

**MINUTES OF THE JANUARY 16, 2025**  
**CHINCOTEAGUE TOWN COUNCIL WORKSHOP MEETING**  
**Council Chambers**

**Council Members Present:**

Denise P. Bowden, Mayor  
J. Nick Howard, Vice Mayor  
Christopher D. Bott, Councilman  
Denise P. Bowden, Councilwoman  
William T. McComb, Jr., Councilman  
Ellen W. Richardson, Councilwoman  
K. Jay Savage, Councilman  
Gene W. Taylor, Councilman

**Council Members Absent:**

**Staff Present:**

Mr. Michael T. Tolbert, Town Manager  
Mr. Tyler Greenley, Chief of Police  
Mr. Bryan Rush, Director of Emergency Services

**Call to Order**

Mayor Bowden called the meeting to order at 6:00 p.m.

**Invocation**

Councilman Taylor offered the invocation.

**Pledge of Allegiance**

Mayor Bowden led in the Pledge of Allegiance.

**Consider Remote Participation**

**Councilman McComb motioned, seconded by Councilwoman Richardson to allow Councilman Bott to participate remotely. Unanimously approved.**

**Public Comment**

Mayor Bowden opened the floor for public comment. There were none.

**Agenda Adoption**

**Councilman McComb, seconded by Councilwoman Richardson to adopt the agenda as presented. Unanimously approved.**

**Review General Government, DPD and Emergency Services Budgets**

Town Manager Tolbert reviewed the General Government expenses detailing the increases, grants, and capital improvements such as a new security system for the Municipal Center.

There were questions regarding vehicle maintenance, Social Security totals, and website design to be done in FY25.

Town Manager Tolbert continued with the EMS Department expenses along with the upcoming grants. He then reviewed the Police Department expenses which included a patrol vehicle, StarLink satellite internet as a backup, academy dues, bulletproof vests and equipment, breathalyzers, digital cameras, and a patrol vehicle.

Councilman Bott feels they should budget 2 police cars over FY25 and FY26 as they have 2 that are over 125,000 miles. Council concurred.

### **Review Eel Creek Culvert Options**

Town Manager Tolbert advised that at the Public Works Committee they discussed the single culvert crossing Maddox Blvd. at Eel Creek has settled after years of service and has developed leaks due to the resulting separated joints. The leaks cause sporadic holes in the new pavement and base material is siphoned into the culvert. He listed the repairs. At the January 7<sup>th</sup> Public Works Committee meeting they were presented with 2 options: Option 1. Slip line the existing RCP and repair the overlining pavement. The cost is \$200,000 and guaranteed for 50 years. Repaving would be done under the spring paving contract. There would be a 30-day construction period which includes daily single lane closures. Option 2. Design a precast box culvert to replace the RC. This method would increase the size of the existing opening allowing water to pass more freely. It would also extend the width of the road at Eel Creek allowing the construction of sidewalks or bike trails over the creek, greatly enhancing pedestrian and bike traffic along Maddox Blvd. This option requires approximately 90 days of construction time and would require 24-hour single lane closures at certain stages of construction. The estimated cost of this option is \$1.6M. Due to the design and material procurement, this project could not begin until the fall of 2025.

Town Manager Tolbert advised that the recommendation from the Public Works Committee is Option 2 due to its superior access along Maddox, greater water flow in the creek and its longevity. He added that they have determined that a good portion of the costs of either option can be supported by the Town's U-1 grant.

Discussion ensued about the projects that would have to be put off if they use the U-1 grant.

Councilman Taylor commented about longevity of the precast culvert adding that they would be wasting their money if they did the slip line.

Vice Mayor Howard feels it's important to go with this option to widen the bike paths and this being the lifeline to not only the residents but to the beach. He added that it is important to do it and do it right. He commented further adding it's a safety factor.

Councilman McComb suggested contacting the campground making sure they'll be closed when they do this project.

There were further comments.

**Councilman Taylor motioned, seconded by Councilman Savage to approve Option 2 as presented. Unanimously approved.**

### **Award Filter Media Replacement Contract**

Town Manager Tolbert stated that the FY25 adopted budget includes \$120,000 for the replacement of the filter media in the raw water filter at the water plant. He explained the replacement indicators. Bids for the replacement of the filter media specialty sand were accepted on January 8<sup>th</sup>, 2025. One bid was received from Summerset Well Drilling for \$125,000. This item was budgeted for FY25 in the amount of \$120,000. He added that after reviewing the bid and staff recommends the award of this contract.

**Councilwoman Richardson motioned, seconded by Councilman McComb to approve the bid for replacement of the filter media to Summerset Well Drilling of Westover, MD in the amount of \$125,000. Unanimously approved.**

### **Mayor & Council Announcements**

There were none.

**Closed Meeting in accordance with §2.2-3711 (A) (3) of the Code of Virginia for the purpose of purchasing real property for public.**

**Councilwoman Richardson motioned, seconded by Councilman McComb to go into a closed meeting in accordance with §2.2-3712 (A) (3) of the Code of Virginia for the purpose of purchasing real property for public use. Unanimously approved.**

**Certification of Closed Meeting in Accordance with §2.2-3712 (D) of the Code of Virginia**

**Councilwoman Richardson motioned, seconded by Councilman McComb to certify the Closed Meeting was in accordance with §2.2-3712 (D) of the Code of Virginia. Unanimously approved.**

### **Adjournment**

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

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Denise P. Bowden, Mayor

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Michael T. Tolbert, Town Manager