Virginia: **At the regular meeting of the Council of the Town of Chilhowie held at the Municipal Building, June 11, 2020 at 7:00 p.m.**

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

Absent: **None.**

Also Present: **Mr. John E.B. Clark, Jr., Town Manager; Mrs. Marlene L. Henderson, Clerk-Treasurer, MMC; Messrs. Paul Cassell, Town Attorney; Stephen W. Price, Police Chief; C. David Haynes, Fire/EMS Chief; and Ron Cahill, Recreation/Special Events Coordinator.**

The meeting was held in the Community Room in order to practice Social Distancing due to the COVID-19 pandemic. Council members, Town Manager, Clerk-Treasurer, Town Attorney and Staff were in attendance.

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

Approval of Minutes:

Motion by Donna Blevins, second by Brent Foster Council adopts the regular May 14, 2020 meeting minutes. The motion was approved with following recorded vote:

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

Public Hearing:

- 2020-2021 Budget Proposal and Water and Sewer Increases – Mrs. Marlene Henderson presented the following:

NOTICE OF PUBLIC HEARING
2020-2021 BUDGET PROPOSAL
TOWN OF CHILHOWIE, VIRGINIA

Pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, Council for the Town of Chilhowie will conduct a public hearing on the proposed fiscal year 2020-2021 town budget beginning at 7:00 p.m. Thursday, June 11, 2020 in Chilhowie Town Hall, 325 East Lee Highway, Chilhowie, Virginia.

This synopsis is published for information and planning purposes only and will serve as a guide to earmark expenditures and allocate revenues. The proposed budget in no way obligates the Town of Chilhowie to any expenditure. Any citizen is invited to attend the public hearing on the budget proposal and state their views thereon. A copy of the proposed budget is on file and may be examined in the office of the Clerk located in the Municipal Building, 325 East Lee Highway, Chilhowie, Virginia 24319, 276.646.3232.

By Order Of the Chilhowie Town Council - John E. B. Clark, Jr., Town Manager

Estimated Revenue	
Property Tax	$258,409
Business License Tax	$115,000
Utility Tax	$100,000
Communication Tax	$38,000
Consumption Tax	$9,000
Sales Tax	$67,600
Meals Tax	$554,000
Cigarette Tax	$55,000
Other Taxes	$63,500
Fines	$105,000
Law Enforcement Funds	$63,624
Rolling Stock Tax	$2,600
Miscellaneous	$44,641
Garbage	$137,000
Recreation	$15,000
Building Inspection	$5,000
Water Billing, Penalties, Fees, Connections	$1,701,155
Fire Protection Hydrant Replacement	$26,520
Sewer Billing, Fees, Connections	$689,537
Smyth County Sewer Reimbursement	$200,000
Fire/EMS Billing	$350,000
Fire/EMS Grants	$162,401
Sale of Equipment	$5,750
Revenues	**$4,768,737**

NOTE:
This budget includes:

- Outside Corporation Water Rate Increase 1.75%
- Inside Corporation Water Rate Increase 4.0%
- Outside Corporation Sewer Rate Increase 1.0%
- Inside Corporation Sewer Rate Increase 5.0%

These rates will be effective January 1, 2021

Proposed Expenditures	
Administration Wage, Fringe	$291,213
Contract Services	$25,000
Community Development	$47,118
Building Inspection	$6,500
Operations, Utilities	$111,180
Capital Outlay	$5,000
Wellness & Community Development Wages, Fringe	$22,600
Operations	$46,800
Walking Trail	$17,231
Capital Outlay	$5,000
Building & Grounds Wage	$40,400
Operations, Utilities	$141,500
Capital Outlay	$22,000
Garbage	$143,000
Public Safety, Wages, Fringe	$489,000
Operations	$144,366
Capital Outlay	$5,533
CDBG Downtown Project	$32,380
VDOT Project	$14,400
Water Wages, Fringe	$592,400
Operations, Utilities	$424,746
Debt Service	$568,709
Capital Outlay	$48,500
Sewer Wages, Fringe	$284,800
Operations, Utilities	$211,000
Debt Service	$392,000
Capital Outlay	$51,000
Fire/EMS Wages, Fringe	$324,102
Operations, Supplies Fire/EMS	$231,491
Capital Outlay	$15,268
Debt Service	$14,500
Expenditures	**$4,768,737**

Mayor Heninger opened the Public Hearing at 7:04 p.m.

