

Virginia: At the regular meeting of the Council of the Town of Chilhowie held at the Municipal Building, March 8, 2018 at 7:00 p.m.

Present: Honorable Gary L. Heninger, Mayor Presiding; Councilors Donna S. Blevins, Billy L. Clear, Alan W. Counts, Charles E. Doane, Emily B. Dungan and F. Brent Foster.

Absent: None.

Also Present: Mr. John E. B. Clark, Jr., Town Manager; Mrs. Felicia Eller, Human Resources – Finance Clerk II; Messrs. Paul Cassell, Town Attorney; Stephen Price, Police Chief; Jay Keen, Public Works Director; David Haynes, Fire Chief and Randy Sturgill, Building Official.

Mayor Heninger called the meeting to order. Larry Hamm gave the Invocation. The Pledge of Allegiance was recited.

Approval of Minutes:

Motion by Donna Blevins, second by Brent Foster Council adopts the regular February 8, 2018 meeting minutes as written. The motion was approved with following recorded vote:

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|---------------|-----|---------------|-----|
| Donna Blevins | Aye | Bill Clear | Aye |
| Alan Counts | Aye | Charlie Doane | Aye |
| Emily Dungan | Aye | Brent Foster | Aye |

Citizens Time:

Todd Doane, Little League Coach and Volunteer, appeared before Council to again discuss the matter of repairing the Little League fields and facilities. The Little League has received verbal commitments for donations from local businesses. Revenue that the Little League received from registration this year has decreased. There were several children that parents could not afford the registration fee and Little League will allow them to participate and will purchase their uniforms.

Little League has a major tournament scheduled for April 27, 28 and 29 that is expected to generate revenue for the League as well as the Town with Meals Tax and Sales Tax. The Bristol District will inspect the fields April 21st to deem the fields as playable. If the fields are not found suitable for the tournament the League and Town will lose all revenue the tournament would potentially generate.

A prioritized list of repairs being requested is needed and will be supplied by the Little League. The drainage system, fence, dug out roofs and electrical were discussed. Time allowed to complete the drainage system alone was two to three weeks. Opening day is scheduled for April 14, 2018. The Grant funding Little League applied for has been denied and Little League requested Council to include the cost of the facility and field repairs in the 2018-2019 Budget.

Town Manager Mr. John Clark reviewed the contributions made by the Town to the Little League over the past two years which totals to \$10,221.00. It was inquired if the drainage pipe

placed in field two prior to the 2016 season was not beneficial. It was stated that the drainage installed during that year did not help nor fix the drainage issue on field two. The proposed drainage system was discussed as to where the water would be pushed to drain.

Brad Deskins appeared on behalf of the Little League. Trooper Deskins volunteers his time when able to assist in coaching Little League, Recreation Football and Recreation Basketball. The poverty level in the area and children who participates in the Back Pack Program was discussed. These children are mostly raised by their grandparents and the community should pitch in together to care for these children. The children are the future and will be able to make the community a better place. A request was made for Council to assistance to correct the issues with the Little League fields for the children in the community.

Lynn Pease appeared before Council to give the Library report. The planning for the summer programs is going well. The Library is struggling with attendance for the free family movie nights.

Corey Kanuckel, U.S. Fish and Wildlife, reported on the Proposed Habitat Restoration Project at Town Park. Mr. Kanuckel is with the Department of Fish and Wildlife Program in Abingdon, and is a branch of the Official Wildlife Service. They have been working with the Town, the Upper Tennessee River Round Table and the Virginia Department of Game and Inland Fisheries on proposing a Habitat Restoration Project along the Town park river. Goals of the project are to slow the bank erosion by sloping back the banks and stabilize the bank with seeding and matting, planting some trees and shrubs in select areas. The project will also improve instream fisheries by adding boulder clusters-large rocks, three feet in diameter, placing three to five rocks in a group within the channel. This improves the complexity of the instream creating pool habitats for fish.

The Department of Game and Inland Fisheries has committed \$45,000 toward the project expecting a match of 65% which can include in-kind contributions. The Fish and Wildlife Service is the lead federal agency for the project and will handle permitting and compliance.

