to control stormwater runoff from these properties to an appropriate outfall approved by the Town.

A. DISCUSSION WITH TOWN

Clark Nexsen will meet with the Town to discuss the proposed ordinance and to review the particular sites where flooding issues with individual lot development stormwater runoff has occurred in the past.

B. REVIEW EXISTING DEVELOPMENT ORDINANCES

Clark Nexsen will review local and county development ordinances as well as development ordinances from other municipalities relevant to stormwater control on individual development lots.

C. DEVELOP ORDINANCE

Clark Nexsen will develop a Draft Ordinance including design standard sketches to address stormwater runoff on infill development and redevelopment properties. The Draft Ordinance will be submitted to the Town for review and comment.

A Final Ordinance will be developed incorporating the Town's review comments. Clark Nexsen will attend one Town Council Meeting to discuss the Final Ordinance to the Council.

The Town shall be responsible for all legal requirements to approve the ordinance and include within the Town Code. The Town will provide additional language as necessary to complete the Ordinance.

D. QUALITY CONTROL

Clark Nexsen will perform *Quality Assurance* throughout development of the Storm Drain Study and Construction Plans and perform a *Quality Control Review* before each submittal.

Deliverables:

1. Clark Nexsen will submit one (1) DRAFT Ordinance with design sketches.
2. Clark Nexsen will submit one (1) FINAL Ordinance with design sketches.

**TOWN OF CHINCOTEAGUE
PROFESSIONAL ENGINEERING CONSULTING SERVICES
INFILL DEVELOPMENT ORDINANCE**

Schedule:

The schedule for completing the ordinance is approximately 60 days. The project milestones are:

TASK	CALENDAR DAYS	CUMULATIVE WEEKS FROM NTP
Notice to Proceed	-	-
Discussion with Town	-	TBD
Review Existing Development Ordinances	7	1 Weeks
Draft Ordinance/Sketches	21	4 Weeks
Review by Town	14	6 Weeks
Final Ordinance	7	6 Weeks
Review with Town	7	8 Weeks
Council Meeting	-	TBD

Scheduled completion of the project is an estimate dependent on review time by the Town.

REIMBURSABLES

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

OPTIONAL SERVICES (NOT INCLUDED)

1. Citizen Information Meetings

TOWN OF CHINCOTEAGUE
INFILL DEVELOPMENT ORDINANCE
SUMMARY

CN COMM: 3459.2
DATE: 10/4/2011

TASK GROUP/BREAKDOWN	Principal hrs.	Project Manager hrs.	Civil Engineer hrs.	Civil Engineer Intern hrs.	GIS Specialist hrs.	Environmental Scientist hrs.	CADD Technician hrs.	Clerical hrs.	Total hrs.	Subtotal Cost \$	Sub Consultant \$	Sub Consultant Mark-up \$	Direct Costs \$	Total \$
A. Discussion with Town			8	8					16	\$1,736				\$1,736
B. Review Existing development Ordinances			6	12					18	\$1,830				\$1,830
C. Develop Ordinance		2	18	52			36		108	\$9,620				\$9,620
D. Quality Control		1	2	4			4		11	\$1,033				\$1,033
E. Reimbursables													\$300	\$300
TOTAL WORK HOURS		3	34	76			40		153	\$14,219			\$300	\$14,519
HOURLY RATE	\$186	\$155	\$129	\$88	\$88	\$88	\$67	\$60						

