

**Virginia:** At the special called meeting of the Council of the Town of Chilhowie held at the Municipal Building, October 17, 2019 at 7:00 p.m.

**Present:** Honorable Gary L. Heninger, Mayor presiding; Councilors Donna Blevins, Billy L. Clear, Brent Foster, and Lewis W. Shortt, Jr.

**Absent:** Councilors Alan W. Counts and Emily Dungan.

**Also Present:** Mr. John E.B. Clark, Jr., Town Manager; Mrs. Felicia Eller, Finance Clerk II – Human Resources, MMC; Messrs. Paul Cassell, Town Attorney; Stephen Price, Police Chief; Jay Keen, Public Works Director; Brandon Moore, Assistant Fire Chief; Randy Sturgill, Building Official and Ron Cahill, Recreation and Special Events Coordinator.

Mayor Heninger called the meeting to order. Rev. Larry Hamm, Chilhowie Christian Church, gave the Invocation. The Pledge of Allegiance was recited.

**Approval of Minutes:**

Motion by Brent Foster, second by Donna Blevins Council adopts the regular September 12, 2019 meeting minutes as presented. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Absent	Emily Dungan	Absent
Lewis Shortt	Aye	Brent Foster	Aye

**Citizens Time:**

Lynn Pease, 752 Skyview Drive, appeared before Council to announce a Veterans Day Program will be held on November 8, 2019 from 11:00 a.m. to 1:00 p.m. at the Wellness Center in Marion. All Veterans are invited to attend the program and will be served lunch and be presented with gifts.

Jeff Pease, 752 Skyview Drive, appeared before Council to give the Library report for the month of September 2019. The Chilhowie Library was open 18 days during the month of September. The Library was closed for Labor Day plus two additional days during Apple Festival. Story times resumed the week after Labor Day and 9 children's programs were presented. September was designated as National Library card sign up month and 27 new cards were issued. The total circulation for all materials has increased by 11% compared to the previous year.

**Old Business:**

- Update on Farmers Market Project and Submission of Pay Request Number 7- A meeting was held with Taylor Construction to review a minor punch list. The project is

considered to be substantially complete and will be turned over to the Town within a week. The Town will install a sewer pump system, hook up water service, install drainage structures and complete electrical work. Mr. Jay Keen, Public Works Director, stated pea gravel may be installed in place of paving the parking area in front of the structure. A test strip may be placed to see the appearance.

Mr. Ron Cahill, Recreation and Special Events Coordinator, is researching the idea of charging vendors for the use of the structure during the Farmer's Market season. He has been in contact with surrounding areas to compare rates. A Dedication of the Farmer's Market Structure will be planned for April or May 2020.

Pay Request Number 7 is in the amount of \$28,619.34, with a balance of \$11,650 was presented. Mount Rogers Planning District Commission has yet to bill for the administration of the project, which will be in the \$5,000 range.

Motion by Brent Foster, second by Lewis Shortt Council approves Pay Request Number 7 in the amount of \$28,619.34 for the Farmer's Market Structure project. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Absent	Emily Dungan	Absent
Lewis Shortt	Aye	Brent Foster	Aye

- Update on Facades Project on Downtown Revitalization Project - The project will begin on the north side of Main Street. The grant funds will pay a maximum of \$15,000 per façade; the property owner must match each dollar with either new work or work done in a two year period.
- Update on Proposed Fishing Pier at Park – The Habitat Restoration Project has been completed in the Recreation Park except for the handicap fishing pier. The project completed entailed bank stabilization, planting of indigenous trees on the bank, placement of round rocks for improving the habitat for various fish species and flat rocks to improve the same for hellbender salamanders.

The Town will purchase the materials and install the handicap fishing pier or contract the project. Mr. Jay Keen, Public Works Director, is currently obtaining quotes for materials. Installation is planned for late winter or early spring.

Motion by Bill Clear, second by Lewis Shortt Council authorizes to proceed with the Fishing Pier and Pollinator Field project in the Recreation Park. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Absent	Emily Dungan	Absent
Lewis Shortt	Aye	Brent Foster	Aye

- Report on Department of Housing and Community Development Audit on Downtown Project – The Downtown Project consists of the Downtown Revitalization, H.L. Bonham Walking Trail and the East Lee Highway Sidewalk Project. The Department of Housing and Community Development audit was conducted during August and they commended the Town for its efforts to assist project area needs. With one activity remaining the Department of Housing and Community Development understands that progress has been halted due to the bidding process and lack of response for façade work. Contractors have now responded to the third bid and prequalified, the Department of Housing and Community Development expects progress to resume on regular schedule.
- Selection of Date for Conflict of Interest and Ethics Training – The Conflict of Interest and Ethics Training is mandatory for all elected officials and must be complete prior to the end of the calendar year.

