

**MINUTES OF THE FEBRUARY 4, 2013
CHINCOTEAGUE TOWN COUNCIL MEETING**

Council Members Present:

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

CALL TO ORDER

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

INVOCATION

Councilman Taylor offered the invocation.

PLEDGE OF ALLEGIANCE

Mayor Tarr led in the Pledge of Allegiance.

Mayor Tarr presented Chincoteague Police Officer Cody Butler and State Police Officer Bryan Lewis with certificates.



**Certificate
of
Special Recognition
presented to
Cody Butler**

For exemplary service beyond the call of duty in the rescue of life and property during the early hours of January 13, 2013 within the Town of Chincoteague.

On behalf of Town Council and the citizens of Chincoteague, we extend our sincere appreciation for your unselfish dedication to duty and commend you for your heroic actions.

John H. Tarr, Mayor

Edward W. Lewis, Police Chief



**Certificate
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Bryan Lewis

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On behalf of Town Council and the citizens of Chincoteague, we extend our sincere appreciation for your unselfish dedication to duty and commend you for your heroic actions.

John H. Tarr, Mayor

Edward W. Lewis, Police Chief

Both officers received a round of applause.

Chief Lewis gave an account of the incident at 2:00 a.m. on January 13, 2013 when a gas stove was turned on and the officers went into the home to save the lives of those inside. They were transported to the hospital to be evaluated and were later released. He personally commended both officers for their heroic actions.

OPEN FORUM/PUBLIC PARTICIPATION

Mayor Tarr opened the floor for public participation.

- Mrs. Candice Frese of Best Blooms Florist and Art Gallery spoke to Council regarding a sign. She explained that Mr. Conklin, the property owner, has all the signs allowed for this property. She asked why she wasn't entitled to a sign as her business is separate from his business.
- Mrs. Suzanne Taylor of the Chincoteague Chamber of Commerce thanked Council for their contribution. She informed Council of the Chamber's plans and added that they are working on a strategic plan. She also invited Council to the Business Afterhours scheduled for February 7th at the Baxter Group Insurance office.
- Mr. Todd Burbage informed Council that he was currently building the Fairfield Inn. He is also having similar problems with signage. He suggested more quality signs that look nice in the community. He stated that he has a good relationship with the Town and commended the

office staff for being so helpful and good stewards for the Town. He advised that he has lost approximately 28 days of work due to bad weather conditions. He asked if Council would be willing to allow him to work on Sundays and review the Ordinance regarding Noise. He stated that it doesn't only affect him but it affects the Town as well.

Mr. Burbage again thanked staff and Council for such a good working relationship.

Mayor Tarr asked Mr. Burbage if he has applied to the Town Manager for relief from the Noise Ordinance.

Mr. Burbage responded that he has not. He stated that it just recently became an issue with the recent weather. He advised that he approached Town Manager Ritter last week about working on Sundays. He was advised that this was the perfect opportunity to bring the matter before Council.

Councilman Howard stated that there is a provision in the Ordinance for certain situations.

Town Manager Ritter asked Councilman Howard if he wanted this item on the agenda for the next Ordinance Committee meeting.

Councilman Howard agreed that this should be on the agenda. He advised Mr. Burbage that they would review this.

- Mr. Jim White advised Council that his house backs up to the Fairfield Inn construction site. He stated that he and his wife are pleased that they are doing something with the old railway property. They don't have any problems with any of the noise to date and support Mr. Burbage as they look forward to the new building. He added that there are about 12 Sundays until Memorial Day and they are creating occupancy tax and employment for the Island. He requested that Council allow them to work on Sundays as it would benefit Chincoteague.

STAFF UPDATE

Planning Department

Town Planner Neville advised that the monthly report is in the packet. He reminded Council of the next Planning Commission meeting, Tuesday, February 12th at 7:00 p.m. He advised that they will review possible updates on the Zoning Ordinance. He added that Building and Zoning Administrator Lewis has referred a few items for their review also. He also advised Council of the Beach Access Committee meeting on February 13th at 9:00 a.m.

