



Mayor: Gary L. Heninger
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TOWN OF CHILHOWIE

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Town Manager: John E. B. Clark, Jr.
Clerk/Treasurer: Marlene L. Henderson
Acting Police Chief: Aaron Smith
Director-Public Works: Jay Keen
Fire Chief: C. David Haynes
Building Official: Randy Sturgill
Director-Recreation/Special Events: Ron Cahill

Town Manager's Report to Mayor and Town Council October and November November 12, 2020

Presentation of Sewer System Evaluation Study (SSES) by Hurt and Proffitt (H&P)

Hurt and Proffitt will be coming to the council meeting on November 12 to present on the SSES. We duly advertised a Request for Proposal on the Project in August and September and received only one response back from H&P. H&P brought this project to our attention and assisted us in writing the application. A copy of the RFP is attached, as is their response.

As we discussed before, the SSES will be to identify areas of Infiltration and inflow (I&I) into the sewer system. I&I runs up operational costs, including electrical costs, taxes the machinery of the plant and causes overflows that can be environmentally taxing. The plant a licensed capacity of .999 million Gallons a Day (MGD).

As you can see by the H&P proposal, they will conduct the Study by utilizing smoke testing, flow monitoring, camera investigation and reviewing of Town records. They propose to complete the project by June. If funding comes from construction sources in the future, the completion of this SSES Study will put the Town in good standing to compete for this funding.

Regarding the funding of the project, I've got some very good news. The Department of Environmental Quality (DEQ) granted the \$67,500 on the \$90,000 project or 75%. The Town's match was to have been 25% or \$22,500. The town budgeted \$10,000 this fiscal year in anticipation of the match based on numbers I was given. We would have had to make up that extra match.

To that end we applied for funding through the Mt. Rogers Water and Wastewater fund. The applications were due by October 30. We have utilized that program getting over a quarter million dollars the past several years with funding for the million gallon tank, relining several hundred feet of sewer line, funding for pump stations and for water line extensions. As you can see by my October 12 letter, I asked for the \$22,500 in funding. Mt. Rogers PDC has been working closely with DEQ on this project, as you can see in Rocky Warren's October 6 email, and money had been set aside for matching

purposes. So as a result the PDC is covering our \$22,500 match and the Town will have no matching requirement. The project will however result in a lot of staff in-kind and consulting work as the project moves forward.

Following Council review of H&P's proposal and questions, approval can be given and the SSES project can commence.

Completion of Paving at Farmers Market

On October 23 and 24 AAA Paving of Princeton, West Virginia competed the paving of the parking lot. We think they did a very nice job according to our Public Works Director Jay Keen. The total cost of the paving was \$40,230, which consisted of the low bid on the paving of \$35,230 and \$5,000 for grading and additional stone. Rural Development is picking up \$31,000 of this cost.

We will need to do the preliminary lining of the four handicap parking spots in the front of the building as well of the rest of the parking in the front and back of the building, and then paint. We will be trying to find someone to do this in the near future or late winter / early spring of 2021. We also will need to put a set of steps and railing at the back slope of the building.

East Lee Pedestrian II Project (East Lee II)

I recently received an email from the Virginia Department of Transportation (VDOT), which I have attached, that is the final allocation of committed fund (I think) of \$389,867 of the estimated \$487,334 cost for to the East Lee II Project. I believe an earlier allocation was made in July. As you know the project is slated to go along East Lee Highway from Church Avenue to Walton Avenue to Main Street. When completed this will be the final leg that will connect Main Street with the Farmers Market and the Old High School and Library. The Town is responsible for 20% of this cost and has budgeted this estimated percentage for the engineering cost for fiscal year 2020-21.

We advertised for engineering services in a Request for Proposal (RFP) in the Smyth County News, a paper of General Circulation, as defined in the Code, in August and September that were due on September 17. We received two responses from Thompson and Litton, and Mattern and Craig. The RFP is attached. In conjunction with that I prepared a scoring sheet and was prepared to set up interviews with the two firms with the staff and Public Works Committee. I had hoped to do that in September with the committee then making a recommendation to the full Council in October. But because of circumstances relating to COVID that schedule could not be held.

At the November meeting I will ask the Public Works Committee what a good date will be to conduct the interviews and scoring. The committee could then make a recommendation to the full Council in December. VDOT tells me we can proceed with tentative approval of a firm for the design but cannot incur any costs until VDOT sends a contract and the Town returns it. If all goes as planned we can secure an engineer by the end of the year, have the design done over the winter, and be in a position to bid out the project in the Spring or Summer of 2021.

Public Hearing on Fire Department / Emergency Medical Service (EMS) Fees

You have in your agenda packet a Public Hearing Notice on new proposed Fire / EMS fees. The Fire and Police Committee met on these fees earlier in September and the Public Hearing was to have been in

October. But because of circumstances we had to readvertise for the November 12 meeting. The fees have not been changed since Fiscal year 2017-18. The fees are show for the 2017-18 years and the proposed 2020-21 fiscal year.

Rural Development (RD) Grants on Police Vehicles and Code / Fire and EMS Vehicle

You have in your agenda packet some information relating to grants from RD that we have referenced earlier. Clerk / Treasurer and I prepared and submitted the necessary forms. Building Official / Fire Captain Randy Sturgill and Acting Police Chief Aaron Smith were of great assistance in providing and explaining specifications.

The two vehicles funded were a Police Vehicle and a Code / Fire EMS Vehicle. The estimated cost of the Code / Fire EMS Vehicle was \$29,800, and the cost of the Police Vehicle was \$51,100. RD was able to provide \$60,600 in funding for the two vehicles, which was 75% of the total cost of \$80,800. We initially thought we were going to be able to get a \$50,000 grant, but Mr. Dwight Pierson of RD was able to work it out that we got 75% of the total cost, or \$60,600 as mentioned above. As with the Farmer's Market, Rural Development has been a very good friend of the Town of Chilhowie.

Board of Zoning Appeals (BZA) Public Hearing to Consider Two Variances on a proposed Retail Store Retail Store

You have in your agenda packet a notice of Public Hearing before the BZA that was advertised in the Smyth County News on October 31 and will be again on November 7. Notices also sent out to six adjoining property owners to the lots on West Main Street and West lee Highway, as required by 15.2-2204, of the Code of Virginia. The meeting will be held on November 19 at 5:30. You received the full packet of information in electronic form the end of October. If you want a hard copy for your information just let me know.

The variances to be considered are for one less parking spot than required, and a seven foot variance on the required ten foot variance on West Main Street. Since this is a variance issue it does not have to go through the Planning Commission. Appeals on decisions from the Planning Commission also go to the BZA, but this is not an appeal issue.

Decisions made by the BZA can be appealed by aggrieved parties to the Circuit Court. As you may remember that was the case in circa 2017 when one losing party appealed to the Circuit Court regarding the Heath Trailer Park on West Main between Eller and Martin Avenues. The Court ultimately put it back in the hands of the BZA with further instructions. They ruled that the trailer park was an allowable use and could be reinstated as it had been "discontinued" from years past and not "abandoned".

Respectfully Submitted,

John E. B. Clark, Jr.
Town Manager