TOWN OF CHINCOTEAGUE
INFILL DEVELOPMENT ORDINANCE
 WORK-HOUR BREAKDOWN

CN COMM: 3459.2
 DATE: 10/4/2011

TASK GROUP/BREAKDOWN		Principal hrs.	Project Manager hrs.	Civil Engineer hrs.	Civil Engineer Intern hrs.	GIS Specialist hrs.	Environmental Scientist hrs.	CADD Technician hrs.	Clerical hrs.	Total hrs.	Total Cost \$
A.	Discussion with Town										
	Field Investigation / Meet with Town			8	8					16	\$1,736
	Subtotal			8	8					16	\$1,736
B.	Review Existing development Ordinances										
	Review Existing Town Ordinances			2	4					6	\$610
	Review Existing County Ordinances			2	4					6	\$610
	Review Existing Ordinances for Other Municipalities			2	4					6	\$610
	Subtotal			6	12					18	\$1,830
C.	Develop Ordinance										
	Develop Draft Ordinance		1	4	14					19	\$1,903
	Develop Draft Design Standard Sketches			4	24			28		56	\$4,504
	Develop Final Ordinance and Design Standard Sketches		1	2	6			8		17	\$1,477
	Present the Final Ordinance at Town Council			8	8					16	\$1,736
	Subtotal		2	18	52			36		108	\$9,620
D.	Quality Control										
	Review Study and Design, Revise		1	2	4			4		11	\$1,033
	Subtotal		1	2	4			4		11	\$1,033
TOTAL WORK HOURS			3	34	76			40		153	
HOURLY RATE		\$186	\$155	\$129	\$88	\$88	\$88	\$67	\$60		
TOTAL FEE			\$465	\$4,386	\$6,688			\$2,680			\$14,219

**MINUTES OF THE OCTOBER 6, 2011
HARBOR COMMITTEE**

Members Present

John Henry Howard, Chairman
Terry Howard Councilman
Ernie Bowden
Mike Handforth

Others Present

Wayne Merritt, Harbor Master
Robert Ritter, Town Manager
John N. Jester, Councilman

Call to Order

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

Open Forum/Public Participation

There was no public participation.

Agenda Adoption

Mr. Ernie Bowden motioned, seconded by Mr. Mike Handforth to adopt the agenda

1. Harbormasters Update

A. Subleasing of Slips

Harbormaster Merritt stated that subleasing was down due to the time of year

B. Installation of More Lights

Harbormaster Merritt, Town Manager Ritter and Public Works Director Spurlock met at the Harbor. They discussed the need for additional lighting at the fish cleaning table, the handicap floating ramp, the boat ramp and on the west side of the Harbor. An electrician has ordered the materials needed to install the lights

C. Available Slips

Harbormaster Merritt stated he had three slips become available and Mr. Carlton Leonard took two and Mr. Dan Davis took one. He stated the most recent complaints he has received is dogs running loose and the Harbor being used as a car wash. He also spoke about the sign at the entrance to the Harbor stating the hours. Harbormaster Merritt stated the Police could not enforce the hours due to the Harbor being a state maintained road.

Councilman Howard asked if all the leases had been paid, Harbormaster Merritt stated they were all current. Councilman Howard also asked if the vandalism had gotten better. Harbormaster Merritt advised it had but it probably had to do with the time of year. He hoped with the installation of the new lights that the vandalism problems would get even better. Councilman Jester asked about lighting at the collector pier. Harbormaster Merritt stated with the lack of electricity to that area that maybe some solar lights would be a good idea.

2. Discuss the possibility of having the lease agreement, for next year, to have language that would make it mandatory for an empty slip to be leased.

Town Manager Ritter stated the wording changes from a lease to a mooring permit. He also stated the additional wording in Section Two stating that no decommissioned watercraft shall be permitted to be moored. The term of the mooring permit will be changed to June 1st to

May 31st instead of the current dates of July 1st to June 30th. Harbormaster Merritt stated some people are late and by the time they actually pay or decide they want to give up the slip it is well into the summer. Also, by the time some pay, the money has gone to the next fiscal year and it is a burden on staff to make the necessary changes to move it to the correct fiscal year. Harbormaster Merritt stated other localities have permits instead of leases which allow subleasing by the Town.

Harbormaster Merritt asked Mr. George Garner, a current slip holder, how he felt about the new permit. Mr. Garner stated that he felt if a slip was vacant and wasn't being used by the lessee that it should be subleased.

Councilman Howard stated he felt if the lease was paid, the Town shouldn't take the slip over even if it isn't being used.

Mr. Mike Handforth stated the unused slips were a wasted resource. He and others were in favor of keeping the lease fees down.

Mr. Ernie Bowden motioned, seconded by Mr. Mike Handforth to change from a lease to a mooring permit. Motion Passed with Chairman John Howard, Ernie Bowden, and Mike Handforth in favor of the change. Councilman Terry Howard was opposed.

3. Discuss Possible Projects for the Upcoming Port Authority Grant Request

Harbormaster Merritt suggested that money be requested for the installation of a jetty on the outside of the Harbor. The backside of the berm is starting to deteriorate and the inlet is changing. Chairman Howard asked about the Army Corps of Engineers and the possibility of some help from that agency.

Another possibility is getting electricity to the finger piers.