Unstable trees along the banks will be removed and will be used as root wads to improve fish habitat by creating fish cover. The project is scheduled to begin fall 2018, possibly sooner depending on the permitting process. The project will begin at the train trestle and continue to near the bridge located at the lower end of the park. A handicap fishing dock will also be installed. The project will also change the capacity of the channel so that minimum flood waters will remain within the channel. Once the permit process is completed an agreement will be presented to Council.

Old Business:

- Update on Mill Creek Regional Water Treatment Plant Project and Pay Request Number 13 – Mr. Jeff Spickard, The Lane Group, reported the new membrane skid is currently being commissioned by the manufacturer. The manufacturer and contractor are estimating the beginning of operation in about six weeks. Once new water is put through

the new treatment plant and put into the distribution system for consumption then the contractor will remove the old treatment plant.

The existing break tank has been demolished and the foundation for the new replacement tank has been excavated. The contractor is continuing with electrical work and existing site piping but Washington County operators have reported they are experiencing difficulty operating the existing treatment plant. The operation of the existing plant is becoming an expense; items are beginning to break on the plant which requires both labor and expense to replace. The Washington County operators have reported there are about three weeks of time before they feel they will reach a critical stage and monies and labor will need to be expended to keep the plant operational. There may be a time that water will have to be purchased from Washington County.

The project is behind schedule with the completion date in April. The contractor has requested a time extension which has been reviewed and The Lane Group is ready to make a recommendation. Concerning the budget for the project, there is monies left over but must be used for the Water Treatment Plant. There is a possibility for an additional Change Order to be presented to replace some existing deteriorating water line within the treatment plant as well as some components of the existing equipment making it safer to operate. Another component being reviewed for the project monies is painting the existing storage tanks at the site.

The contractor submitted a pay request in the amount of \$122,173.60; The Lane Group invoices total \$18,758.50 for a total Pay Request of \$140,932.10. The contractor is 80% complete on the dollar amount and 90% of allotted time has been expended.

Motion by Brent Foster, second by Alan Counts Council approved Pay Request Number 13 in the amount of \$140,932.10. The motion was approved with following recorded vote:

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| Donna Blevins | Aye | Bill Clear | Aye |
| Alan Counts | Aye | Charlie Doane | Aye |
| Emily Dungan | Aye | Brent Foster | Aye |

- Report on Funding Request for Fire/EMS Department to Smyth and Washington Counties – The Fire/EMS Department is 13% of the Town’s budget and is running a significant budget deficit such as \$150,000 in operation due to the portion of calls in the County. The Town Manager has sent a letter of request to increase contribution to the Fire/EMS Department to the Washington County Administrator as well as Smyth County Administrator. A meeting has been scheduled with Smyth County to discuss the letter of request.

Twenty-six calls were run in Washington County. The Washington County Administrator responded that their records only show five calls being run by the Town of Chilhowie Fire/EMS Department. A meeting has also been scheduled with Washington County to discuss the matter. An issue with the call numbers may be a result as to how the calls are being entered into the CADS system. Fire Chief David Haynes will have a complete listing of the twenty-six calls to present during the meeting.

- Report on Ambulance Procurement and 2017-2018 Capital Items –The Fire/EMS Department has received a grant for a replacement ambulance. The Department is currently looking for a specific build which is the smallest ambulance box available, to meet the Department’s needs. Therefore only one quote has been received. Grant funding in the amount of \$152,708.80 is available, the Department allotted 20% match of \$41,560.00 for a total of \$194,268.82, and the grant allows one year to procure the ambulance.

The other equipment needed was proposed to be purchased via bank loan of seven years with payments estimated to be \$8,600 per year. Chief Haynes is currently checking with the area’s banks determining interest rates. By the time any items were procured payments for the loan would occur during the 2018-2019 fiscal budget year. It is possible to cut the life of the loan from seven years to five years which would save on interest. The additional items requested are an inflatable boat and five gas meters which also contain the ability to carbon monoxide monitor. Chief Haynes requested permission to proceed with the procurement.

