

Virginia: At the regular meeting of the Council of the Town of Chilhowie held at the Municipal Building, February 14, 2019 at 7:00 p.m.

Present: Honorable Gary L. Heninger, Mayor presiding; Councilors Donna Blevins, Billy L. Clear, Alan Counts, Tamara H. Doane, Emily Dungan and F. Brent Foster.

Absent: None.

Also Present: Mr. John E.B. Clark, Jr., Town Manager; Mrs. Marlene Henderson, Clerk/Treasurer, MMC; Messrs. Paul Cassell, Town Attorney; Stephen Price, Police Chief; Jay Keen, Public Works Director; David Haynes, Fire Chief; Randy Sturgill, Building Official and Ron Cahill, Recreation and Special Events Coordinator.

Mayor Heninger called the meeting to order. Mr. Cody Sturgill gave the Invocation. A Moment of Silence was observed in memory of Virginia State Police Trooper Lucas Dowell. The Pledge of Allegiance was recited.

Approval of Minutes:

Motion by Brent Foster, second by Alan Counts Council adopts the regular January 10, 2019 meeting minutes as written. The motion was approved with following recorded vote:

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

Citizens Time:

Robert Wine, 120 Pioneer Road, recently moved to the area and has been unable to obtain water service due to the previous tenant's delinquency that resulted in concreting the water meter. Mr. Wine stated he has never lived in this area before and is not affiliated with anyone in the area. Mr. Wine stated that the Town is holding him responsible for a \$900 new connection fee and himself with his wife and three kids resides in the home with no water. Mr. Wine stated that it is not fair to hold him responsible for the previous tenant's delinquency. Mr. Wine stated that he was told by Town staff that a \$50 deposit is required to begin water service at a new residences and he is willing to pay the deposit to obtain water service.

Motion by Brent Foster, second by Alan Counts under unique circumstances only Council waives the \$900 new connection fee for Mr. Robert Wine. The motion was approved with following recorded vote:

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

Jeff Pease, 752 Skyview Drive, appeared before Council to give the Library Report for the month of January 2019. The Library was open twenty-one days during the month of January with an average of seventy-two patrons per day. The Library was closed two days for Holidays. During the month of January the Library obtained eight new members and hosted eight children story times. New materials are still limited due to the catalog processing at the Marion Library branch.

Old Business:

- Presentation of Specifications for Bidding Farmer’s Market and Report on Conditions of Northern Catalpa Tree on Site - Kevin Sigmon, Senior Urban Forester for Appalachian Electric Power, appeared before Council to report he has evaluated the Northern Catalpa tree located at the Farmer’s Market site. Mr. Sigmon found a large cavity within the base of the tree and once drilling was conducted he found a lot of decay inside the base of the tree. With the cavity and decay it is most likely the tree will fall within the near future due to weather. Following discussion Mr. Sigmon recommended removing the tree from the Farmer’s Market location prior to construction of the structure.

Motion by Brent Foster, second by Donna Blevins Council authorizes the removal of the Northern Catalpa tree located at the Farmer’s Market location prior to construction. The motion was approved with following recorded vote:

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

Dennis Amos, Hurt and Proffitt, appeared before Council to present the revised drawings for the Farmer’s Market Structure. Mr. Amos reported they have received good feedback from Council and Town staff and the revisions are included in the drawings presented. The tallest peak of the center building is twenty-nine feet with a floor space of 2,400 square feet. The next step in the process is to submit the drawings to Rural Development for approval. Once Rural Development approves the drawings the project will be advertised for thirty days for bids and construction is expected to be 120 days. Construction of two bathrooms versus a unisex bathroom and a brick archway over the window of the center building was discussed.

Motion by Brent Foster, second by Tamara Doane Council approves the drawings with revisions to be submitted to Rural Development. The motion was approved with following recorded vote:

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

- Presentation of Pay Request Number 15 for East Lee Highway Sidewalk Project and Project Update – The total Pay Request is for \$177,234.98 that includes \$938.15 invoice from Thompson and Litton, \$2,750 invoice from Mount Rogers Planning District Commission and \$173,546.83 invoice from Boring Contractors. All the work for the curb and gutter and sidewalk is complete. A stop work order was issued Friday, February 8, 2019. The contractor will have time left within the contract to come back in April to complete the asphalt portion of the project.

Aker Avenue entrance is currently 2.5 inches lower than projected due to drainage issues. The engineer is currently reviewing the matter.

Motion by Brent Foster, second by Alan Counts Council approves Pay Request Number 15 for the East Lee Highway Sidewalk Project in the amount of \$177,234.98. The motion was approved with following recorded vote:

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

- Update on Downtown Revitalization Project – Five decorative lights has been installed with one not working in front of Berry’s Home Center. A new decorative light on the West end of Main Street is in a potential bad location with the risk of being struck by a vehicle. At this time barriers are placed in front of the light with the hope of installing bollards in the future. The Façade Project is currently being advertised for a third time for bids. A “Rock Clause” shall be added to Pre-Qualified Contractors and once a contractor is pre-qualified the contractor can then submit a quote for the project.
- Update on Mill Creek Water Treatment Plant Project –

Jeff Spickard

Thank you John. A little bit of information, the Contractor did not submit a partial pay application for this past month primarily because we had met with him and told him we would not favorably review one because he has not finished or has not achieved substantial completion. So we are still waiting to reach that milestone. The contractor is continuing to work on

the punch list items. We did get the Equipment Manufacturer Technical Representative to visit the site the later part of January and he has made some modifications primarily in the operating software, but some of it was physically changing some of the piping arrangements. Those changes have helped with the satisfactory operation of the treatment plant.

