Virginia: **At the regular meeting of the Council of the Town of Chilhowie held at the Municipal Building, March 9, 2023, at 7:00 p.m.**

Present: **Honorable Gary L. Heninger, Mayor presiding; Councilors Bill Clear, Shannon Donnelly, Brent Foster, Bob Jeter, and Julie Sturgill.**

Absent: **P.J. Wolfe.**

Also Present: **Mr. John E.B. Clark, Jr., Town Manager; Mrs. Marlene Henderson, MMC, Clerk-Treasurer; Messrs. Paul Cassell, Town Attorney; Jay Keen, Director of Public Works; Jeff Smarr, Recreation/Special Events Coordinator; Andrew Moss, Police Chief; and David Haynes, Fire/EMS Chief.**

Mayor Heninger called the meeting to order. Mr. John Clark, Jr. gave the Invocation. The Pledge of Allegiance was recited.

Approval of Minutes:

Motion by Brent Foster, second by Bill Clear Council adopts the regular March 9, 2023, meeting minutes. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Aye	P.J. Wolfe	Absent

Citizen Time:

Mr. Bradley Powers, 1245 South Main Street, Marion, appeared before Council and expressed his gratitude for the services the Town provides to the citizens. Mr. Powers announced he is seeking election for the Smyth County Commissioner of Revenue office. Mr. Powers stated if elected he is willing to work with all Localities to ensure resources needed are obtained.

Ms. Bailey King, Intern for the Chamber of Commerce of Smyth County, appeared before Council and stated she would be revitalizing the Young Professional Group for Smyth County. Ms. King stated it is a challenge to keep young people in Smyth County and she would also become a member of the Young Professional Group.

Old Business:

- Update on Bids at Pathway Park – Bids were due February 16, 2023 for water and sewer improvements. Carolina Grading and Utilities of Jefferson North Carolina was the only bidder for the amount of $426,000. This bid includes cleaning and relining 1,000 feet of sewer line and four manholes. During observation Town staff noticed the sewer pipe is going to the Town's sewer treatment plant and the pipe is partially full of old glue from American Furniture. Carolina Grading and Utilities submitted a bid for replacing the sewer

line, which was not compliant and was rejected. Another bid will be submitted for the cleaning and relining of the sewer pipe.

Mr. Clark recently signed off on the resubdivision of the property. The Smyth County Economic Development Authority transferred 68.92 acres to Regional Industrial Facilities Authority and kept .34 acres. The .34 acres contains a well that provides several hundred gallons of water per minute which makes the site more marketable.

- Update on Chlorine Contact Tanks Replacement Projects, Effects on Water Supply and Future Pay Request – Mid Atlantic Storage System will be beginning the contact tanks replacement project at the Mill Creek Water Treatment Plant. During the replacement of the contact tanks one tank will be off line for 150 days to 180 days. This will reduce production of the plant to 830 gallons per minute, almost all of that water will be coming into the Town's system. Town staff and Washington County Service Authority conducted a test for both facilities to see the effects of running off one tank. The Town's system operated very well, whereas Washington County Service Authority is making minor adjustments.

  If Smyth County experiences a major water loss during the chlorine contact tank replacement project the Town will not be able to supply enough water to Smyth County. That matter has been discussed and an interconnect at the Washington County and Smyth County line is being discussed for a future project.

- Update on Splash Pad Project Bid Schedule – The notice to bid was advertised in Smyth County News and Messenger and Bristol Herald Courier. Bid opening is set for Thursday, April 6, 2023. The bid process is broken into two bids, one for the splash pad and another for restrooms, playground, shade structure and landscaping.

- Update on East Lee Highway II Project Including Notice to Proceed and Pre Construction Conference – The Notice to Proceed has been issued with 120 days for substantial completion. Work is to begin the week of March 13, 2023. There is a possibility of an issue at the entrance of the Fire Department. The apron may need to be extended in length to allow clearance for the ladder apparatus to enter the building. Ditches at the Town Hall will be closed on the west side and open on the east side.

- Report on Countywide Radio Upgrades – At this time representatives for Police Departments, Fire and EMS Departments and County Schools are to schedule a meeting to review the project.

New Business:

- Letters to County Administrator on Budget Request for 2023-2024 – Mr. Clark submitted a letter to Mr. Shawn Utt, Smyth County Administrator, requesting a budget request for Recreation in the amount of $50,000 and Fire and EMS funding in the amount of $396,960. Currently the Town receives $250,000 from Smyth County for Fire and EMS services, but an increase in the request will assist with hiring two full time employees. The new fire apparatus are estimated to be $136,000 annually.

- Permission to Advertise for Engineering Services for Lead Service Inventory – A Request for Proposals for Engineering Services for the Lead Service Inventory was presented to Council. The deadline for the submittal of the proposals is Friday, March 31, 2023 by 5:00 p.m. The advertisement must include and be presented to small minority and women owned firms. The Lead Service Inventory is due October 2024.