Town Manager Ritter asked the committee if any one else had any ideas.

4. Committee Member Comments

Mr. Ernie Bowden asked about the steps at the bathhouse. He stated that after the recent storm there was some minor damage to them. Harbormaster Merritt explained they had been fixed.

Mr. Carlton Leonard wanted to thank Mr. Merritt and the whole Harbor Committee for making his transition as a new slip holder a pleasant one.

Mr. Mike Handforth had some questions about the new park at the Harbor. Town Manager Ritter stated Councilman Jester had spoken to Mr. Barry Abell about the memorial that was to be placed at the site. Chairman Howard spoke about the parking and other aspects of the new site. There was discussion that the site was not going to be open every day and therefore parking shouldn't be a daily concern.

Adjourn

Mr. Ernie Bowden motioned, seconded by Mr. Mike Handforth to adjourn the meeting.



**Town of Chincoteague, Inc.
Curtis Merritt Harbor of Refuge**

MOORING PERMIT

THIS MOORING PERMIT, issued this 1st day of June, 20___, by the Town of Chincoteague Inc. or its designated agent for the Harbor, herein called **ISSUER**, and _____, hereinafter called **HOLDER**.

In consideration of the mutual promises herein contained, the parties agree as follows:

SECTION ONE

GRANT OF MOORING PERMIT; DESCRIPTION OF BERTH

ISSUER hereby grants to **HOLDER** the privilege to moor a boat, subject to all the terms and conditions hereof, at Curtis Merritt Harbor, at the following described berth: number __. **HOLDER** shall further have the right and privilege to use, incident to said berth, all necessary docks, piers or catwalks as a means of ingress and egress to said berth.

SECTION TWO

LIMITATION TO DESCRIBED PURPOSE

The above-described berth is to be used solely for the purpose of mooring a single boat or other watercraft that is currently state registered; **HOLDER** shall restrict his or her use for such purpose and shall not use or permit the use of said berth for any other purpose without the express written consent of **ISSUER**.

No decommissioned watercraft shall be permitted to be moored.

No cargo shall be unloaded except at the designated areas of said Harbor. All parking for automobiles and other vehicles shall be at such places as may be prescribed by **ISSUER**.

SECTION THREE

TERM

The term of this permit is for a period of one (1) year beginning on **June 1, 20__** and ending on **May 31, 20__**.

SECTION FOUR
PERMIT

HOLDER shall pay to **ISSUER** a Mooring Permit fee for said berth of \$____.00 Dollars annually, which shall be due and payable on or before the first day of any term.

SECTION FIVE
UTILITIES-FACILITIES

ISSUER may provide water, electric and sanitary facilities to selected locations for the use of the **HOLDER**. All use shall be on a non-commercial basis, unless written consent is given by the **ISSUER**.

ISSUER may provide electric outlet, meter boxes and disconnect switches at specific locations. **HOLDER** shall provide the electric meter and be responsible for the electric consumption. **ISSUER** is not responsible for the electric meter of **HOLDER**.

SECTION SIX
CONDITION OF BERTH; REPAIRS AND MAINTENANCE

HOLDER shall at all times during the term of this mooring permit maintain said berth, docks, piers and catwalks adjacent thereto, in a clean orderly and safe condition. **HOLDER** shall not dump refuse, trash or litter in said Harbor. **HOLDER** further agrees to deliver up said berth, docks, piers and catwalks adjacent thereto, at the termination of said permit in as good condition as received, reasonable wear and tear accepted.

HOLDER further agrees to be responsible for any repairs, at his/her or its expense, to said berth, docks, piers and catwalks adjacent thereto, necessitated by the neglect, negligence, waste, or intentional acts of **HOLDER**, his, her, or its agents, servants, invitee, or guests. Any such repairs shall be initiated by the Harbor Master to guarantee conformity with the existing design of the Harbor.

SECTION SEVEN
DESTRUCTION OF BERTH

In the event said berth shall be rendered untenable by fire or other casualty, **ISSUER** may, at its option, terminate this Permit, or repair same within ninety (90) days. Should the issuer elect not to make repairs caused by fire or other casualty, this Permit created shall cease and terminate. In the event said **ISSUER** elects to affect repairs, **HOLDER** shall be entitled to abatement in fees for such a period of time as said berth may be untenable as stated above.

