TOWN OF CHILHOWIE, VIRGINIA

Mayor: Gary L. Heninger

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

325 East Lee Highway
P.O. Box 5012
Chilhowie, Virginia 24319
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Town Manager: Brian Martin
Clerk/Treasurer: Felicia C. 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
Special Events/Recreation: Stephen Fields
Legal: Cassell & Crewe, P.C.

AGENDA
TOWN OF CHILHOWIE COUNCIL MEETING
January 9, 2025
7:00 P.M.

1. **INVOCATION – Pastor Justin May, Chilhowie Christian Church**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF COUNCIL**

4. **APPROVAL OF MINUTES**

   Regular December 12, 2024, Council Meeting Minutes

5. **JOINT PUBLIC HEARING WITH PLANNING COMMISSION –** Presentation and Adoption of Revised Comprehensive Plan

6. **CITIZEN TIME**

7. **OLD BUSINESS**

   A. Update on Removal or Repair of Identifies Unsafe (Burned Out) Structures – Fire/EMS Chief & Town Manager

   B. Update on Sewer Infiltration and Inflow Project and Approval of Pay Request Number 7- Town Manager (See Manager's Report and Attachment)

   C. Update on Seven Mile Ford Water Line and Meter Replacement Project – Town Manager (See Manager's Report)

   D. Update on Hurricane Recovery – Town Manager & Clerk Treasurer (See Manager's Report)

   E. Planning Commission Vacancy – Town Manager

   F. Amendment of Memorandum of Understanding for Town Manager – Clerk Treasurer (See Attachment)

G. Vacancy at Wastewater Treatment Plant – Town Manager (See Attachment)

H. Govdeals Sale of 2007 Chevy Trail Blazer – Clerk Treasurer (See Attachment)

8. NEW BUSINESS

A. Reappointments of Town Manager, Town Attorney, Clerk Treasurer and Chief of Police – Town Manager

B. Approval of First Responders Line of Duty Death Proposed Tax Exemption Ordinance – Town Attorney (See Attachment)

C. Approval of Agreement for Engineering Services – Town Manager (See Attachment)

D. Recognize Volunteers for Salvation Army Bell Ringers – Mr. John E.B. Clark, Jr.

E. Presentation of Southwest Virginia Youth Football League – Recreation/Special Events Coordinator (See Attachment)

F. Presentation of Highway Safety Initiative Quarterly Report – Chief Moss (See Attachment)

G. Approval of Purchase for Steam Jenny for Equipment Care – Town Manager (See Attachment)

9. COMMITTEE REPORTS

None

10. DEPARTMENT REPORTS

A. Town Manager – Brian Martin
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 – Stephen Fields
H. Town Attorney – Paul Cassell

11. ANY OTHER COUNCIL BUSINESS

12. CLOSED SESSION

A. Discussion of a Public Contract – Justification 2.2-3711(A)(6), as Amended

13. ADJOURNMENT

Virginia: **At the regular meeting of the Council of the Town of Chilhowie held at the Municipal Building, December 12, 2024, at 7:00 p.m.**

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

Absent: **None.**

Also Present: **Mr. Brian Martin, Town Manager; Mrs. Heather Carter, Accounting Clerk; Andrew Moss, Police Chief; David Haynes, Fire/EMS Chief; Luke Lowe, Chief Wastewater Operator; Tristian Preece, Wastewater Operator II; and Stephen Fields; Recreation/Special Events Coordinator.**

Mayor Heninger called the meeting to order. Mrs. Stephanie Porter-Nichols gave the Invocation. The Pledge of Allegiance was recited.

Approval of Minutes:

Motion by Bill Clear, second by Julie Sturgill Council approves the regular November 12, 2024, meeting minutes. The motion was approved with the following recorded vote:

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

Special Presentation:

- Licensure and Certification of Wastewater Treatment Plant Operator - Mr. Tristian Preece, Wastewater Department, recently passed the Wastewater Works Operator License Exam. Mr. Preece's classification is now Wastewater Works Operator Class 2. The Wastewater Works Operator License is a difficult test with an average of thirty percent pass rate.

Citizen Time:

Mr. James Bonham, 1027 Old Stage Road, appeared before Council on behalf of the Planning Commission. The Planning Commission has worked diligently with Mr. Jordan Powers, Mount Rogers Planning District Commission, to rewrite the Comprehensive Plan. The Comprehensive Plan is a written plan for citizens and Council to view. Mr. Bonham requested Council to review the Comprehensive Plan. A Joint Public Hearing with Planning Commission and Town Council will be held during the January 2025 Council meeting.