Police Department

Chief Lewis stated that the monthly report has been included in the agenda packet. He also stated that the Police Department will hold the annual Senior Luncheon on March 7th at Maria's Restaurant.

Public Works Department

Public Works Director Spurlock stated that his monthly report is also included in the agenda packet. He added that they will resume work on Willow Street to replace water services. He announced that the Town has an overabundance of mulch at the Harbor.

There was discussion regarding the Willow Street project, paving and mulch at the Harbor.

General Government

Town Manager Ritter reported in addition to the monthly report that EMS responded to 71 calls. He stated that several staff members attended webEOC training last week. He also advised that he included a draft community event calendar in Council's packet. He stated that if Council had anything to add to the calendar to let him know.

AGENDA ADDITIONS/DELETIONS AND ADOPTION

Councilman Howard motioned, seconded by Vice Mayor Leonard to adopt the agenda adding item 8, Wastewater Advisory Committee Update. Unanimously approved.

- 1. Consider Adoption of the Minutes**
 - **Regular Council Meeting of January 7, 2013**
 - **Council Budget Workshop of January 17, 2013**

Councilwoman Richardson asked to correct a statement in the Recreation and Community Enhancement Committee meeting minutes regarding the Donald Leonard Park. She advised that the people of Chincoteague bought the land and it was donated it to the School Board as part of the school property. She added that Mr. Leonard was a caregiver of that park.

Councilman Muth motioned, seconded by Councilwoman Richardson to adopt the minutes of the Regular Council Meeting of January 7, 2013 and the Council Budget Workshop of January 17, 2013. Unanimously approved.

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

Town Manager Ritter introduced Mr. Aaron Hawkins and Mr. David Hughes with Robinson, Farmer, Cox Associates.

Mr. Hawkins reviewed and explained the Financial Report.

Mayor Tarr thanked Mr. Hawkins and Hughes for their hard work on the audit.

3. Public Hearing on a Possible Budget Amendment

Mayor Tarr opened the public hearing. He asked Town Manager Ritter to explain the amendment to the budget.

Town Manager Ritter read the Budget Amendment for FY' 13:

Name:	Type Acct.	Orig. Budget	Amended Budget
<u>General Fund 10</u>			
Transfer from General Fund Savings	Revenue	\$0	\$107,020
FEMA – Reimbursement	Revenue	\$0	\$150,359
A total revenue increase of: \$257,379			
Attorney/Legal Consultant	Expense	\$50,600	\$ 99,057
Public Restrooms	Expense	\$10,500	\$ 28,400
Storm Debris Contract	Expense	\$0	\$154,222

Transfer to Main Street Fund 20	Expense	\$0	\$ 36,800
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A total expense increase of: \$257,379

Main Street Fund 20

Transfer from General Fund	Revenue	\$0	\$ 36,800
DCR Outdoors Fund Grant	Revenue	\$0	\$ 25,000

A total revenue increase of: \$61,800

Main Street Project	Expense	\$565,646	\$602,446
Robert Reed Park Extension (Dredging)	Expense	\$0	\$ 50,000

A total expense increase of: \$86,800

Broadband Fund 25

CDBG Grant	Revenue	\$0	\$190,000
Construction	Expense	\$0	\$190,000

Mayor Tarr asked if the public had any question on the budget amendment. There were none and Mayor Tarr closed the public hearing.

Councilman Taylor asked about the Public Restroom difference.

Town Manager Ritter advised that the original budgeted amount was for pump-outs and supplies. He stated that the increase is to put in the new force main and pumps for sewage.

Councilman Howard also asked about the increase.

Councilman Muth asked about the CDBG Grant.

Town Manager Ritter stated that the \$190,000 will extend the broadband line down to the Harbor and bring the fiber line to Beebe Road in the Tom’s Cove Campground area to include cabinets. He stated they will have 2 more internet classes through the CDBG. He advised that there was approximately \$190,000 left of the grant but it wasn’t budgeted and it had to be included.

