Virginia: **At the regular meeting of the Council of the Town of Chilhowie held at the Municipal Building, November 10, 2022, at 7:00 p.m.**

Present: **Honorable Gary L. Heninger, Mayor presiding; Councilors Donna Blevins, Bill Clear, Brent Foster, Lewis W. Shortt, Jr., Julie Sturgill and P.J. Wolfe.**

Absent: **None.**

Also Present: **Mr. John E.B. Clark, Jr., Town Manager; Mrs. Marlene Henderson, MMC, Clerk-Treasurer; Messrs. Paul Cassell, Town Attorney; Andrew Moss, Police Chief; and David Haynes, Fire/EMS Chief.**

Mayor Heninger called the meeting to order. Mr. John Chapman, Saltville Baptist Church, gave the Invocation. The Pledge of Allegiance was recited.

Approval of Minutes:

Motion by Lewis Shortt, second by Brent Foster Council adopts the regular October 13, 2022 meeting minutes. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Brent Foster	Aye	Lewis Shortt	Aye
Julie Sturgill	Aye	P.J. Wolfe	Aye

Citizen Time:

Mrs. Martha Quirarte appeared before Council June 2021 concerning the sale of a parcel of land on River Road owned by the Town that was declared surplus property. After the bid process was completed Mr. and Mrs. Quirarte were the highest bidder in the amount of $8,600. It was suggested at that time for Mr. and Mrs. Quirarte to obtain a title search. The process was not finalized. Mrs. Quirarte reappeared before Council and stated they have not obtained a title search and inquired if they are still able to purchase the property. Mr. Cassell stated that he could look into the title search and present more information during the regular scheduled Council meeting December 8, 2022.

Appointment of Clerk-Treasurer:

Mr. Cassell stated since the retirement of Mrs. Marlene Henderson the Town currently does not have an appointed Clerk-Treasurer. Mrs. Henderson has returned to work part time following retirement during the month of October.

Motion by Donna Blevins, second by Brent Foster Council appoints Mrs. Marlene Henderson as Clerk-Treasurer for the Town of Chilhowie. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Brent Foster	Aye	Lewis Shortt	Aye
Julie Sturgill	Aye	P.J. Wolfe	Aye

Old Business:

- Presentation of 2020-2021 Audit – Mr. Juan Garcia of Hicok, Brown and Company, appeared before Council to review the 2020-2021 Audit. After reviewing the Audit Mr. Garcia stated the Audit is materially correct. With the completion of the 2020-2021 Audit, the Town is up to date with annual Audits.

Motion on Donna Blevins, second by Brent Foster Council accepts the 2020-2021 Audit as written. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Brent Foster	Aye	Lewis Shortt	Aye
Julie Sturgill	Aye	P.J. Wolfe	Aye

- Submission of Proposal to Redesign Town Website – Green Spring Collaborative submitted a proposal for the redesign of Town of Chilhowie and Chilhowie Fire and EMS Department's website at the cost of $8,500. The redesign process can begin January 2023 with a completion date expected to be April 2023.

Motion by Brent Foster, second P.J. Wolfe Council moves forward with Green Spring Collaborative for the redesign of the Town of Chilhowie and Chilhowie Fire and EMS Department websites. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Brent Foster	Aye	Lewis Shortt	Aye
Julie Sturgill	Aye	P.J. Wolfe	Aye

- Update on Notice to Proceed on East Lee Highway Project – A meeting was held October 26, 2022 with Mr. Grant Pennings, Project Manager of Jones and Bridge, Mr. Tim Mullins, Thompson and Litton, Ms. Angela Wolfe, Mount Rogers Planning District Commission, Mr. Reggie Plummer, Virginia Department of Transportation and Mr. Jay Keen to discuss the project's Notice to Proceed. During the meeting it was agreed by all parties that it would be problematic to start the project now due to seasonal shut down of the asphalt plants during winter months. Once the Notice to Proceed is issued the contractor will have ninety days to reach substantial completion.

- Approval of Town Commitment using American Rescue Plan Act Funding for Scholle Expansion – Previously it was perceived that the Town has purchased the water pipe for the project, but Ferguson Enterprises had billed the contractor instead of the Town. The Town can meet the agreement with Smyth County by reimbursing the contractor $37,800.

Motion by Brent Foster, second by Donna Blevins Council releases the payment of $37,800. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Brent Foster	Aye	Lewis Shortt	Aye
Julie Sturgill	Aye	P.J. Wolfe	Aye

- Update on Securing 315 and 327 Sulphur Springs Road Per Virginia Property Maintenance Code and Town Code § 22-42 and Following Weed, Trash and Clutter Abatement – Before cleanup and after cleanup pictures were presented to Council. The Town removed 2,300 pounds of debris from the property. The Town has received many compliments for the work preformed and the Police Department is heavily policing the area. Mr. Cassell is moving forward with placing a lien on the property.

- Ratification of Further Funding for Addition of 32x24 Foot Bays at Town Shop – Mr. Kim Davidson, Davidson Building and Remodeling, was the contractor that rebuilt the storage buildings that was destroyed during the May 6, 2022 storm. Mr. Davidson submitted a quote to install an additional 32 x 24 carport style shelter onto the existing 24 x24 shelter. The shelter will be built as the previous shelter at the cost of $18,400. Council members were polled via telephone prior to the regular scheduled Council meeting in order for the contractor to move forward.