Motion by Charlie Doane, second by Donna Blevins Council authorizes the Fire Chief and Town Manager to obtain quotes with regards to a loan for \$49,000 for a period of five to seven years. The motion was approved with following recorded vote:

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| Donna Blevins | Aye | Bill Clear | Aye |
| Alan Counts | Aye | Charlie Doane | Aye |
| Emily Dungan | Aye | Brent Foster | Aye |

- Update on Downtown Revitalization Project and Permission to Bid Division 1 Streetscape and Division 2 Demolition – The Project Engineer, Hurt and Proffitt, has broken the project up into two divisions. Division 1 is the streetscape and Division 2 is the Demolition. The Phase II Environmental Study Site Assessment passed and requested to advertise for bids. The pre-bid conference is scheduled for April 12, 2018 and the bid opening is scheduled for May 1, 2018.

Motion by Brent Foster, second by Alan Counts Council authorizes Town Manager to advertise for bids for the Downtown Revitalization Project Division 2 – Demolition. The motion was approved with following recorded vote:

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| Donna Blevins | Aye | Bill Clear | Aye |
| Alan Counts | Aye | Charlie Doane | Aye |
| Emily Dungan | Aye | Brent Foster | Aye |

All approvals are in for Division 1 – Streetscape. The Streetscape includes drainage, curb and guttering, street lights, drainage around manholes and boring under the railroad. A contract must be obtained with CenturyLink to relocate the overhead utilities.

Motion by Donna Blevins, second by Brent Foster Council authorizes Town Manager to advertise for bids for the Downtown Revitalization Project Division 1 – Streetscape. The motion was approved with following recorded vote:

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| Donna Blevins | Aye | Bill Clear | Aye |
| Alan Counts | Aye | Charlie Doane | Aye |
| Emily Dungan | Aye | Brent Foster | Aye |

New Business:

- Update on East Lee Sidewalk Project – Everything has been submitted to VDOT. There are some environmental issue certifications VDOT is awaiting. VDOT is aware the Town would like to move forward with the project as quickly as possible and be able complete prior to Apple Festival. The project is to be advertised in April 2018.

Motion by Charlie Doane, second by Donna Blevins Council authorizes Town Manager to advertise the East Lee Sidewalk Project for bid. The motion was approved with following recorded vote:

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|---------------|-----|---------------|-----|
| Donna Blevins | Aye | Bill Clear | Aye |
| Alan Counts | Aye | Charlie Doane | Aye |
| Emily Dungan | Aye | Brent Foster | Aye |

- Presentation of Resolutions on Anthem Health Insurance Coverage – The following Resolutions was presented to Council:

**Resolution
Electing To Provide
Health Insurance Coverage
For Elected Officials**

The Local Choice Health Benefits Program provides health insurance benefits to our employees and their dependents.

Be it hereby resolved that this 8th day of March, 2018, the **Town of Chilhowie** does approve that coverage be added for our elected governing body and their dependents to be effective on July 1, 2018 and continuing in conjunction with our health insurance benefits.

It is our desire to cover them as a special class of Part Time. The elected official will pay **fifty** percent (50%) of the premium cost as regular intervals as determined by the Plan.

We recognize that health benefits for this class of employee will be available as long as they remain in their elected position. Retiree coverage for elected officials is not available.

Signature/Date

Print or Type Name and Title

Group Name

RESOLUTION

**Concerning Participation By
Part Time Employees In The
Health Insurance Plan**

WHEREAS the **Town of Chilhowie** provides all full time employees with medical health insurance through a health insurance plan “the Plan” and

WHEREAS only those Part Time employees who work a minimum of **thirty-two (32) hours per week, on an annual basis** will be eligible and

WHEREAS the **Town of Chilhowie** will pay **fifty percent (50%)** of the amount contributed for Full Time employees and their dependents, if covered and

WHEREAS the option is available only to those employees eligible on or becoming eligible after **July 1, 2018** and

WHEREAS the **Town of Chilhowie** reserves the right to modify or discontinue health care plans and third party providers at its discretion.

NOW THEREFORE BE IT RESOLVED that the **Town of Chilhowie** does hereby extend the option for Part Time employees to participate in the health insurance plan.