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

4. Accomack County Board of Supervisors Update

Supervisor Wanda Thornton advised that she spoke to Mr. Trent Dix, with **Harbor Inject**. She would like to invite him to come to Chincoteague for a workshop to inform the public about what it would entail and cost for injections to exterminate the pine bark beetles. She asked Mayor Tarr is it would be okay to have a workshop in Council Chambers.

Mayor Tarr approved.

Supervisor Thornton also advised that the free debris drop off at the landfill expired January 31st. She mentioned the Baylor property survey and that Mr. Ernie Bowden has been put on that committee as he has a good rapport. She stressed the importance of this survey to our community.

Supervisor Thornton also informed Council that the County has ordered an audit of all the fire companies. She feels this is for accountability and positive things that will come out. She stated that the County is spending too much money renting facilities for Public Works and Parks & Recreation. She would like them to invest in property they already own. She announced the groundbreaking for the new hospital to take place in the spring. She reported that the uninsured percentage from last year to this year went from 30% to 50%. They had to write-off \$6,000,000 for uninsured and they're still going to go forward with the new hospital.

Supervisor Thornton reported on the proposed reduction of the CBBT commuter toll. She advised that Mr. Chesser did not vote for this. She reported on the Tourism Commission. She stated that Mr. Steve Potts has been appointed to the Commission. She stated that there is currently a good variety of members.

There was further discussion regarding the pine bark beetles.

There was discussion of the impact on the Town of the Navy's touch and go training at NASA.

5. Public Works Committee Report of January 2, 2013

Councilwoman Richardson reviewed the report.

6. Recreation and Community Enhancement Committee Report of January 8, 2013

- **Boulder Request at Donald Leonard Park**

Councilman Jester reviewed the minutes from January 8th. He also mentioned a request to place a boulder at the Donald Leonard Park. He feels there should be some guidelines for doing something like this.

Councilman Howard agreed that there should be some guidelines or policy.

Vice Mayor Leonard explained how this request started. He stated that his mother, Mrs. Martha Leonard was his father's (Mr. Donald Leonard) rock. His father was a public figure and his mother was his support. He stated that the family and friends felt that there should be something in the Park representing his mother.

Councilman Howard suggested adding Mrs. Leonard to the Park name.

Vice Mayor Leonard suggested something as part of the landscaping and not place it as a memorial.

Councilman Jester again reiterated that there should be guidelines.

Mayor Tarr feels that this Park is different than the other parks and the Leonard's took care of this Park for many years. He feels that this request should be honored allowing Council to approve the design. He feels the request is different.

There was further discussion regarding placement and a plaque or engraving on the boulder.

Councilman Taylor motioned, seconded by Councilman Muth to approve the placement of a boulder with engraving at the Donald Leonard Park as a memorial for Mrs. Leonard. Unanimously approved.

7. Cemetery Committee Report of January 9, 2013

- **Possible Adoption of the Cemetery Preservation Plan**

Councilwoman Richardson reported that the Cemetery Preservation Plan was requested by the Mayor. She commended Town Planner Neville and staff for the work they did to create this Plan.

Town Planner Neville explained how the idea of the Cemetery Preservation Plan came up. He advised that what is in Council's report is a recommendation from the Committee to continue volunteer maintenance of the cemeteries. He added that this proposal also includes some of the cemeteries that the Town wasn't getting to.

There was discussion as to assistance from the Public Works Department.

Town Planner Neville also explained that the Plan outlines which cemeteries were being maintained by volunteers and which ones were not. He feels this is an effort that could continue. He added that this is a working document. The Cemetery Committee recommended the adoption of the Cemetery Preservation Plan.

Councilman Howard commented. Councilman Howard invited any and all comments, corrections and improvements to the Plan.

Councilwoman Richardson also commented feeling strongly that this Plan will help with donations and volunteers.

Discussion continued regarding the importance of the Public Works staff with their assistance in maintaining cemeteries.