Motion by Brent Foster, second by Bill Clear Council moves forward with the Advertisement for Engineering Services for Lead Service Inventory. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Aye	P.J. Wolfe	Absent

- Presentation and Publication of Consumer Confidence Report – The Annual Drinking Water Quality Report for the Town of Chilhowie has been completed for 2022. Water customers were notified by printing the URL (Uniform Resource Locator) on the water bills. The URL will take customers straight to the Annual Drinking Water Quality Report that is posted on www.chilhowie.org.

- Request to Approve Revised EMS Response Plan – The Office of EMS Regulations requires an EMS response plan. Chief Haynes made a few changes to the current EMS response plan such as the reduction of response time.

Town of Chilhowie Fire & EMS Department
EMS Response Plan

PURPOSE:
This plan is implemented to establish the standards of Emergency Medical System incident response by the Town of Chilhowie Fire & EMS Department as required by the Virginia Office of Emergency Medical Services per the Virginia Administrative Code 12VAC5-31-610. The Town of Chilhowie Fire & EMS Department is a licensed Smyth County Designated Emergency Response Agency that provides emergency medical services to the Town of Chilhowie and

contiguous areas of Smyth County including ESN 550, 555, 569, and 570 in the Smyth County 911 Dispatch Computer Aided Dispatch System. The area incorporates 87.31 square miles and serves 8,207 citizens.

The Town of Chilhowie Fire & EMS Department may use mutual aid with other DERA agencies, private ambulance services, and air medical transport services to supplement its EMS response.

EMS INCIDENT RESPONSE INTERVAL STANDARD:
Response Interval Standard: The elapsed time between transmission (Tone-Out) by 911 Dispatch of an EMS incident and the on-scene arrival time of the responding EMS unit.

This Response Interval Standard shall be 25 minutes, and it is the goal of the Town of Chilhowie Fire & EMS Department to meet or exceed this standard on 90% of EMS incident responses.

Incidents that are non-emergency, special circumstance, or mutual aid will not be included in the calculation used to determine compliance with this standard.

ALERTING PROCEDURES:
The initial alert for an EMS incident shall be toned-out by the Smyth County 911 Dispatch Center to the Town of Chilhowie Fire & EMS Department in the designated CAD area.

If a staffed EMS unit is available, it shall respond to the incident.

If an additional incident is received by the 911 Dispatch during the time that the staffed EMS unit is already committed to an incident, the 911 Dispatch shall transmit (Tone-Out) that additional EMS incident for response by additional Town of Chilhowie Fire & EMS Department personnel to cover the incident.

When the staffed EMS unit is already committed to an incident, and an additional EMS incident is received, the Attendant-In-Charge of that unit may, at his/her discretion, and based on the priority of the incident, decide to respond to the second incident, leaving the initial incident to be handled by the second due EMS unit. The Attendant-In-Charge will immediately notify dispatch if this is done.

For any EMS incident that the Town of Chilhowie Fire & EMS Department is dispatched to, but it an initial incident, second simultaneous incident, or additional incidents beyond that, Smyth County 911 Dispatch will use the dispatch time frame established in its 911 EMD Response Time Protocol.

MUTUAL AID:
The Chief of the Town of Chilhowie Fire & EMS Department shall place on file in the office of the Smyth County Emergency Services Coordinator copies of its mutual aid agreements, and a list of the EMS agencies that the Department has selected for mutual aid in the event that dispatchers have to transfer an EMS incident over due to that agencies inability to respond within the time frame established in the 911 EMD Response Time Protocol.

COMPLIANCE:
The Chief or his/her designee will report an annual overview of compliance with the Response Interval Standard to the Operational Medical Director. The Mayor of the Town of Chilhowie, and the County Administrator, or sooner, if needed for any issues that may arise.

This EMS Response Plan rescinds and supersedes all previous EMS Response Plans.

_____	_____
Gary L. Heninger Mayor, Town of Chilhowie	Shawn Utt Smyth County Administrator
_____ Date	_____ Date
_____	_____
Charles D. Haynes Fire Chief, Town of Chilhowie	Peter J. Bruzzo, D.O. Operational Medical Director
_____ Date	_____ Date

Motion by Brent Foster, second by Shannon Donnelly Council Authorizes the Mayor to execute documents. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Aye	P.J. Wolfe	Absent

- Report on Property Maintenance Issue at 215 Chestnut Avenue and Demolition of Old Storage Building on West Main Street – The owner of 215 Chestnut Avenue has attempted to complete some work but had issues with a cat infestation. The remolding of the structure has been ongoing since 2015. The current Order states the owner must complete the work by June 2023.

  The Farm Bureau Board of Directors has approved tearing down the storage building on West Main Street, there is no posted address, the Parcel number is 53D2-A-46. A

demolition permit has not been issued at this time; the Building Official is awaiting the asbestos abatement report. Once the report is received the Building Official will issue the demolition permit.