Motion by Lewis Shortt, second by Julie Sturgill Council ratifies the motion to approve the construction of an additional shelter at the cost of $18,400. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Brent Foster	Aye	Lewis Shortt	Aye
Julie Sturgill	Aye	P.J. Wolfe	Aye

- Submission of $50,000 Grant to Mount Rogers Planning District Commission to go against Town 45% share of $95,400 for Third Finished Pump at Mill Creek Regional Water Treatment Plant – The Town received $50,000 in grant funds from Mount Rogers Planning District Commission for the third finished pump at Mill Creek Regional Water Treatment Plant leaving a variance of $45,400. The Town will utilize the American Rescue Plan Act funds for the variance.

- Update on Dog Park – The concrete portion of the project is 80% complete. The fence should be installed soon with hopes of opening the Dog Park in December 2022. The street address for the Dog Park is Holston Street. It was suggested to install Dog Park signage under the Welcome to Chilhowie sign on Whitetop Road.

- Update on Splash Pad – A meeting was held with National Pools of Roanoke and the Architect. The design work is complete. After much discussion during the meeting a concern grew for the volume of water that was proposed. It was decided to go with the Splash Pad system that uses 100 gallons of water per minute since the system is designed to be a tap to drain that will go into the sewer system. The Splash Pad design may have five features that can be separately operated and can run on a ten or fifteen-minute timer to turn water off.

- Update on Christmas Lighting – All decorations have been ordered. The Committee is currently designing a button or switch to use to turn on the lights during the lighting ceremony. The Community Christmas Tree Lighting event is scheduled for Tuesday, November 29, 2022 at 6:30 p.m.

New Business:

- Submission of Proposed Franchise Agreement for Atmos Energy – The proposed Franchise Agreement will utilize Town right of ways. A Public Hearing will be advertised and scheduled for the regular scheduled December 8, 2022 Council meeting.

Motion by Brent Foster, second by Donna Blevins Council sets a Public Hearing for the Proposed Franchise Agreement for Atmos Energy during the regular scheduled December 8, 2022 Council meeting. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Brent Foster	Aye	Lewis Shortt	Aye
Julie Sturgill	Aye	P.J. Wolfe	Aye

- Notice of Chamber Annual Dinner November 17 at 6:00 at Holston Hills Community Golf Course – The Chamber of Commerce of Smyth County is hosting the annual dinner on November 17th at 6:00 p.m. at the Holston Hills Community Golf Course. A head count of those planning to attend was completed.

- Notice of Celebrity Bagging November 22 Through United Way – The annual Celebrity Bagging will be held Tuesday November 22nd from 11:00 a.m. until 12:00 p.m. at the Chilhowie Food City. Those participating can make a donation to United Way and the Town will match each donation up to $50.00.

- Update on Veteran's Day Program – The Veteran's Day Program is scheduled for Friday, November 11, 2022 at 12:00 p.m. Due to the weather forecast of rain the Veteran's Day Program will be held at the Old High School.

- Annual Budgeted Christmas Gift and Dinner – The 2021-2022 Budget includes employee Christmas bonuses of $350 and a gift card for $50.00 to Food City for all employees. Mayor Heninger suggested to give all employees a $50.00 Food City gift card for Thanksgiving as well.

Motion by Brent Foster, second by P.J. Wolfe Council approves the employee Christmas bonuses of $350.00, $50.00 Food City gift card for Christmas and a $50.00 Food City gift card for Thanksgiving. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Brent Foster	Aye	Lewis Shortt	Aye
Julie Sturgill	Aye	P.J. Wolfe	Aye

The employee Christmas Dinner is scheduled for Sunday, December 4, 2022 at the Old High School at 5:00 p.m. A discussion ensued concerning which restaurant would cater the dinner.

Motion by Brent Foster, second by Donna Blevins Council authorizes the Mayor and Town Manager to decided as to which restaurant would cater the employee Christmas dinner. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Brent Foster	Aye	Lewis Shortt	Aye
Julie Sturgill	Aye	P.J. Wolfe	Aye

- Report on Christmas Parade and Bazaar – The Christmas Parade and Bazaar is scheduled for Saturday, December 3, 2022. The Christmas Parade will begin at 11:00 a.m. and the Christmas Bazaar will be held in the Old High School from 10:00 a.m. until 3:00 p.m.

Department Reports:

Mr. Clark reported the Town has received another quarter of Cigarette Tax in the amount of $112,080.80.

Mrs. Eller reported the Town is accepting donations to Santa's Elves and the Town will match each donation up to $50. Deadline for donation is Friday, November 18, 2022 at 5:00 p.m.

Chief Moss reported the Shop with a Hero event at Walmart is coming up. The Shop with a Hero is also a Santa's Elves fundraiser. Chief Moss requested the Town to match all donations made to the Shop with a Hero event up to $50.00.

Chief Moss also report the Police Officers have received new nine-millimeter firearms. Chief Moss presented one of the new firearms to Council.

Any Other Council Business:

Councilwoman Donna Blevins reported Ms. Amanda Livingston, Smyth County Tourism, gave a tour of Smyth County and Grayson County to four gentlemen from different parts of the United States. One of the gentlemen wrote an article on Smyth County that has been published.

Councilman Brent Foster inquired about the possibility of annexing the Seven Mile Ford area into the Town's Corporate limits. Mr. Clark reviewed the lengthy process of an annexation and with the first step being a cost benefit analysis.

Motion by Lewis Shortt, second by Donna Blevins Council adjourns this meeting at 8:32 p.m. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Brent Foster	Aye	Lewis Shortt	Aye
Julie Sturgill	Aye	P.J. Wolfe	Aye

_____Mayor
Gary L. Heninger

_____Clerk
Marlene Henderson, MMC