Mayor Tarr commented.

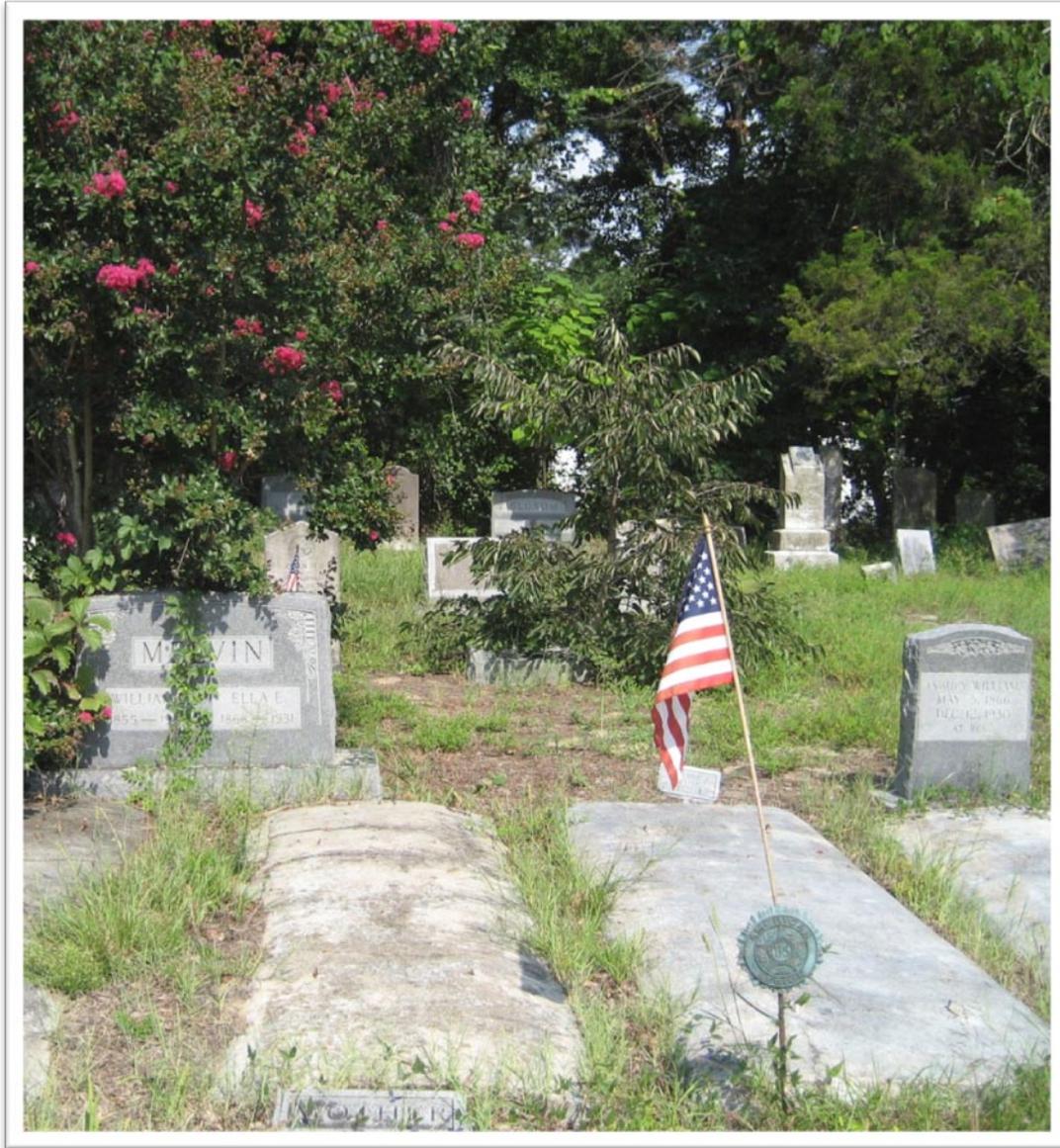
Town Manager Ritter advised that this is a work in progress and will be reviewed every 2 years.