Mr. Bonham reported the Planning Commission currently has a vacancy. Mr. Jim Paine resigned after relocating outside Town limits. Mr. Bonham extended an invitation to Council to fill the vacancy. The Planning Commission usually meets quarterly.

Old Business:

- Update on Removal or Repair of Identifies Unsafe (Burned Out) Structurers - Chief Haynes, Fire and EMS, reported under the Virginia Property Maintenance Code, a Notice of Unsafe Structure for the property at 1404 West Lee Highway and 232 Overlook Drive was posted. The Notice of Unsafe Structure and the Right of Appeal was certified mailed to the property owners. The property owner at 232 Overlook Drive is in the process of selling the house. The potential new owner contacted the Town to inform they will be removing the house once the closing is complete. The owner of 1404 West Lee Highway contacted Mr. Martin and requested additional time as they are addressing health issues. Mr. Paul Cassell, Town Attorney, advised Council to contact the owner of 1404 West Lee Highway and ask what a reasonable time frame is for them to address the property.

- Update on Sewer Infiltration and Inflow Project and Approval of Change Order Number 1 - The Sewer Infiltration and Inflow Project is continuing to progress steadily. There are several places that have been identified that were previously relined or the line is in good shape resulting in cost savings. Town's staff has worked with Hurt and Proffitt, and the Contractor, to determine the best use of the funds saved to repurpose to other locations where there are Infiltration and Inflow issues. Bonham Road has been identified as one of the areas that experience issues with Infiltration and Inflow. The contractor will begin the relining of Bonham Road in January 2025.

Motion by Bill Clear, second by Julie Sturgill Council approves the Change Order Number One of the Infiltration and Inflow Project. The motion was approved with the following recorded vote:

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

- Update on Seven Mile Ford Water Line and Meter Replacement Project – Mr. Martin reported there are no update on the Seven Mile Ford Water and Meter Replacement Project at this time.

- Update on Hurricane Relief – Mr. Martin and Mrs. Eller worked with the Federal Emergency Management Agency to submit the Town's first claim for reimbursement for the damage from Hurricane Helene. The first claim was in the amount of $132,000 for the sewer aerials that were destroyed during Hurricane Helene. The Town is hoping to receive reimbursement for the first claim within thirty days.

  The removal of trees at the Widener Springs has been completed. The contractor is scheduled to replace the damaged security fence at both the Widener Springs and Reid Pump Station by the end of December 2024.

- Update on Police Department Vacancy – The Chilhowie Police Department has extended a conditional offer to Mr. Chance Sessor. Mr. Sessor will begin the Police Academy at the Southwest Virginia Criminal Justice Training Academy on Friday, January 10, 2025. Chief Moss stated he will apply for the COPS Hiring Grant in the Spring of 2025 to potentially hire an additional officer.

- Planning Commission Vacancy – Mr. Jim Paine recently resigned from the Planning Commission due to relocating outside the Town limits. The Planning Commission is seeking an individual from Council that would like to join the Planning Commission. Mr. Paine's term is through December 2027.

New Business:

- First Responders Line of Duty Death Proposed Tax Exemption – Mr. Bradley Powers, Smyth County Commissioner of Revenue, worked with the Board of Supervisors to pass the Real Property Tax Exemption for Surviving Spouses of Certain Persons Killed in the Line of Duty Ordinance. If a First Responder that receives the Line of Duty pay is killed in the line of duty, their living spouse will receive a tax exemption on the real estate property. The spouse will only receive a tax exemption on the primary household and as long as they do not remarry. Mr. Powers stated he would like the Town to adopt the Real Property Tax Exemption for Surviving Spouses in case the unthinkable was to happen. Mr. Paul Cassell, Town Attorney, stated if the Council would like to adopt this Ordinance, he would present an Ordinance during the January Council meeting.

Motion by Brent Foster, second by P.J. Wolfe Council approves the Town Attorney to draft an Ordinance for the First Responders Line of Duty Proposed Tax Exemption. The motion was approved with the following recorded vote:

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

- High Mileage Drive Through Event – Mr. Bradley Powers, Smyth County Commissioner of Revenue, is requesting to host a high mileage drive through event in Chilhowie. Mr. Powers stated the event will allow citizens to bring their cars and allow Mr. Powers to verify the Vehicle Identification Number and the mileage of the vehicle. Citizens may receive a discount on their tax bill due to high mileage. This would be the first high mileage drive through event that has happened in Southwest Virginia.