No one wished to speak.

Mayor Heninger closed the Public Hearing at 7:05 p.m.

Citizens Time:

No one wished to speak.

Old Business:

- Council Staff Response to Public Hearing and Selection of Date to Adopt Budget – Republic Services recently notified the Town of a garbage rate increase of 3.0%. The proposed budget estimated an expense of $143,000 for the 2020-2021 fiscal year. The proposed 3.0% rate increase is $4,290 for a total garbage expense of $147,290 for the 2020-2021 fiscal year.

Motion by Brent Foster, second by Alan Counts Council continues this matter to June 18, 2020 at 7 p.m. The motion was approved with following recorded vote:

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

- Review of Bids on Equipment – A notice for a request for bids was advertised in the Smyth County News and on the Town's Website www.chilhowie.org. The bids included an operational 1991 Mack heavy rescue truck, a nonoperational John Deer tractor, a nonoperational 1995 Chevy, a 1989 Ford F700 cab and frame only and a riding mower in fair shape. The bids were due Monday, June 8, 2020 at 3 p.m. and opened at that time. The total bid amount for equipment sold is $7,930.55.

Motion by Donna Blevins, second by Brent Foster Council approves bids. The motion was approved with following recorded vote:

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

- Update on Phase I of Downtown Facades Project and Beginning of Phase II and Pay Request No. 2 – Phase I included the completion of a sidewalk and hand railing on Town property. The cedar over -hang was recently removed and found glass behind it. The glass will be worked on as well as brick pointing. The Chilhowie Hardware and Piggly Wiggly sign will be highlighted and placed back.

  Beginning of Phase II, a non-mandatory pre-bid conference was held on June 3, 2020. The meeting was attended by Town staff members, Dennis Amos of Hurt and Proffitt, Angela

Wolfe of Mount Rogers Planning District Commission and one contractor from Wallberg Construction who is currently working on Phase I of the project. Bid opening date is July 1, 2020 at 11:00 a.m.

Pay Request Number 2 consists of $11,043.75 to Walberg Construction, $2,000 to Mount Rogers Planning Commission for administration cost and labor compliance and $1,687.50 to Hurt and Proffitt for engineering services provided for a total of $14,731.25.

Motion by Brent Foster, second by Emily Dungan Council approves Pay Request Number 2 in the amount of $14,731.25. The motion was approved with following recorded vote:

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

- Appointment of Elected Officials to Serve on Downtown Management Team – This matter is continued until the regular scheduled July 9, 2020 Council meeting.

Motion by Lewis Shortt, second by Brent Foster Council continues this matter. The motion was approved with following recorded vote:

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

- Presentation of May Library Report – A representative for the Smyth County Library was not present. The Library Report for May was included in Council's packet.

New Business:

- Discussion of Virginia Risk Management Association 2020-2021 Insurance Renewal – The Town's total liability insurance premium which includes cyber liability coverage and biosolids coverage and a 4.2% rate increase is in the amount of $117,068.32.

- Update on Farmer's Market Opening – The Farmer's Market opened June 4, 2020. Vendors are required to wear mask and gloves. Patrons are to practice social distancing. Three vendors attended the first market with an estimation of fifty patrons. One vendor was present during the second opening of the Market. Ron Cahill, Farmer's Market Manger, stated he will travel to surrounding markets and hand out business cards to other vendors to advertise the new Farmer's Market structure.

- Update on Reopening Town Hall and Fire Administration Building – During a Pre-Bid Conference held Wednesday, June 3, 2020 the front door of the Town Hall was unlocked to allow those in that were participating in the Pre-Bid Conference and customers began to enter the building to make payments. At that time the door was left unlocked. Protective gear is available to the employees.

