Mayor: Gary L. Heninger
Council: Billy L. Clear
Shannon Donnelly
J. Brent Foster
Bob Jeter
Julie Sturgill
P.J. Wolfe

TOWN OF CHILHOWIE
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Town Manager: John E. B. Clark, Jr.
Clerk/Treasurer: Felicia C. Eller
Police Chief: Andrew K. Moss
Director-Public Works: Jay Keen
Fire Chief: C. David Haynes
Building Official: C. David Haynes
Director-Recreation/Special Events: Jeff Smarr
Legal: Cassell & Crewe. P.C.

AGENDA

TOWN OF CHILHOWIE COUNCIL MEETING

October 12, 2023

7:00 P.M.

1. **INVOCATION – Rev Bobby Dunn**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF COUNCIL**

4. **APPROVAL OF MINUTES**
   Regular September 14 and Special Called September 26, 2023 Meeting

5. **COUNCIL APPOINTMENTS**

   A. Clerk-Treasurer Appointment in Light of Resignation of Mrs. Marlene Henderson

6. **CITIZEN TIME**

7. **OLD BUSINESS**

   A. Presentation of Contract on Seven Mile Ford Water Line Replacement and System Wide Meter Replacement Project – Mr. Dennis Amos of Hurt and Proffitt (See Attachment and Manager's Report)

   B. Update on Lead Service Inventory Project – Mr. Dennis Amos

C. Update on Finished Pump and Chlorine Contact Projects at Mill Creek Regional Water Treatment Plant – Town Manager/Director of Public Works (See Attachment and Manager's Report)

D. Update on Deed Preparation on Lots End of Church Avenue and North of Railway – Town Attorney/Town Manager (See Manager's Report)

E. Update/Presentation of Loitering Ordinance – Police Chief/Town Attorney

F. Execution of Emergency Medical Service Contract Between Town and County and Meeting to Facilitate Accounting – Town Manager/Clerk-Treasurer (See Attachment and Manager's Report)

8. NEW BUSINESS

A. Update on Hiring for Accounting Clerk Positions – Clerk-Treasurer/Town Manager (See Manager's Report)

B. Notice of Mr. Lynn Pease's Resignation from Planning Commission and Board of Zoning Appeals and Possible Referral for Recommendation from Planning Commission from October 17th Meeting – Clerk-Treasurer/Town Manager (See Attachment)

C. Report on Virginia Risk Sharing Association Fall Education Forum – Police Chief (See Attachment)

D. Report on Inaugural Smyth County Firefighters Memorial in Marion – Fire Chief (See Attachment)

E. Report on Getting 2023 Taxes Out – Clerk-Treasurer

F. Report on Concert, Cornhole Tournament and Watershed Day at Recreation Park – Special Events Recreation Coordinator (See Attachment)

G. Endorsement of $100,000 Grant Application to Southwest Virgnia Water and Wastewater Fund – Town Manager (See Attachment)

H. Report on 2023 Virginia Municipal League Convention – Town Manager (See Attachment)

9. COMMITTEE REPORTS

A. Recommendation From Finance and Personnel Committee on Raises for Public Works, Recreation and Finance – Chairman P.J. Wolfe, Members and Staff

10. DEPARTMENT REPORTS

A. Town Manager – John E. B. Clark, Jr.
B. Clerk-Treasurer – Marlene Henderson
C. Fire/EMS Chief – David Haynes
D. Building Official – David Haynes
E. Police Chief – Andrew Moss
F. Public Works Director – Jay Keen
G. Recreation/Special Events Coordinator – Jeff Smarr
H. Town Attorney – Paul Cassell

11. ANY OTHER COUNCIL BUSINESS

12. CLOSED SESSION

None Scheduled

13. ADJOUNMENT