- Hurricane Recovery Line of Credit – On September 27, 2024, Hurricane Helene came through resulting in devastating damage to the Town of Chilhowie. The Town is working with the Federal Emergency Management Agency to receive assistance. However, it could

take months to receive funding from the Federal Emergency Management Agency. The Town requested proposals from local banks for a Line of Credit for the Town. The Bank of Marion was the only offer the Town received. The Bank of Marion proposed a $2,000,000 line of credit to be utilized for cleanup, restoration, and repairs related to damage suffered during Hurricane Helene. The line of credit will be a two-year loan with an interest rate of 4.75%.

Mr. Martin reported that the Federal Emergency Management Agency will reimburse any cleanup, restoration, and repairs 100% for the first 90 days after Hurricane Helene and 75% after the 90 days. The date of the first 90 days after Hurricane Helene has yet to be determined. The Department of Environmental Quality is looking at their next funding cycle to help Localities pay for damage from Hurricane Helene.

Motion by Brent Foster, second by Bill Clear Council approves the Bank of Marion Line of Credit proposal and authorize the Town Manager and Mayor to execute any Documents needed. The motion was approved with the following recorded vote:

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

- Approval of Requests for Qualification for Architecture and Engineering Services – The Town's Engineering firm, Hurt and Proffitt, is not on a long-term retainer with the Town. The Town advertised a Request for Statements of Qualifications for Professional Architectural and Engineering Services in the Smyth County News Paper on November 16th and November 23, 2024, editions. Hurt and Proffitt were the only engineering company that submitted a Request for Statements of Qualification Professional Architectural and Engineering Services. Hurt and Proffitt's proposal is for a five-year contract. Hurt and Proffitt stated they would keep their prices the same as they are now. A discussion ensued and after much deliberation Council requested Mr. Martin to negotiate the hourly rate with Hurt and Proffitt to ensure the rates do not increase over the next five years.

Motion by Julie Sturgill second by Bill Clear Council approves the Town Manager to enter into negations with Hurt and Proffitt. The motion was approved with the following recorded vote:

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

- Approval of Green for Life Contract Renewal – The Town has been in a contract with Green for Life for the past three years. Mr. Martin and Mrs. Eller met with Green for Life on Tuesday, December 10, 2024. Green for Life and the Town of Chilhowie are extremely happy with how the past three years of service and would like to continue their relationship.

According to the current contract, once the three years end, the contract will renew automatically. Green for Life will have an increase of 2.5% during the next budget cycle. Green for Life will begin an inventory for garbage can at the first of 2025 to ensure each resident is being charged for the correct number of trash cans they are utilizing.

- Discussion of New PFAS Regulations – Per- and Polyfluoroalkyl Substances are a class of persistent synthetic chemicals used worldwide in man consumer products. The U.S. Environmental Protection Agency has reported that exposure to Per- and Polyfluoroalkyl Substances could lead to adverse health effects. Starting in 2021, the Department of Environmental Quality has been monitoring the Per- and Polyfluoroalkyl Substances in streams, rivers, and reservoirs across the Commonwealth to identify potential locations where Per- and Polyfluoroalkyl Substances concentrations are elevated relative to baseline concentrations.

  On November 25, 2024, the Virginia Department of Environmental Quality contacted the Town alerting that discharges from the Town's facility were identified by the Virginia Department of Environmental Quality as potentially contributing to elevated levels of Per- and Polyfluoroalkyl Substances in a public water system's raw water source. Starting in January 2025, the Town will begin taking two samples from the high and low flow of the wastewater and report the findings. Currently, it is unknown how to treat Per- and Polyfluoroalkyl Substances if any is detected.

- Designation of Sewer Capital Outlay Line Item – Pump number two at the influent station is failing. Having only two of the three pumps working could potentially lead to a violation. The Wastewater Department has $32,000 for Oxidation Ditch budgeted in Capital Outlay for the 2024-2025 Budget. The Wastewater Department would like to change the earmarking of the funds from the Oxidation Ditch to number two pump replacement. The pump is approximately $35,000 and will take approximately six weeks to receive the pump.