Town Planner Neville explained that the creation of the Plan represents community support and feels that the Town is taking a leadership role by adopting the Plan. He contacted the state about funding and they suggested that they create a Commission or the creation of a Private Corporation. He feels that the Town should continue to work directly with the community.

Councilman Muth motioned, seconded by Councilman Taylor to adopt the Cemetery Preservation Plan as presented. Unanimously approved.



TOWN OF CHINCOTEAGUE DRAFT CEMETERY PRESERVATION PLAN 2013



**Cemetery Preservation Plan
for
Chincoteague Island, Virginia**

Cemetery Preservation Plan – a preservation plan identifies activities that help perpetuate and care for historic burial sites, including planning, maintenance, documentation and education.

Prepared by the Town Cemetery Committee:

Ellen Richardson, Chairwoman
Terry Howard, Councilman
Gary Turnquist

January 2013

Mission Statement

The mission of the Town Cemetery Committee is to oversee the maintenance of the 25 Town Cemeteries, and to ensure the integrity of each burial area. To those ends:

Creating community clean up opportunities through scheduling a community wide Cemetery Clean up Week, and by asking for assistance from local organizations on a specific clean up task;

Inspecting each cemetery on a regular basis for damage caused by weather or vandalism;

Ensuring the integrity of each Cemetery from encroachment by neighboring property owners, and establishing that any activity within a cemetery be undertaken in accordance with state law and local code;

Maintenance shall include scheduling of grass mowing according to the dictates of the weather, and within the structure of a yearly budget of voluntary donations from the community.

Preface

Historic cemeteries are important cultural, architectural and archaeological resources. They provide us with information on our community's history. Often a cemetery is the only remnant left from early settlements and families - as such it is a vital link with the past. They are an invaluable educational tool whether we seek to research genealogy, educate our youth or delve into local history. They provide quiet places to commemorate the deceased. Old cemeteries provide valuable information to those interested in their family histories, information that may not be available elsewhere. Sometimes they provide us with more than the bare facts of birth and death; they provide us with tender, tragic or humorous glimpses into the lives of earlier generations. They tell us about the struggle to survive childhood diseases, childbirth, wars and epidemics. But most of all they tell us about the recurring cycle of birth, life, and death and how we are all a part of that cycle.

“The thoughtful work and volunteer efforts of the Cemetery Committee are 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.”

Chincoteague Citizen
October 2011

The **Town of Chincoteague Cemetery Committee** is thankful for all donations and the volunteer efforts of our community organizations, churches, businesses, families and individuals who have contributed their time and resources toward the care of our community cemeteries. This is an important responsibility that we willingly share.

The preparation of a **Cemetery Preservation Plan** is the latest effort to identify a lasting solution for the long-term care and maintenance of Chincoteague Island's cemeteries and burial grounds. Much of this work is built upon the research and documentation of James W. Carpenter Sr. who published the book *From Tears to Memories – A comprehensive look at Chincoteague Island Cemeteries* in 2007. Our community is fortunate to also have exhaustive documentation of the gravestones, shared on the website www.IslandBones.com.



A Cemetery Preservation Plan for Chincoteague Island

By collecting available information and checking on what others have done to plan for the care of historic cemeteries, the Town of Chincoteague hopes to move forward with a plan for the perpetual care and maintenance of over 3,600 recorded gravesites in 25 cemeteries on Chincoteague Island. Several quick **planning checklists** show that we are making progress:

Cemetery Preservation Preparations

1. Determine the ownership of the cemetery
2. Research the cemetery
3. Copy important information to the cemetery: maps/plats, marker inscriptions, family contacts, etc.
4. Survey the cemetery
5. Enlist a volunteer or organization to clean up the cemetery
6. Meet with the owner/trustees at the cemetery to discuss preservation of the markers/cemetery and to agree upon the clean-up process and scope
7. Establish a continual maintenance program for the cemetery
8. Educate the public about the cemetery

Preservation of historic cemeteries and burial sites in their original place and form is the preferred treatment option. Good cemetery maintenance strategies should incorporate the gentlest, most low-impact measures possible, and should address issues of long-term care (including the financial commitment necessary). Temporary or hasty solutions will only postpone a recurring problem and may inadvertently cause additional problems. Virginia's Department of Historic Resources (DHR) advocates innovative strategies for the long-term maintenance of historic cemeteries that are compatible with the cemetery's traditional form.