SECTION EIGHT
ASSIGNMENT

HOLDER shall not assign the Mooring Permits, right or privilege granted herewith. Unauthorized assignment by **HOLDER** shall void and terminate this Mooring Permit. The said Permit shall not be assignable by operation of law.

ISSUER shall have the right to permit a vessel other than the one owned by the **HOLDER**, to be moored at the **HOLDERS** berthing number, if the slip has been vacant for 5 days. In such case, the **HOLDER** shall be required to give 24 hour notice to the Harbor Master prior to mooring their vessel.

SECTION NINE
RULES AND REGULATIONS

The use of said berth and the Curtis Merritt Harbor shall further be subject to the Curtis Merritt Harbor Ordinance adopted by the Town of Chincoteague on August 7, 2006, as amended [Town of Chincoteague Code, Chapter 70] and all Federal, State and County statutes that apply to navigable waters and such rules and regulations currently in effect or that may be promulgated from time to time during the period of said Mooring Permit by the Harbor Master, and said **HOLDER** agrees to fully comply with same.

SECTION TEN
ISSUER AND HOLDER LIABILITY

HOLDER agrees that **ISSUER**, its agents and servants, shall not be liable for any damage occasioned by the failure of **ISSUER**, its agents and servants, to keep said berth, docks, piers and catwalks adjacent thereto or other parts of said Harbor used by **HOLDER**, in repair, and shall not be liable for any damage done or occasioned by or from water pipes or electrical circuits or outlets in said berth and Harbor, nor for any damage occasioned by water, snow, ice, winds or other causes, nor for any damage arising from acts or neglects of other **HOLDERS** or users of other berths, or said Harbor in general.

HOLDER agrees to save harmless **ISSUER** from any claims or damages resulting to it, or its agents or servants, by failure of **HOLDER** to comply with provisions of this Permit.

SECTION ELEVEN
DEFAULT & HOLDOVER

It is expressly agreed that if the **HOLDER** shall fail to pay the Mooring Permit fee provided for hereunder, or otherwise fails to perform any obligation under any of the terms or provisions hereof, or fails to timely pay any other charges, fees, damages, incurred or caused by the **HOLDER** to the **ISSUER**, **ISSUER** shall have the right, at its sole option and without further notice to the **HOLDER**, to declare such term ended and to expel said **HOLDER** and any property from said berth without prejudice to any cause

of action by **ISSUER**, which shall survive, for any Mooring Permit in arrears, or any other charges, fees, or damages due by **HOLDER** to **ISSUER**. Failure of **ISSUER** to exercise such option shall not be deemed a waiver of the right to exercise said option upon any subsequent default.

SECTION TWELVE **ALTERATIONS AND IMPROVEMENTS**

HOLDER shall not personally, nor allow anyone else to, make any alterations upon any upland areas, berths, docks, piers and catwalks adjacent thereto, nor place or post any signs or placards upon upland areas, berths, docks, piers and catwalks adjacent thereto, except by express written consent of **ISSUER**.

SECTION THIRTEEN **GENERAL DUMPING AND DISPOSAL OF WRECKS**

HOLDER shall not deposit, or cause or permit to be deposited, in any of the waters of the Harbor, in the Boat Ramp, or in the Parking Area or along the Shores thereof, or in any of the streams or ditches emptying therein, or on any of the land adjacent or contiguous to the Harbor, any refuse, offal, waste matter, or other substance or material, whether earth, oil, liquid, animal, fish or vegetable matter, or other matter that may injuriously affect the sanitary, clean and safe condition of the land area or water in the Harbor, or diminish the depth thereof.

HOLDER shall not voluntarily or carelessly sink, or permit or cause to be sunk any barges, scows or other craft, in the waters of the Harbor; or to float loose timber and logs therein. Whenever a vessel or other craft is wrecked and sunk in any of the waters of the Harbor, accidentally or otherwise, it shall be the duty of the **HOLDER** to immediately mark it with a buoy and a lighted lantern at night, and to maintain such warnings until the sunken craft is removed. Failure of the **HOLDER** to so mark the wreck and promptly remove same shall be considered a breach of this permit.