Date: _____

Signed By: _____

Attested By: _____

RESOLUTION
Electing To Provide
Health Insurance Coverage
For Retirees and Dependents Of Retirees

WHEREAS the **Town of Chilhowie** is a participant in The Local Choice Health Benefits Program, and

WHEREAS the **Town of Chilhowie** offers health insurance to its eligible employees and their dependents, and

WHEREAS the **Town of Chilhowie** has in place a policy to provide coverage to retirees and their dependents not eligible for Medicare; and

WHEREAS the **Town of Chilhowie** does not have in place a policy to provide coverage to retirees and their dependents eligible for Medicare; now

WHEREAS the participating former employee will pay **fifty percent (50%)** of the premium cost at regular intervals and determined by the Plan.

THEREFORE BE IT RESOLVED that the **Town of Chilhowie** does hereby elect to provide coverage to Medicare Eligible Retirees and their dependents effective on **July 1, 2018**. Our choice of Medicare Supplemental coverage is **Advantage 65 with Dental/Vision**.

Adopted on **March 8, 2018**

By the **Council of the Town of Chilhowie**

Gary L. Heninger, Mayor

RESOLUTION
Concerning Participation By
Retirees Not Eligible For Medicare
In Health Insurance Program

WHEREAS the **Town of Chilhowie** provides all full time employees with medical health insurance through a health insurance plan “the Plan” and

WHEREAS the **Town of Chilhowie** has the option to provide employees retiring from **Town of Chilhowie** service the ability to purchase health care insurance through the **Town of Chilhowie’s** plan until such time as they become eligible for Medicare health coverage as determined by the federal government. At that time retiree coverage will end.

WHEREAS only those employees retiring who meet the eligibility requirements retiring after 50 years of age and then years of service with the Town of Chilhowie may participate in this plan. Age and service requirements are waived if the retiring employee is documented to be disabled and

WHEREAS the participating former employee will pay **fifty percent (50%)** of the premium, cost as regular intervals as determined by the Plan. Failure to timely pay the premium due will result in the immediate cancellation of the former employee’s plan and

WHEREAS the option is available only to those retiring on or after **July 1, 2018**, and

WHEREAS the **Town of Chilhowie** reserves the right to modify or discontinue health care plans and third party providers at its discretion.

NOW THEREFORE BE IT RESOLVED that the **Council of the Town of Chilhowie** does hereby extend the option for retired employees not eligible for Medicare to purchase health care insurance coverage through the Plan.

Date: _____

Signed By: _____

Attested By: _____

By adopting the Resolutions the Town does not have to participate. The cost is unknown at this time; waiting to hear back from The Local Choice and Anthem.

Motion by Brent Foster, second by Bill Clear Council adopts the following Resolutions on Anthem Health Insurance Coverage: Resolution Electing to Provide Health Insurance Coverage for Elected Officials, Resolution Concerning Participation by Part Time Employees in the Health Insurance Plan, Resolution Electing to Provide Health Insurance Coverage for Retirees and Dependents of Retirees and Resolution Concerning Participation by Retirees not Eligible for Medicare in Health Insurance Program. The motion was approved with following recorded vote:

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|---------------|-----|---------------|-----|
| Donna Blevins | Aye | Bill Clear | Aye |
| Alan Counts | Aye | Charlie Doane | Aye |
| Emily Dungan | Aye | Brent Foster | Aye |

- Report from Police Chief on Chief’s Conference – Police Chief Stephen Price attended the 2018 Virginia Association of Chief of Police Conference in Henrico, Virginia. A lot of great new ideas were discussed at the Conference.
- Report on VDOT Completion of Sidewalk Entrances – Mr. Clark sent an email thanking Conrad Hill, Abingdon Residency Administrator with VDOT, for all the work completed. Two-hundred fifty feet of new sidewalk was added in front of Chilhowie Middle School and each street entrance along Highway 11 was made ADA compliant.
- Report on Custom Air, Inc. Contract – A contract was established with Custom Air, Inc. several years ago and the Town was paying \$1,600 per year for Custom Air to change all air filters within the Town’s facilities. Mr. Clark resigned the contract but removed the air filter changes by Custom Air. Department Heads are now responsible for changing the air filters in all Town facilities.
- Report on Annual Drinking Water Report - The report was found clean with no violations. The report has been placed on www.chilhowie.org. The Health Department has requested April’s water bill to include the direct link to the report.