Planning Steps for Cemetery Preservation

- a) **Establish Ownership & Get Permission** – The first step prior to beginning any cemetery preservation project is to establish the ownership of the cemetery.
- b) **Safety** – Cemeteries, particularly abandoned or deteriorated sites, can pose a number of safety concerns. Take precautionary steps when visiting cemeteries.
- c) **Developing a Cemetery Preservation Plan** – It is critical to develop a written plan of action before beginning any preservation work in a cemetery.
- d) **Organization** – Community support from local residents is critical to cemetery preservation efforts. The support and input from churches, local organizations and residents ensures long-term preservation of the cemetery.

Regular maintenance is the best preservation procedure. When abandonment and neglect have resulted in severe damage to fences, landscape features, vegetation, markers, or monuments, responsible repairs should be undertaken as quickly as possible. No matter the level of repair or preservation necessary, there are a few essential rules that should be followed in planning a course of action:

- Do no harm: use the gentlest and least intrusive methods available.
- Do nothing that cannot be undone.
- Design all work to retain and preserve the historic character of the cemetery.
- Repair, rather than replace, damaged historic features.
- Quick or easy fixes are not always the best options.
- Assume unmarked graves exist and avoid ground disturbing activities
- When in doubt, consult a professional
- Document all changes.

What is involved in helping maintain and protect a cemetery?

To maintain or protect a cemetery, individuals or organizations should keep the cemetery free of weeds, tall grass, and brush; pick up trash; and report vandalism. Cemetery preservation entails maintaining the markers and cemetery as is. Markers are only cleaned with distilled water, trash is picked up, and possible threats to the markers like tree limbs and underbrush are removed.

- ✓ Contact the owners and get permission to clean up.
- ✓ Clear away brush and weeds by hand from around the gravestones and markers. (use care with weed whackers and pesticides near the markers as each can damage stone)
- ✓ Clean markers using soft toothbrushes and distilled water. This method removes algae and dirt. (to remove graffiti, you need to hire a professional conservator)
- ✓ If markers are toppled, leaning, or broken, you need to hire a professional
- ✓ Pick up trash
- ✓ Ask neighbors or organizations to accept the responsibility of maintaining the cemetery

The Town of Chincoteague Cemetery Committee has traditionally organized volunteer efforts to complete one or two major ‘clean-ups’ per year. The Committee created a cleanup fund several years ago to defray the expense of having key Island cemeteries mowed when volunteer help could no longer be found. This fund has been used to provide timely mowing to several other cemeteries when the need arose.

The Cemetery Committee reviewed an inventory map of the 25 private cemeteries and documented who has maintained each one over the last several years. A priority ranking was established on the attached cemetery key to identify priorities for maintenance. In addition, a citizen proposal to create an Authority or Non-Profit Foundation has been considered as a means to assure a sustainable solution for long term cemetery care and preservation.

Proposed Next Steps

The Committee created a cleanup fund several years ago to defray the expense of having key Island cemeteries mowed when volunteer help could no longer be found. This fund has been used to provide timely mowing to several cemeteries when the need arose. A summary of donations and expenses from 2005 to 2012 (July to June fiscal year) is presented to highlight the increased cost of maintenance.