We did not get to verify all of the controls and alarm settings that I discussed at the last meeting with the Manufacturer Representative. He is scheduled to return tentatively next week; then we are going to try to verify all of those last little things. Hopefully, we can achieve some substantial completion at that point. So, we are continuing on.

The change order that was approved by the Town during the last Council meeting has been sent on to Rural Development for review. I have not received approval back from them. That change order primarily took out work for the project; it did not add anything to it. So we will be revisiting the substantial completion status after the Contractor Manufacturer Representative comes back to the site next week. Hopefully, here in the next week or two we will be able to give you a little more promising information.

Mayor Heninger Anyone have a question?

Jeff Spickard Thank you.

New Business:

- Presentation of Scope of Work through WRA of Blacksburg for Additional Work at Mill Creek Regional Water Treatment Plant – There is additional work that The Lane Group requested to get another firm involved with. There is \$500,000 left in the grant/loan for the project since it was bid so low. The scope of the work for the contract being reviewed with WRA is health and safety which would be the chlorine room, fluoride room, secondary containment for chemical lines running over the doors entering in and out of the building and anything OSHA related. WRA has inspected the site and has made recommendations and they are currently creating a contract. Work is to be done after substantial completion is complete with current contractor.

Motion by Brent Foster, second by Bill Clear Council approves the Scope of Work. The motion was approved with following recorded vote:

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

- Notice of Inoperable Vehicle Letters Sent Out – Stephen Price, Police Chief, reported twelve letters were sent out requesting compliance for inoperable vehicles. Those in violations have sixty days to comply or they will be issued a summons.
- Update on Washington County Fire Calling Area – David Haynes, Fire Chief, reported the Fire/EMS Department submitted a budget request to Washington County two years ago. The Chilhowie Fire Department was placed on a dual response zone in Washington County several years ago. The Chilhowie Fire/EMS Department is currently toned out to calls at the same time. A Washington County agency is also toned out resulting in two departments on one scene. A mileage study was conducted that determined Chilhowie Fire/EMS Department is fourteen to eighteen minutes closer to some areas within Washington County than Washington County agencies.

There has recently been a change in leadership in Washington County and no changes have been made to the dual response zone. Chief Haynes will draft a respectful letter to Washington County Fire/EMS Chief requesting to remove the Chilhowie Fire/EMS Department from the dual response within Washington County in the CAD system.

- Update on Saltville EMS Situation – Chief Haynes attended a Smyth County 911 Committee meeting where serious issues were expressed for Saltville EMS Department. It is expected that the Saltville EMS Department will be disbanding within two to five months. Smyth County plans to request Requests for Proposals for EMS for the Town of Saltville. Smyth County is required to provide EMS services to the Towns. Once the Town of Saltville EMS closes, calls will fall to Chilhowie Fire/EMS Department.
- Update on Opening of Motel Six – Randy Sturgill, Building Inspector, reported the motel is on the verge of being operational and hopes to issue a Certificate of Occupancy, Friday, February 15, 2019.
- Notice of Bidding Town Hall Roof – The Town is now accepting bids for the replacement of the roof of the Town Hall building. The roof replacement will include the replacement of the gabled ends of the roof as well as all flashing. Bids are due by March 7, 2019.

- Notice of Award for United Way Celebrity Bagging – Mayor Heninger reported several members of Town Council and staff participated in the United Way Celebrity Bagging. The Town of Chilhowie raised the most funds in Southwest Virginia for the United Way fund raiser. The Town Council and staff have been invited to an Impact Award Banquet honoring the Town of Chilhowie hosted by United Way. The dinner is scheduled for Thursday, March 14, 2019 which is the regular scheduled Council meeting date.

Motion by Brent Foster, second by Donna Blevins Council reschedules the regular scheduled March Council meeting to Wednesday, March 13, 2019 at 7:00 p.m. The motion was approved with following recorded vote:

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

Department Reports:

Marlene Henderson, Clerk-Treasurer, reported Felicia Eller has graduated from the 95th Certified Planning Commissioner’s Program. The program requires twenty-four classroom hours and ten weeks of self- study that includes three text books, eight quizzes, two essays and one evaluation of another Localities Planning Commission meeting. Others that have earned the Certified Planning Commissioner’s Certificate include John Clark, Marlene Henderson, Jim Bonham and Donna Blevins.

Chief Haynes, Fire Chief, reported July 2018 the Department submitted a grant for two Zoll Auto Pulse machines. The grant request is 80/20 therefore the Town would have to match 20%. Money was placed in the budget to meet the match, but the request was cut to one machine with the modification of 50/50 match instead of 80/20. The Town is now \$2,820.96 short of meeting the required match.

Motion by Brent Foster, second by Alan Counts Council approves the additional funding for the grant match to come from General Fund. The motion was approved with following recorded vote:

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

Ron Cahill, Recreation Director/Special Events Coordinator, reported a small Health Fair is scheduled for February 22, 2019 at the Community Room of Town Hall. The Health Fair will include blood sugar test, blood pressure checks and height and weight checks.

Older American’s Day is scheduled for Thursday, May 30, 2019 at the Chilhowie Recreation Park.

Any Other Council Business:

Mayor Heninger inquired if signs should be installed along the new sidewalk long East Lee Highway stating “No Parking”. The Virginia Department of Transportation will install signs stating “No Parking” once the Town of Chilhowie adopts a Resolution requesting the installation of the signs.

Motion by Donna Blevins, second by Brent Foster Council adjourns this meeting at 8:40 p.m. The motion was approved with following recorded vote:

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

Gary L. Heninger Mayor

Marlene L. Henderson, MMC Clerk