Motion by Brent Foster, second by Donna Blevins Council accepts the Annual Drinking Water Report. The motion was approved with following recorded vote:

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|---------------|-----|---------------|-----|
| Donna Blevins | Aye | Bill Clear | Aye |
| Alan Counts | Aye | Charlie Doane | Aye |
| Emily Dungan | Aye | Brent Foster | Aye |

- Presentation of 2017 Fire and EMS Report – Chief Haynes reported the Fire Department has achieved an ISO Class 3 rating with a score of 72.68. The year 2017 was the busiest year in history for the Department. The Department received the following grants during 2017: FEMA Act Regional Grant, Virginia Department of Forestry Volunteer Fire Assistance Grant, Virginia Municipal League Insurance Safety Grant and a FEMA Fire Act Operations and Safety Grant.

Department Reports:

Mr. Clark reported the Smyth County Chamber of Commerce and the Smyth County Tourism Association meeting minutes was provided to Council.

Mrs. Felicia Eller reported the Annual Easter Egg Hunt is scheduled for March 24, 2018 at 11 a.m. at the Little League fields. The Chilhowie Library in conjunction with the Easter Egg Hunt is hosting a short Easter movie for the kids at 1 p.m.

Fire Chief Haynes reported the Department has not purchased turn out gear in two years due to vendor issues. A request was made to purchase one trial set of turn out gear from a new vendor at the cost of \$2,768.00. Also the Department requested a letter be written and sent to the Smyth County Board of Supervisors requesting a Fire/EMS Study be conducted at no cost.

Motion by Brent Foster, second by Alan Counts Council authorizes Town Manager to write a letter to the Smyth County Board of Supervisors requesting a Fire/EMS Study. The motion was approved with following recorded vote:

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|---------------|-----|---------------|-----|
| Donna Blevins | Aye | Bill Clear | Aye |
| Alan Counts | Aye | Charlie Doane | Aye |
| Emily Dungan | Aye | Brent Foster | Aye |

Mr. Keen reported he will be having a total knee replacement surgery on March 20, 2018 and will be out of the office for four weeks.

Any Other Council Business:

A discussion of the Buildings and Grounds Committee meeting to discuss the options of supporting the Little League with the field repair request was brought forth. With the matter being time sensitive the full Council should meet to discuss the matter. The idea of authorizing the Town Manager and staff to address the matter and possible purchasing of materials needed was discussed. An itemized listing of materials was requested from Little League.

Motion by Brent Foster, second by Charlie Doane Council authorizes Town Manager and Staff to purchase the materials and approve how the materials are used to repair the Little League fields. The motion was approved with following recorded vote:

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|---------------|-----|---------------|-----|
| Donna Blevins | Aye | Bill Clear | Aye |
| Alan Counts | Aye | Charlie Doane | Aye |
| Emily Dungan | Aye | Brent Foster | Aye |

It was inquired as to when the training sessions for Town Clerk occurred. There are two trainings per year and the person must be a member of International Institute of Municipal Clerks for two years prior to receiving their first certificate.

Motion by Brent Foster, second by Donna Blevins Council approves Felicia Eller to begin attending Clerks' trainings. The motion was approved with following recorded vote:

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|---------------|-----|---------------|-----|
| Donna Blevins | Aye | Bill Clear | Aye |
| Alan Counts | Aye | Charlie Doane | Aye |
| Emily Dungan | Aye | Brent Foster | Aye |

WJHL News 11 has been circulating in Town. A complaint was made that the Chevron Service Center is sent all Town's vehicle maintenance work. It has been proven the Town shops everywhere for vehicle maintenance. It has also been speculated that the Mayor receives a special rate for water and sewer services, which has also been proven untrue. The Reporter did not wish to discuss the Downtown Revitalization Project, Water Treatment Plant Project or Sidewalk Project.

Motion by Charlie Doane, second by Donna Blevins Council adjourns the meeting at 9:08 p.m. The motion was approved with the following recorded vote:

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|---------------|-----|---------------|-----|
| Donna Blevins | Aye | Bill Clear | Aye |
| Alan Counts | Aye | Charlie Doane | Aye |
| Emily Dungan | Aye | Brent Foster | Aye |

 Gary L. Heninger Mayor

 Marlene L. Henderson, MMC Clerk