SECTION FOURTEEN **INSURANCE**

HOLDER shall be responsible for maintaining adequate liability, hull, fire and theft insurance on this boat and its contents, and if not maintained, the **HOLDER** assumes such risks, and the said **HOLDER** hereby holds the **ISSUER** harmless from any liability that might occur to himself, his family, his passengers, his guests or his or their property or to the property of others arising from **HOLDER'S** use or occupancy hereunder during the term of this permit and further the **HOLDER** shall be responsible for the care, maintenance, custody and control of the their boat at all times during the term of this mooring permit, and further, the **HOLDER** hereby assumes sole responsibility for the safety and well being of any person or persons he shall invite or bring to the **ISSUER'S** property at Curtis Merritt Harbor of Refuge.

SECTION FIFTEEN
RELOCATION

ISSUER reserves the right to reassign **HOLDER** to slip(s) other than the slip specified in this permit. Should **ISSUER** exercise this right, and the relocation of **HOLDER** occurs permanently to a slip of a differing size than specified in this Permit, an adjustment to the annual Permit fee in Section Four shall be calculated. In the case of **HOLDER** being reassigned to a smaller slip, a prorated refund will be calculated and paid to the **HOLDER**. In the case of a larger slip being provided to **HOLDER**, **ISSUER** shall pay the prorated additional amount to the **HOLDER**.

ISSUER will provide at least 30 days notice prior to permanent reassignment.

IN WITNESS WHEREOF, the Town of Chincoteague Inc., has caused this Mooring Permit to be duly executed by its authorized representative, and _____ has duly executed same.

Harbor Master

Wayne Merritt

HOLDER

By: _____ Witness _____

Current Address _____

Boat Type _____

Haul Number _____

Home Phone _____

Cell Number _____

**Recreation and Community Enhancement
Committee Meeting Minutes
October 11, 2011**

Committee Members Present:

John Jester, Chairman
Bob Conklin
Jack Van Dame
Cathy Plant
Gene W. Taylor, Planning Commissioner

Committee Members Not Present:

John H. Howard, Councilman
Tripp Muth, Councilman

Call to Order

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

Agenda Adoption

Mr. Jack Van Dame motioned, seconded by Mrs. Cathy Plant to adopt the agenda. Unanimously approved.

1.Chincoteague Gymnasium

Mrs. Jane Wolffe spoke about the septic system that she shares with the property and offered any help with questions concerning the system. She also spoke on behalf of the YMCA. They wish to help in any way that is needed. The YMCA would like to be able to use the facility to offer some more youth programs, as the current YMCA building isn't capable of handling such activities.

Ms. Denise Hayden, the YMCA director, stated she has a list of people who are willing to help.

Chairman Jester stated he has spoken with several community organizations that are willing to help. He also spoke about naming the gym.

Mr. Ray Rosenberger thinks there will be some problems with scheduling. He feels we need to prioritize the uses as many organizations are waiting to use the facility already.

Planning Director William Neville suggested the new gym be reflected in the Comprehensive Plan during the next update.

Town Planner Neville discussed the memo that was handed to the committee. There was discussion of naming the gym. There were several suggestions and the committee agreed to recommend the name 'Island Activity Center' that indicated its multi-purpose function. Any other suggestions should be provided to Staff prior to the next Town Council meeting.

Next they discussed fixing up the exterior of the facility. Town Manager Ritter spoke about removing the fence, anchoring and painting the fuel tank as well as making the parking lot more accessible.

They also spoke about cleaning up the interior such as fixing the plumbing and installing new fixtures. They also mentioned cleaning out the storage closet. The cost estimates for interior renovation were reviewed. The committee discussed the importance of getting the job done once and done right. It was agreed by consensus that the option including sprayed insulation with an approximate cost of \$28,000 was the best solution and should be recommended to the Town Council for approval.

Draft Rules and Use Application

Town Manager Ritter explained the rules that had been drafted and asked if anyone had any further suggestions. .

Chairman Jester suggested that Public Works Director Spurlock discuss with the contractors the work that needed to be done and when the work might be completed.

Signs

Town Planner Neville stated the need for a sign. He felt it would be nice to have the sign in place for opening day.

The hope is to have most of the work completed by January 2012.

2.Downtown Kiosk Map

Town Planner Neville stated he had requests to put a visitor information guide up at the downtown kiosk. He has contacted the person that the chamber uses for their guide and she is willing to help create something for the Town. There were several suggestions as to where a guide would be useful.

3. Project Report Updates

Councilman Jester reported that the land at Mariner's Point had settled due to the recent rain and needed to be filled in again.