	Donations	Expenses	Fund Balance
2005	2495	1600	2900
2006	1175	1700	2375
2007	1425	1950	1850
2008	970	1525	1295
2009	1835	2300	830
2010	2665	700	2795
2011	2020	2725	2090
2012	2745	4325	510

Several ideas have been discussed including a request for donations similar to the one used for the Cemetery Cleanup Fundraiser in 2008, or a request for new individuals or groups to volunteer for maintenance of an 'adopted cemetery'. The maps and priority ranking have been prepared by Town Staff with the idea that they may be used for fund raising, providing maintenance instructions, or competitive bidding.

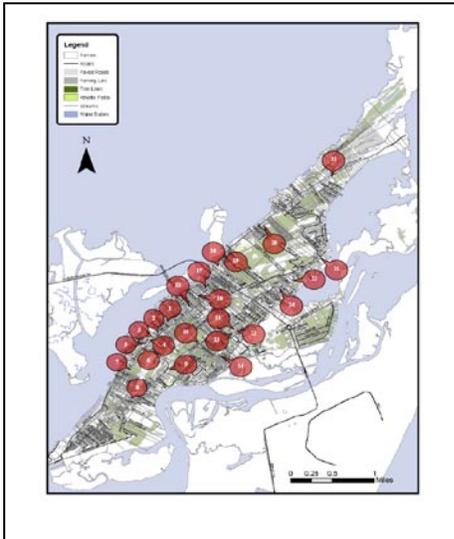
Long term strategies that have been considered by the Committee include:

- A.** Request an amendment to the Town Charter to specifically allow the creation of an Authority or Commission for long term maintenance of private cemeteries on Chincoteague Island
- B.** Prepare a Cemetery Preservation Plan, identify cemetery ownership, encourage the creation of a non-profit foundation to provide perpetual care
- C.** Continue the current Cemetery Committee and promote the separate dedicated donation fund that is managed by the Town Finance Department
- D.** Seek approval of Town Council to include cemetery maintenance and repair as a responsibility and budget line item for the Public Works Department.

Cemetery Committee Recommendation

To adopt a Cemetery Preservation Plan that will guide future efforts for perpetual care of community cemeteries, continue the current work of the Cemetery Committee with an expanded membership of two (2) additional people, actively promote voluntary donations to the separate dedicated cemetery 'clean-up fund' that is managed by the Town Finance Department, and include cemetery maintenance and repair as a responsibility for the Town of Chincoteague Public Works Department up to 40 hours per month for a trial period of 2 years.

Cemetery Inventory and Maintenance Priorities (refer to Staff Report dated February 4, 2013 for this information)



Cemetery Key Map – An overall map showing the location of all 25 existing cemeteries on Chincoteague Island was prepared to provide a quick reference document.

**TOWN OF CHINCOTEAGUE
CEMETERIES KEY**

KEY	NAME	GRAVESTES	PARCEL AREA (ACRES)	DWEN/SONG (SQR)	MAINTAIN	PRIORITY
1	ARDELLOTTE	63	0.28	306270	FAMILY	1
2	CHRIST UNION BAPTIST	31	0.43	143146	FAMILY/FRIENDS	3
3	ODD FELLOWS	55	0.45	674275	ISLAND BAPTIST MEN	3
4	BUNTING	222	0.37	65495	TOWN HIRSES	2
5	REGULAR	39	0.17	654150	UNION BAPTIST MEN	3
6	GREENWOOD	734	1.21	1594379	TOWN HIRSES	2
7	ANDREWS & DASEY	65	1.2	804250	EAST GUARD PETTY OFFICERS	3
8	DASEY	66	0.38	1004110	FAMILY	3
9	THORNTON	151	0.46	1154130	FAMILY/FRIENDS	1
10	JONES	9	0.22	25475	-	1
11	MICHANICKS & DASEY MEMORIAL	1182	2.27	754219	TOWN HIRSES	2
12		338		1004300		
13	REYNOLDS	38	0.07	754117	FAMILY	3
14	BIRCH FAMILY	8	0.42	354200	-	1
15	CLARK	15	0.24	25490	DANA CONKLIN	3
16	CATHOLIC CHURCH (BESSELY)	14	0.08	80460	CATHOLIC CHURCH	3
17	TAYLOR (BIRCH)	6	0.1	20460	JOSEPH KEMBRAM	1
18	RED MEN (REDMAN)	628	0.91	954130	CHRIST UNITED METHODIST MEN	3
19	WHEATON/CLAYVILLE	10	0.12	40475	RUTH LANE	3
20	HOLLY RIDGE	131	1.47	604840	DOUG WOODHALL	1
21	CAPTAIN CHANDLER	3	0.13	20445	CHUCK WARD	3
22	NEED	17	0.45	704180	-	1
23	HILL	17	0.15	50480	DOWNY RAY THORNTON	3
24	CARTER	1	0.02	-	STEWART BAKER	3
25	BAPTIST CHURCH	1	3.53	-	CHURCH	3
	TOTAL	3687	15.29	-	-	-

