



**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  
**Police Chief:** Andrew K. Moss  
**Director-Public Works:** Jay Keen  
**Fire Chief:** C. David Haynes  
**Building Official:** Randy Sturgill  
**Director-Recreation/Special Events:** Ron Cahill  
**Legal:** Cassel & Crewe. P.C.

### **Town Manager's Report to Mayor and Town Council**

**February 11, 2021**

#### Proposed Lyons Gap Road Project

As you may recall, the Town received funding from the Mt. Rogers PDC Water and Wastewater in the amount of \$35,750 for an estimated \$71,500 project. The project consists of approximately 1,700 feet of six or eight inch water line.

The need for the project was to upgrade the line at the end of Lyons Gap Road to the corporate limits (although the line will not go that far), and to provide fire protection for both White Hall Apartments and Heatherwood Apartments. The apartments and residences are currently on an old two inch line. The approximately 38 multifamily units and approximately five single family units range from 750 feet to 1450 from the nearest fire hydrant.

The remaining \$35,750 is budgeted through the 2020-21 budget with money from the Fire Hydrant replacement project. This money is derived from the \$1 Fire Hydrant billing per month, which generate approximately \$2500 per month and \$30,000 per year.

We are currently trying to ascertain the best route for the new water line. You have in your agenda one such possible route. Routes may involve getting easements and stream crossings. We have asked Thompson and Litton to prepare permits for those crossing, You have a proposed contract in your agenda packet that also includes services for bidding documents, plans and necessary meeting attendance. At this writing do not know how we are going to bid the project. Options include a turnkey job, or just for the labor with the Town using the Mt. Rogers money to buy the material,

The Mt. Rogers money is supposed to be spent by June 30, 2021. There is a possibility that if we cannot get the necessary easements the project may have to be substantially altered. You have in your agenda packet a proposed contract from T&L for your consideration.

### Insurance Application to Virginia Risk Sharing Association for Biosolids Application

You have in your agenda packet a letter from me to Ann Chandler of the Virginia Risk Sharing Association (VRSA) dated January 15. Even though the application is through the VRSA, they sub the coverage out to a company called CHUBB. The cost of the policy has been in the \$6,500 range.

As you can see by the application we have coverage on two farms. One is in the Carlock Creek Farm owned by Johnny Berry and contains approximately 56.1 acres. The second farm, that as of now has not been utilized, is the Heath Farm in Seven Mile Ford off Fox Valley Road. It contains about 47 acres.

The Town applies about 60 dry tons of biosolids a year in the Spring of the year. The application takes approximately two days to complete. This method of disposal is cheaper than having the waste hauled off to a licensed landfill.

### Proposed Contract With Thompson and Litton (T&L) on East Lee Highway II Pedestrian Project

You have in your agenda a separate contract proposal from T&L on the East Lee II Project. As you know the project will start at Church Avenue, proceed on East Lee Highway to Walton, cross Lee Highway along Walton and tie into the existing sidewalk in Downtown on East Main. \$487,334 has been allocated for the project with the Town picking up 20% or \$97,467.

The proposed contract is a standard one prepared by the Engineer's Joint Contract Documents Committee. It is the same type contract that T&L used on the Phase I project. Items of note include the Compensation Package in Exhibit C on page 40, in the upper right corner, that calls for the engineer to be compensated \$135,850. That includes \$68,555 for Basic Engineering for surveying, design, bidding and contract administration, plus \$67,295 for construction engineering inspection. That is within the budget if you look at two other highlighted attachment entitled "VDOT Exhibit A" and "Thompson and Litton Submittal - Chilhowie Pedestrian Connector Phase II".

Regarding the construction engineering inspection task, those services are laid out in Exhibit J on pages 51 and 52, in the upper right corner of the page. They include concrete testing, daily inspection reports, traffic control, attending all project meetings, etc. T&L is hiring Quinn Consulting Services for these work items, as they said they would during the proposal and interview process. The cost for this service is \$67,295 and is included in the Construction cost in the aforementioned Appendix A, and in the aforementioned Thompson and Litton Submittal.

The project schedule estimated timelines are also listed in Exhibit J on page 53 at the upper right corner. I'm disappointed that the project cannot be bid out and completed sooner. I had hoped the project could be bid out in mid 2021 but T&L estimates it will be later. Much later than that gets us out of the 2021 construction season and into 2022. This anticipated delay is due to VDOT's lengthy review procedure. During the interviews with for the design on the project both T&L and Mattern and Craig stated that they thought the timeline would be longer than I had stated and hoped.

### Mt. Rogers Planning District Commission (PDC) Proposed Contract on East Lee II Pedestrian Project

You have in your agenda packet a second proposed contract on the East Lee II Project. This one is with the Mt. Rogers PDC. As you can see the PDC is offering services involving compiling and completing pay requests, interviewing workers on the project to make sure their pay is with Davis- Bacon guidelines (these Federal requirements involve a stated minimum hourly wage for different job titles), monitoring contractor and subcontractor rosters, attending project construction and board meetings, etc. The cost for this services is \$10,000.

The Town partnered very successfully with the PDC with the Phase I project, as it has in the past on several other projects including the Downtown Revitalization Project. Additionally, as I pointed out in the December Manager's Report, we have applied successfully for at least six projects without being turned down to the Mt. Rogers Water and Wastewater Fund and have received approximately \$276,500 in grant funding over a five year period.

#### Meter Reading Position Opening

As you can see in your agenda package we advertised for an opening in the Public Works Department for a Meter reader. The person who was recently hired resigned from the job resigned citing too much exposure to cold weather.

We advertised the job in the Smyth County New, the Virginia Employment Commission web site, and on the Town's Web page and Facebook Page. We had 14 applicants for the position. I have asked Jay Keen, Public Works Director, to work with his staff and fill the position as soon as possible.

Respectfully Submitted,

John E. B. Clark, Jr.  
Town Manager