  The Community Room, Old High School and shelters at the Recreation Park are not being rented at this time. Further instructions from the Virginia Governor is needed prior to reopening those facilities.

- Update on Chamber of Commerce Headquarters Location – The Town of Marion is not continuing funding for the Chamber of Commerce of Smyth County. Ms. Sarah Gillespie, Executive Director of the Chamber of Commerce of Smyth County, submitted a letter of request to the Town of Chilhowie requesting office space at the H.L. Bonham Tourism Center that would be utilized several times per week as a work and meeting space. The Chamber is offering to pay one quarter of the utilities at the facility.

  The current lease agreement with the Smyth County Tourism Association reads the Tourism Association has control of inside of the building. Mr. John Clark, Town Manager feels that can be negotiated.

Motion by Brent Foster, second by Alan Counts Council authorizes the Town Manager to negotiate a lease with the Chamber of Commerce of Smyth County. The motion was approved with following recorded vote:

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

- Notice of Virtual Newly Elected Officials Conference July 9th and 10th – The Virginia Municipal League is offering a Freedom of Information Act training virtually on July 9th and 10th of 2020. This training can be accessed through any device connected to the internet. This is an excellent training for newly elected officials as well as a refresher course for remaining elected officials.

- Announcement of Arrival of New Ambulance – The new ambulance has been delivered and equipment is currently being installed. The ambulance shall be in service July 1, 2020.

Department Reports:

Mrs. Marlene Henderson, Clerk-Treasurer, reported according to the revenue analysis for May 2020 Meals Tax revenue is down by $3,000. Other revenues are staying close to the same prior to COVID 19 pandemic.

Emily Dungan, Councilwoman, inquired as to what the Police Department is doing as far as looking into the use of force procedure policy. Stephen Price, Police Chief, reported the policy is in accordance with the Department of Criminal Justice Services Accreditation Standards which is reviewed once a year by the Department of Criminal Justice Services.

Mr. Ron Cahill, Recreation/Special Events Coordinator, requested direction as to how to move forward with Recreation Sports. Mr. Cahill reviewed some information the Virginia High School League is releasing concerning High School Sports.

Any Other Council Business:

Mr. John Clark, Town Manager, reported Rural Development has contacted him stating the possibility of grant funds in the amount of $50,000 coming open for Fire Trucks with long term financing up to twenty (20) years. Rural Development also stated grant funds up to 55% for Police cars will be available in the near future. Both grant opportunities will be investigated. Brent Foster, Councilman, suggested to entertain the idea of refurbished or demo fire trucks instead of purchasing a new fire truck. The existing trucks do not have a lot of miles on them nor a lot of operational hours.

Closed Session:

- To Discuss Actual and Probable Litigation concerning the Mill Creek Water Treatment Plant – Justification 2.2-3711(A)(7) of the Code of Virginia, as amended –

Motion by Brent Foster, second by Alan Counts and unanimously passed the Council of the Town of Chilhowie hereby enters into Closed Session to discuss the Actual and Probable Litigation concerning the Mill Creek Water Treatment Plant, as allowed by Section 2.2-3711(A)(7) of the Code of Virginia as amended. The motion was approved with the following recorded vote:

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

Motion by Brent Foster, second by Emily Dungan and unanimously passed the Council of the Town of Chilhowie hereby enters into Open Session. The motion was approved with the following recorded vote:

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

CERTIFICATION OF CLOSED SESSION

The Council of the Town of Chilhowie has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and Section 2.2-3711(A)(7) of the Code of Virginia requires a certificate by the Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Council of the Town of Chilhowie hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certificate applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.

The motion was approved with the following recorded vote:

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

Motion by Donna Blevins, second by Brent Foster Council continues this meeting to Thursday, June 18, 2020 at 7:00 p.m. The motion was approved with following recorded vote:

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

_____Mayor
Gary L. Heninger

_____Clerk
Marlene L. Henderson, MMC