Town Manager Ritter stated the Harbor Committee was concerned about the parking issue at the Harbor. Councilman Jester thought that it wouldn't be an everyday issue.

4. Committee Member Comments

Mrs. Cathy Plant expressed her concern with the split-rail fence that is at Memorial Park. She feels like the fences mess up the view.

Mr. Jack Van Dame stated he felt the original use of the new gym was for youth sports and it was getting out of hand with all the other requests already. The next meeting should include review of a mission statement for the Island Activity Center along with the proposed rules.

Adjourn

Chairman Jester adjourned the meeting.

	Spray	Batt	Batt w plywood
Insulation			
Walls	\$5,455	\$1,340	\$9,535
Ceiling	\$18,810	\$4,755	\$4,755
Light fixture	\$200	\$200	\$200
Vinyl Tile	\$1,000	\$1,000	\$1,000
Heaters	\$500	\$500	\$500
Gutters	\$500	\$500	\$500
Roof	\$500	\$500	\$500
misc	\$1,500	\$1,500	\$1,500
paint	\$500	\$500	\$500
Totals	<u>\$28,965</u>	<u>\$10,795</u>	<u>\$18,990</u>

Excepting the installation of plywood over insulation costs do not include Town labor

**MINUTES OF THE OCTOBER 18, 2011
Cemetery Committee**

Members Present

Ellen Richardson, Chairwoman
Terry Howard, Councilman
Gary Turnquist

Others Present

Jimmy Carpenter
Amanda Betts
Ernest Dale Holston
Chuck Ward
Tama Ward

Call to Order

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

Open Forum/Public Participation

Mr. Gary Turnquist explained to the committee the need to keep the cemeteries maintained in the future.

1. Discussion of Cemetery Clean-Up

The committee would like to have November 5-12 declared Cemetery Clean-Up Week.

Chairwoman Richardson discussed the need to clean the back of Thornton Cemetery. The front has been cut but the back part has not been cut.

Councilman Howard suggested the Reed cemetery needed some cleaning.

The Committee decided to clean the Reed Cemetery on November 5th and possibly the Thornton Cemetery in the spring.

2. Discuss Cemetery Maintenance Funding and Possible Fund Raising

The committee discussed visiting the Kiwanis and other organizations and asking for donations. The idea of sending some letters to those who have family buried in the various cemeteries was also discussed. Chairwoman Richardson discussed the different organizations that have donated in the past as well as those who continue to donate

3. Discuss Setting up a Cemetery Authority

Mr. Gary Turnquist introduced Mr. Chuck Ward who presented the idea of the Cemetery Preservation Authority

Mr. Ward believes that by establishing an authority that the cemeteries can be maintained indefinitely. The committee and Mr. Ward further discussed the attached draft that Mr. Ward presented.

October 17, 2011

RE: Cemetery Preservation

The thoughtful work and volunteer efforts of the Cemetery Committee is much appreciated by the community. Were it not for their efforts, it is likely that many final resting places would have been forgotten, overgrown or lost due to neglect.

The residents of Chincoteague, its visitors and the entire local community have an interest in ensuring that these burial places will be maintained in perpetuity. While the Town Charter requires the Town Government to maintain the cemeteries, there is a lack of any structured entity to ensure that this duty is fulfilled. The Cemetery Committee, to my knowledge, has no authority to expend funds, employ contractors, maintain bank accounts or receive bequests and donations. For these reasons, the formation of the "Chincoteague Cemetery Preservation Authority" seems to be a logical step in the process.

The Mayor and Council, by adopting the draft resolution attached, could allow for the creation of such an Authority. This proposed Authority, a political subdivision of the Town government, should consist of 5 to 7 members. The majority of these members could be appointed by the Council and remainder be filled through the general election process. By allowing a portion of the members to be elected, citizen awareness of cemetery preservation would be increased.

A key component to the success of this endeavor would be the formation of a "Preservation Foundation", a non-profit organization that would provide funding and resources to the Authority. A non-profit "Foundation" would allow individuals and businesses to make tax-deductible donations for the preservation of our cemeteries. The "Foundation" would be a private non-profit, formed for the sole purpose of providing support to the Authority and as a "pass-through" for funding to the Authority. The non-profit status of the "Foundation" would provide an avenue for involvement for those uninterested in being involved in a government entity.