*Cemetery information based on *From Tears to Memories - The Cemeteries of Chincoteague*, by James W. Carpenter, Sr., revised August 2008 Edition.

Priority 1 - Needs maintenance	385 sites	3.53 acres
Priority 2 - Town hires out	2321 sites	3.85 acres
Priority 3 - Someone is maintaining	981 sites	7.91 acres

Cemeteries Key – A summary was prepared to identify priorities for which cemeteries are currently being cared for and which need regular maintenance

Chincoteague Cemetery Plan
9
Thornton
Tax Parcel 3043-A-249 Edge Road

- 0.46 Acres
- Family
- 151 Buried
- 44 Unmarked
- 1865

Cemetery Information Sheet
–Information for each cemetery site was collected, including: map location, aerial photo view, ground level photo view, street address, tax parcel I.D., size and acreage, number of gravesites and age of the oldest burial site.

8. Wastewater Advisory Committee Update

Chairman Papadopoulos stated that the Status Report is included in the agenda. He advised that they toured the wastewater treatment facility in Cape Charles. He made a correction to the Report as to the gallons per day that the Cape Charles WWTP processes. He stated it is not 250 gallons it's 250,000 gallons per day. He stated that it was a wonderful opportunity to tour and ask questions. He also stated the Committee is in the process of the putting a Report together for Council. He would like to have a work session with Town Council to go over the draft recommendations.

Chairman Papadopoulos stated the Committee is recommending that Council review the newsletter #2 for distribution.

Councilman Howard asked about one of the planned activities listed on the report to Council regarding funding for implementation.

Chairman Papadopoulos stated they are suggesting that the size of the wastewater treatment plant should be minimized to reduce the cost of the treatment plant and to conserve water use.

9. Mayor & Council Announcements or Comments

Councilman Taylor stated that there are a few small businesses off the main roads. He feels something can be done with the Sign Ordinance to help the small businesses in a minimal way.

There was further discussion. Council agreed to have Building and Zoning Administrator Lewis issue a report on those specific signage issues.

Councilman Jester advised that he requested that Harbormaster Merritt submit a list of recommendations for the Harbor for the next 5 years. He also feels that anyone over the age of 95 should be honored. He stated that Mrs. Liscum celebrated her 100th birthday today and should be honored.

Councilwoman Richardson asked about a letter sent to Council.

Mayor Tarr advised that he spoke with the Fire Chief and when all the facts were reviewed it will be brought before Council. He added that they will then meet with the Chief and President of the Fire Company with the proper documentation. He asked that the request regarding golf carts be referred to the next Ordinance Committee meeting.

Mayor Tarr announced the next Beach Committee meeting scheduled on February 13th. He stressed that Council stay aggressive in attending and fighting for the best CCP.

Town Planner Neville advised that he updated the website regarding the beach damages and repairs from Hurricane Sandy.

Mayor Tarr congratulated Chief Lewis for having his son as one of the recipients of the award issued earlier in the meeting. He added that the closed meeting scheduled for this evening has been cancelled.

Adjourn.

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

Mayor

Town Manager