Motion by Brent Foster, second by Julie Sturgill Council approves to change the earmarking of the Capital Outlay from the Oxidation Ditch to pay for pump number two replacement. The motion was approved with the following recorded vote:

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

- Accept Recommendation of Planning Commission to move forward with a Joint Public Hearing on the proposed updated Comprehensive Plan – The Planning Commission has been working with, Mr. Jordan Powers, Mount Rogers Planning District Commission to rewrite the Comprehensive Plan over the past several months. The Planning Commission

is requesting a Joint Public Hearing with Council to adopt the Comprehensive Plan January 9, 2024.

Motion by Julie Sturgill, second by Bill Clear Council accepts recommendation of the Planning Commission to move forward with a Joint Public Hearing on the proposed updated Comprehensive Plan. The motion was approved with the following recorded vote:

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

Committee Reports:

- Finance and Personnel Committee - The most recent edits to the Personnel Rules and Regulations Policy were in October 2015. Some of the edits the Finance and Personnel Committee made to the Personnel Rules and Regulations are under section 2.7 Operators of Town Vehicles, a statement of, "Any employee who is issued a traffic citation while operating a Town vehicle will be required to reimburse the Town any and all fines, fees, or court costs" was suggested to be added. A statement of "Any Town staff members operating a Town vehicle is required to properly buckle the seat belt and utilize any other safety features available" was suggested to be added to section 2.7 Operators of Town Vehicles.

  Uniformed Service Employment and Reemployment Rights Act refers to a period of leave taken by an employee to serve in the military. It was recommended to include that the Town acknowledges the responsibility pursuant to the Uniformed Service Employment and Reemployment Rights Act and include in the Personnel Rules and Regulations.

  Chairman P.J. Wolfe requested Council to approve the Finance and Personnel Committee's recommendation to adopt the revised Personnel Rules and Regulations Grievance procedures effective immediately with the exception of additional vacation time accrual which will be effective January 2025.

Motion by Julie Sturgill, second by Bob Jeter Council approves the Finance and Personnel Committee's recommendation to adopt the revised Personnel Rules and Regulations Grievance procedures effective immediately with the exception of additional vacation time accrual which will be effective January 2025. The motion was approved with the following recorded vote:

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

Department Reports:

Mr. Brian Martin, Town Manager, reported that the Virginia Department of Transportation completed a traffic study at the intersection of Interstate 81 and Whitetop Road. The traffic study determined that the traffic count and low number of accidents deemed that this area does not warrant a traffic light. The request for the Virginia Department of Transportation to study options for safer pedestrian transit under the bridge at Interstate 81 was sent to the Virginia Department of Transportation's Bridge Division and results are still pending. Mr. Bob Jeter requested Mr. Martin to write a letter to the Town's delegates regarding the Virginia Department of Transportation, denying installing a traffic light at the intersection of Interstate 81 and Whitetop Road.

The Virginia Department of Labor and Industry made a surprise inspection at the Wastewater Treatment Plant in the Summer of 2024. During the inspection the Virginia Department of Labor and Industry identified a handful of safety violations. Mr. Lowe has been working diligently with Mr. Eddie Shelton, Safety Specialist for the Virginia Risk Sharing Association, to correct the violations. Mr. Preece and Mr. Lowe discussed the two digestors and clarifiers do not have a fence around them and are a fall risk. The Virginia Department of Labor and Industry requires a fence to be placed around the two digestors and clarifiers. Mr. Preece stated the Town has until January 13, 2025, to install the fences to avoid a $15,000 per day fine.

Motion by Brent Foster, second by Shannon Donnelly Council approves the Wastewater Treatment Plant staff to move forward with fixing the Virginia Department of Labor and Industry violation by installing a fence around the two digestors and clarifiers. The motion was approved with the following recorded vote:

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

Mrs. Heather Carter, Accounting Clerk, reported the Town has collected 84.62% of taxes. The Revenue Anticipation Note was paid off on Tuesday, December 10, 2024. The $1,000,000 Tax and Revenue Anticipation Note will close on Wednesday, December 18, 2024. Mrs. Carter shared that Mrs. Eller provided account balances and the Local Government Investment Pool account balances.

Chief Anderw Moss reported the Flock Camera that is currently located at the Shell Station will be moved out near the Abingdon Collision and Towing Building on the west end of Town allowing a camera to cover each exit point within Town. The Chilhowie Police Department participated in other communities' Christmas Parades on Friday, December 6, 2024, and Saturday, December 7, 2024. The Town of Chilhowie Police Department also used their thermal imaging drone to assist in locating two fugitives.

Mrs. Julie Sturgill stated Saturday, December 7, 2024, was a great day with all the Christmas festivities.