The creation of a Cemetery Preservation Authority, supported by a non-profit foundation, would in time become well-funded through the acquisition of grants, bequests and donations. Currently those who wish to assist with the preservation of our cemeteries are not offered any tax incentives to do so. With neither a structured entity

to manage the cemeteries nor any tax incentives for donations, it is highly unlikely that any large donations or bequests will be forthcoming.

The Mayor and Council should build upon the accomplishments of the current Cemetery Committee by establishing an entity that will provide long-term care for the Island's cemeteries.

Chincoteague Cemetery Preservation Authority

Mission and Goals

The Chincoteague Cemetery Preservation Authority, a political subdivision of the Town of Chincoteague, Inc., enhances the community of the Town of Chincoteague and enriches the lives of citizens and visitors through the preservation, maintenance and enhancement of the Island's cemeteries and burial grounds. The Authority provides for long-term care and maintenance of the cultural and historical resources contained within the Island's cemeteries through easements, agreements and other legal mechanisms to ensure the continued maintenance and improvement of those cemeteries.

The Chincoteague Cemetery Preservation Authority acts as the principal entity to apply for grants, to receive bequests, to accept donations, to receive funding from the Chincoteague Mayor and Council and to allocate all funds in order to preserve the Island's cemeteries to the greatest extent practicable. The Authority also acts as a clearinghouse for historical records and documents related to the Island's cemeteries.

Chincoteague Cemetery Preservation Authority's activities:

- ❖ Preserve, protect and improve burial grounds and cemeteries within the Town of Chincoteague.
- ❖ Secure preservation easements from cemetery owners to ensure perpetual maintenance.
- ❖ Acquire fee-simple ownership of cemeteries and burial grounds where practicable.
- ❖ Maintain a database of the Island's burial places to include names, dates of birth and death and GIS locations of the gravesites.
- ❖ Provide guidance for the creation and operation of a private foundation, formed for the purpose of supporting the goals of the Authority.
- ❖ Provide educational resources for Island residents and visitors.
- ❖ Maintain the integrity and quality of cemeteries and burial facilities on the Island through continued careful development, operation and maintenance.
- ❖ Strive for continued sound fiscal management so as to provide for long-term financial stability and solvency.
- ❖ Promote awareness of the historical and cultural value of the Island's cemeteries and encourage visitation where practicable.

Resolution of the Mayor and Council of the Town of Chincoteague to authorize the creation of the Chincoteague Cemetery Preservation Authority

WHEREAS, the Mayor and Council have found the requirements regarding cemeteries in Chapter 2 Section 1.37 of the Town Charter to be of importance to the Town; and

WHEREAS, the Mayor and Council have identified that a long-term, perpetual care mechanism should be implemented for the purpose of cemetery preservation; and

WHEREAS, the Mayor and Council have identified the cemeteries and burial grounds of Chincoteague Island to be an integral part of our rich cultural heritage and history; and

WHEREAS, the Mayor and Council have determined that it is in the best interest of the residents of and visitors to Chincoteague Island to have well-maintained cemeteries; and

WHEREAS, the Mayor and Council intend to ensure that the final resting places of those interred on the Island will be maintained to the greatest extent practicable; and

WHEREAS, Chapter 2 Section 1.47 and 1.48 of the Town Charter grant the Mayor and Council the authority to act in the following manner;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Town of Chincoteague do hereby resolve to create the Chincoteague Cemetery Preservation Authority to ensure that the Island's burial places will be maintained in perpetuity.

AND BE IT FURTHER RESOLVED that the aforementioned Authority will abide by its By-Laws as approved by the Mayor and Council and may not amend or in any way alter its By-Laws without prior approval of the Mayor and Council.

ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF CHINCOTEAGUE ON THIS ____ DAY OF _____, 2011 BY AFFIRMATIVE VOTE OF ____ TO ____ WITH ____ ABSTAINING.

John H. Tarr, Mayor

ATTEST:

Robert G. Ritter, Jr., Town Manager

The committee as well as those in attendance thought that this was a very good idea.

Mr. Gary Turnquist motioned, seconded by Councilman Terry Howard to forward this to Council.

Mr. Chuck Ward offered his assistance.

4. Committee Member Comments

The Committee thanked Mrs. Mandy Betts for all of her help.

Adjourn

Mr. Gary Turnquist motioned, seconded by Councilman Terry Howard to adjourn the meeting. The meeting was adjourned at 7:20p.m.