TOWN OF CHILHOWIE

Mayor: Gary L. Heninger

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

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Town Manager: John E. B. Clark, Jr.
Clerk/Treasurer: Felicia Eller
Police Chief: Andrew K. Moss
Director Public Works: Daniel W. Combs
Fire/EMS Chief: C. David Haynes
Building Official: C. David Haynes
Wastewater Operations: Luke A. Lowe
Water Operations: Don Cole, II
Legal: Cassell & Crewe, P.C.

AGENDA

TOWN OF CHILHOWIE COUNCIL MEETING

March 14, 2024

7:00 P.M.

1. **INVOCATION – Rev. Jacob McKlarney, Chilhowie Christian Church**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF COUNCIL**

4. **APPROVAL OF MINUTES**

   Regular February 8, 2024 Meeting Minutes

5. **CITIZEN TIME**

6. **SPECIAL PRESENTATION**

   A. Ms. Amanda Livingston, Executive Director Smyth County Tourism Association

7. **PUBLIC HEARINGS**

   A. Joint Public Hearing with Planning Commission for a Special (Conditional) Use Permit in the R-2 General Residential Zone From the Chilhowie

Community Apple Festival, LLC for a Storage Building at Tax Parcel 53-A-54A Off Sulphur Springs Road – Town Manager/Clerk Treasurer/ Mayor (See Attachments and Manager's Report)

B. Public Hearing on Proposed Five Year Lease of Head Start Building to Clinch Valley Community Action, Inc. – Clerk Treasurer/ Mayor Town Attorney (See Attachment and Manager's Report)

8. OLD BUSINESS

A. Planning Commission Comments and Recommendation to Town Council on Apple Festival Special Use Application Following Instructions From Town Attorney – Town Attorney and Planning Commission

B. Town Council Comments and Action on Planning Commission Recommendation – Mayor/Town Attorney/Staff

C. Adjournment of Planning Commission – Chairman Bonham/Clerk

D. Council Action on Proposed Lease on Head Start Building to Clinch Valley Community Action, Inc. – Mayor/Clerk Treasurer

E. Update on $3.6 Million Sewer Infiltration and Inflow Project – Dennis Amos, Hurt and Proffitt/Town Manager/Staff (See Manager's Report)

F. Update on Lead Inventory Project – Dennis Amos, Hurt and Proffitt/Clerk Treasurer/Water Operations (See Attachment)

9. NEW BUSINESS

A. Presentation of Accounts - Clerk Treasurer (See Attachment)

B. Update on Sewer Billing and Request to Purchase Sewer Meter – Town Manager/Attorney (See Attachment)

C. Report on Dog Park Construction – Building Official/Public Works/Recreation & Special Events Coordinator

D. Report on Splash Pad Construction – Building Official/Public Works/Recreation & Special Events Coordinator

E. Report on Repairs at Sewer Treatment Plant's Ultra Violet Disinfection System – Town Manger/Wastewater Operations Director (See Attachments and Manger's Report)

F. Report on Equipment Sales Through GovDeals – Clerk Treasurer/Public Works (See Attachment)

G. Update on 24-25 Budget Preparation – Clerk Treasurer/Town Manager (See Attachments)

10. COMMITTEE REPORTS

A. Report of Fire and Police Committee on Burnt Out Structures in Town – Attorney/Members/Staff

11. DEPARTMENT REPORTS

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

12. ANY OTHER COUNCIL BUSINESS

13. CLOSED SESSION

A. Consultation With Town Attorney on Potential Legal Action – Town Attorney Justification 2.2-3711(A)(7) of the Code of Virginia, as Amended (See Attachment)

B. Consultation of Administrative Personnel – Justification 2.2-3711(A)(1) of the Code of Virginia, as Amended

14. Adjournment