Closed Session:

- Discussion of a Public Contract – Justification 2.2-3711 (A)(6), as amended and Consultation with Legal Counsel – Justification 2.2-3711 (A)(8), as amended -

Motion by Brent P.J. Wolfe, second by Brent Foster and unanimously passed Council hereby enters into Closed Session under Section 2.2-3711(A)(6) and Section 2.2-3711(A)(8) of the Code of Virginia as amended, to discuss Administrative Personnel. The motion was approved with the following recorded vote:

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

Motion by Brent Foster, second by Shannon Donnelly and unanimously passed Council hereby enters into Open Session. The motion was approved with the following recorded vote:

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

Certification of Closed Session

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)(6) and Section 2.2-3711(A)(8) 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 certified 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.

Approved with the following roll call vote:

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

Motion by Brent Foster, second by Julie Sturgill Council adjourns this meeting at 8:47 p.m. The motion was approved with the following recorded vote:

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

_____Mayor
Gary L. Heninger

_____Secretary
Heather Carter, Secretary

TOWN MANAGER'S REPORT

TOWN OF CHILHOWIE, VIRGINIA

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Town Manager's Report to Mayor and Town Council
January 9, 2025

Good evening, Mayor Heninger and Members of the Town Council. I want to thank each of the elected officials, staff, and volunteers that helped make our town's annual holiday celebrations go so well last month. I also want to thank you for approving the Christmas bonuses for the staff. Your staff does an outstanding job for our town and the bonus is truly appreciated.

On a very regrettable note, I would like to offer my condolences to the family of Deputy Ernie Atwell, as well as to Sheriff Shuler and the entire Smyth County Sheriff's Office. This most recent passing ends a deeply tragic year for their staff and our community as a whole.

Here's a brief look at what's going on in our town:

Hurricane Helene Recovery

Our staff continues to work with FEMA, our engineering partners, and consultants to address the repairs needed to bring the town to full recovery. Design work is underway for the permanent repairs at each of the three aerial sewer crossings that were destroyed during the storm. I am hopeful that final design can be completed by the end of February, which will allow the project to then go out to bid for construction.

As we have discussed, FEMA and other reimbursements will be slow to come in so I once again thank you for approving the Line of Credit last month that will allow the town to move forward with repairs in a now timely manner without having to pay out expenses from our General Fund. To this point, we have done so out of necessity, but it has made finances tighter that I am comfortable with, especially given the heavy debt service due this month. The documents from the Bank of Marion have been signed by Mayor Heninger, Ms. Felicia Eller, and myself closing the Line of Credit.

Sewer Improvement Project Update

The relining of the planned sewer pipes is complete, with the exception of a couple of small areas that had been identified as needing repairs IF funding were to become available. As we discussed last month, our contractors at Portland Utilities Construction Company have coordinated with the town's engineering

consultants for this project, Hurt & Proffit to locate areas that has originally been planned to reline, but were deemed to be in good working order after visual inspection.
As you will recall, you approved Change Order Number 1 to this project last month, that was made possible due to these identified areas that allowed the town to redirect funding to this problematic area along Bonham Avenue. The "open cut" section of this project (running through the CHS band practice field) is now complete and the next phase (under Highway 11 and along Bonham Avenue to Old Stage Road) began this week.

The monthly progress meeting for this project was held on January 8th. I typically provide you a copy of the minutes, but since that was just one day before I present this report to you, it is not yet available. I will provide it to you with next month's report.

The end result of this project should see a considerable reduction of the inflow and infiltration (I&I) entering our wastewater system. This reduction should correlate to reduced operating costs for our wastewater treatment plant, including reduced electricity consumption and overall better efficiency.

VDOT Communications

Last month I was requested to contact our state legislators prior to their departure for the 2025 General Assembly, which convened on January 8th. I have attached a copy of my letter to them requesting that they look into possible ways to help move forward solutions to the traffic issues at the intersection of I-81 and Whitetop Road.

RAN/TRAN Update

The RAN (Revenue Anticipation Note) was closed out successfully and the new TRAN (Tax and Revenue Anticipation Note) was closed on and is now in place. I would like to thank Davenport and Associates for their assistance. Most importantly, I would like to express my sincere gratitude to Ms. Eller for her diligence and hard work to make this happen!

I am optimistic that at the end term of this current TRAN in December, that we as the staff and elected officials can have a very solid handle on the town's finances going forward and will no longer need to rely on a TRAN as a protective measure to be able to satisfy the town's debts.