Motion by Donna Blevins, second by Brent Foster Council sets an attentive date of November 19, 2019 at 7 p.m. for the Conflict of Interest and Ethics Training. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Absent	Emily Dungan	Absent
Lewis Shortt	Aye	Brent Foster	Aye

- Report on Downtown Dedication – The Downtown Dedication was held Thursday, October 3, 2019 at 6:00 p.m. with fifty-five or more in attendance. The event was very successful.
- Report on Chilhowie Community Apple Festival – The 2019 Apple Festival was successful. The Police Department had a lot of assistance from surrounding areas with traffic flow and no major issues were experienced. The EMS Department provided nine transports during the Festival with some being heat related.
- Update on Mill Creek Regional Water Treatment Plant Project – An email was received from Bobby Lane, Lane Group, stating that one item from the punch list remains unresolved, the inability of the operational software furnished by the Contractor. The

Contractor has tried to modify the software and has been unsuccessful, but has recently purchased and installed new software that he believes will perform the required functions. Once completed a final inspection will be held with the Contractor, Owners and Engineer. If the final inspection finds the work completed the Contractor may submit the final pay request. The pay request will be reviewed and appropriate set asides for liquidated damages may be assigned.

**New Business:**

- Notice of 2018 Firefighters Assistance Grant for \$137,638.09 – Brandon Moore, Assistant Fire Chief, reported the Fire Department has received a grant from the Department of Homeland Security in the amount of \$137,638.09 for four Cardiac Monitor Defibrillators. The required match is no less than 5% of the Federal funds awarded for a total of \$6,881.91. The Cardiac Monitor Defibrillators are necessary to provide advance life support.

Motion by Brent Foster, second by Donna Blevins Council approves the matching funds of \$6,881.91 to purchase four Cardiac Monitor Defibrillators. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Absent	Emily Dungan	Absent
Lewis Shortt	Aye	Brent Foster	Aye

- Notice of Lucas B. Dowell Memorial Bridge Dedication – The Virginia State Police is holding a Bridge Dedication Ceremony in honor of Trooper Lucas B. Dowell, Friday, November 1, 2019 at 2:00 p.m. at the Chilhowie Christian Church. Mayor Heninger urged all Council members to attend.

**Committee Reports:**

Report on Finance and Personnel Committee on Sewer Flusher Truck Repairs - The 1994 model Vactor Truck is out of service due to the inoperable pump located on the back of the truck that provides surges of pressure through the line to clean out a sewer line. The Committee reviewed three options that are as follows: option one is to rent a Vactor Truck at the cost of \$12,000 per month, option two is to purchase a new Vactor Truck at the cost of \$280,000 or option three is repair the existing Vactor Truck at the estimated cost of \$37,823.68.

Mr. Jay Keen, Public Works Director, reported the existing Vactor Truck is in good shape and the estimated repair cost includes delivery to and from Richmond, Virginia, where the truck must be repaired. The repair also includes a one year warranty.

Motion by Brent Foster, second by Lewis Shortt Council authorizes the repair of the pump system on the Vector Truck at the cost of \$37,823.68. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Absent	Emily Dungan	Absent
Lewis Shortt	Aye	Brent Foster	Aye

**Department Reports:**

Mr. John Clark, Jr., Town Manager, reported Youth Government Day is scheduled for Tuesday, October 22, 2019. The students that participate will tour each Department and will be provided lunch at the Riverfront Café.

Mr. Clark also reported that the Chamber of Commerce of Smyth County is requesting \$5,000 to \$10,000 for support of the Small Business Boot Camp. Ms. Sarah Gillespie, Executive Director of the Chamber of Commerce of Smyth County, failed to submit the request during the preparation of the 2019-2020 Budget; therefore this is not a budgeted item.

Motion by Brent Foster, second by Bill Clear Council refers this matter to the Finance and Personnel Committee. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Absent	Emily Dungan	Absent
Lewis Shortt	Aye	Brent Foster	Aye

Mrs. Felicia Eller, Finance Clerk II – Human Resources, reported the Annual Dinner Meeting of the Chamber of Commerce of Smyth County is scheduled for Thursday, November 7, 2019 at 6:00 p.m. at Holston Hills Community Golf Course in Marion.

Mrs. Eller also reported that the Town of Chilhowie is compliant with 2020 Census Bureau since completing a successful LUCA Feedback process.

Mr. Randy Sturgill, Building Official, reported the project at Scholle is almost complete and equipment is currently being moved into the building.

Mr. Ron Cahill, Recreation and Special Events Coordinator, reported the annual Veterans Day Tribute is scheduled for Monday, November 11, 2019 at 11:00 a.m. at the Veterans Memorial located at Town Hall.

Motion by Lewis Shortt, second by Brent Foster Council adjourns this meeting at 7:50 p.m. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Absent	Emily Dungan	Absent
Lewis Shortt	Aye	Brent Foster	Aye

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Gary L. Heninger Mayor

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Marlene L. Henderson, MMC Clerk