- Report on Proposal on Fire Station Exhaust System – The current station exhaust system was installed 2004. The exhaust system has hoses that connect to the tail pipes of vehicles parked in the station that run the exhaust through a ventilation system. The system stopped working two years ago. MagneGrip has submitted a quote to upgrade the current exhaust system at the cost of $19,999.45.

Motion by Brent Foster, second by Bob Jeter Council authorizes the use of American Rescue Plan Act (ARPA) funds to upgrade the Fire Station Exhaust System. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Aye	P.J. Wolfe	Absent

- Report on Violation of Weed, Trash and Clutter Abatement Ordinance at 180 River Road – The Weed, Trash and Clutter Abatement Ordinance was revised 2021 and has worked well addressing other properties. There is currently a pending situation at Tiny Town. The property owner has been in contact with Mr. Clark and is addressing the matter. Mr. Clark gave a thirty-day extension to bring the property into compliance.
- The property at 180 River Road - the people living there have been deemed squatters by the property owner and a thirty-day eviction notice has been issued. There have also been law enforcement issues at the residence. The property owner has also been in contact with Mr. Clark and is addressing the issue.

Committee Reports:

- Report and Recommendation of Wellness and Parks Committee on Activity at Town Park and Projects Report – Numerous surrounding areas are allowing beer gardens at events which are very successful. Attendees at Music in the Park have made numerous requests for a beer garden. Ms. Sarah Gillespie, Chamber of Commerce of Smyth County, appeared before Council and stated with Council's approval the Chamber of Commerce of Smyth County would obtain the ABC License and the Young Professionals group would provide the beer garden. The beer garden would be fenced off and participants must stay within the enclosed area while consuming a beverage. The Young Professionals would set a three-drink limit and would keep track of those served via arm band.

Motion by Bill Clear, second by Bob Jeter Council authorizes to allow the Chamber of Commerce of Smyth County Young Professionals to hold beer gardens in conjunction with Music in the Park. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Aye	P.J. Wolfe	Absent

- Report from Fire and Police Committee on Recent Fire and EMS Issues, and Recommendation and Report on Body and In-Car Cameras – The current in car camera systems do not capture side views and are aging and becoming obsolete. Chief Moss presented an in-car camera system with body cameras that link to the in-car camera and stores data in the Cloud and links to view the data can be issued. The proposed system will have two lenses on an officer at all times. The cost for the proposed system is $2,400 per vehicle per year with a five-year contract. The body cameras will also be replaced every three years.

Motion by Brent Foster, second by Shannon Donnelly Council approves the use of America Rescue Plan Act funds pay for year one and finance years two thru five, to equip all Police vehicles with in-car cameras and each officer with a body camera. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Aye	P.J. Wolfe	Absent

Automatic Aid is when additional resources are dispatched when a fire call is dispatched to a department. Those involved in the Automatic Aid program are dispatched and each Department involved knows what the tentative requirements they need to supply for assistance. A written agreement for the Automatic Aid was prepared and has been approved by the Smyth County Board of Supervisors, but has not been approved by the Towns. The proposed written agreement does not include important issues such as a requirement for a constant level of service between Departments, does not include Departments outside of Smyth County and the current system is not adequate for specific addresses. Chief Haynes will submit an updated formal agreement in the near future.

Department Reports:

Mrs. Henderson reported the budget process will begin in the near future.

Staff is also exploring the possibility of emailing water bills to customers due to the Post Office issues with the water bill mailings.

Chief Haynes reported Aprons Cleaning Service recently made a $4,000 donation to the Fire and EMS Department. Chief Haynes also stated flag poles throughout Town have been reviewed and the flag pole at the Old High School needs to be replaced.

Mr. Keen reported the Public Works Department will be installing a new hot water heater at the Old High School. The sewer vactor truck is scheduled for delivery in June 2023.

Mr. Smarr reported Chilhowie Little League requested the Town to purchase the gravel W-L Construction agreed to haul and spread to improve the parking area at the Little League fields. Mr. Smarr also reported projects in the recreation park have been completed and expressed his gratitude to the Public Works Department for all their assistance.

Any Other Council Business:

Councilman Foster inquired about the flower beds surrounding Town Hall and the possible expense if the flower beds were removed and replaced with rock and low maintenance plants. Mr. Foster also inquired about removing the flower bed between the Community Room and Police Department entrance and replacing it with a concrete pad.

Motion by Brent Foster, second by Julie Sturgill Council instructs Mr. Keen, Director of Public Works, to obtain quotes for the proposed redesign of the flower beds at Town Hall. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Aye	P.J. Wolfe	Absent

Motion by Bill Clear, second by Brent Foster Council adjourns this meeting at 8:36 p.m. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Aye	P.J. Wolfe	Absent

_____Mayor
Gary L. Heninger

_____Clerk
Marlene L. Henderson, MMC