VOSH/DOLI Inspection, Follow-up, and Town Safety Program

The repairs at the Town Shop and the safety fencing required around the clarifiers and digesters at our wastewater treatment plant to comply with the DOLI/VOSH citatations are now completed, with the exception of some minor work remaining at the digesters.

The hard work and solid team effort by Chris Johnson, Luke Lowe, Tristan Preece, and all the members of the Public Works Department who assisted in addressing this matter is greatly appreciated. Because of them, we have addressed the violations cited, but more importantly, the site is much safer for our staff!

Smyth 12

The Smyth 12, which is the unofficial venue for the Town Managers of all three Smyth County towns, the County Administrator, and our representative elected officials from each council/board typically meets monthly but has not been active for the past handful of months due to staff changes in the other two towns and unavailability of elected officials from one of the other towns. That being said, I have communicated with the Smyth County Administrator, Mr. Shawn Utt, and we are making a concerted effort to refocus attention to the importance of the venue now that new staff and new elected officials are in place in all localities.

DHCD Letter of Support for Enhanced Food Pantry Services

Last month, I drafted a letter of support for a Smyth County application to the Virginia Department of Housing and Community Development (DHCD) for enhanced food pantry services in our county. I have attached a copy to this report for your review.

You may recall that Smyth County applied for and received $100,000 of Covid-related funding a handful of years ago which allowed for much needed refrigeration equipment at the Loaves and Fishes food pantry. If this current application is funded, it will again grow the capabilities of our town's food pantry to better assist the residents of our community. Award notices are anticipated for mid-2025.

Certification as to No Default and Tax Compliance and Failure to Submit Timely Annual Audit Statement

On December 18th, I submitted the town's Certification as to No Default and Tax Compliance to the Virginia Resources Authority (VRA). Apparently, this is a new requirement, as I do not recall ever seeing this documentation in other towns I have worked with and I consulted with your previous Town Manager, Mr. Clark, who also did not recall ever having seen this. The document is essentially a certification that the town has never defaulted on a debt. Additionally, I signed and provided a Notice of Failure to Submit Timely Annual Audited Financial Statements, which provides justification for our late audit submissions.

While these documents provide no information that VRA is not already aware of, are simple administrative matters, and do not require action by you as the Town Council, I wanted to keep you informed anytime we have updated correspondence with the state authority that holds much of the town's debt.

Questions

As always, I welcome any questions about the status of the town's busy activities. Happy New Year!

Respectfully Submitted,

J. Brian Martin
Town Manager

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December 19, 2024

Senator Travis Hackworth
Delegate Jed Arnold

RE: TOWN OF CHILHOWIE TRAFFIC ISSUES

Senator Hackworth and Delegate Arnold:

I'm writing you at the request of the Chilhowie Town Council to ask for your assistance with looking into options to address the congested traffic patterns and pedestrian safety hazards in our town at the intersection of Interstate 81's Exit 35 and Whitetop Road (State Route 107).

As both of you have used this interchange, I'm sure you've seen firsthand the challenging and dangerous situation that is faced daily by citizens of Chilhowie, as well as our neighbors in surrounding communities that use this exit as they travel to work and back home.

The town presented our concerns to VDOT earlier this year. Specifically, I corresponded with Mr. Jeff Harrison, the Residency Administrator. Mr. Harrison and his staff were very prompt in scheduling a meeting with the town and were extremely professional and helpful. As a result of our on-site meeting, a VDOT traffic study was quickly undertaken and the need for a safe route for pedestrian passage was forwarded to VDOT's Bridge Division for consideration.

While the town is tremendously grateful for the assistance provided to us by Mr. Harrison and his local staff, we were also disappointed that the results of the traffic study determined that a traffic light at this extremely congested intersection was found to be not warranted.

That being said, the town's request to has nothing to do with our local VDOT partners…they're great folks to work with! Our request is that as our representatives in the General Assembly that you please look into possible options to work toward placement of a traffic light at this dangerous intersection, as well as assist the town in our goal of seeing a sidewalk constructed in order for our pedestrian residents to have a safe way to travel from their homes into the town's central business district, where they walk to obtain their food, prescriptions, banking needs, etc.

I'm aware that you are both going into your busiest time of the year as we approach the New Year, but I am always available at your convenience to give you a tour of Chilhowie and show you the issue that worries our Town Council members. Thank you and please let me know if you have any questions.

J. Brian Martin
Town Manager

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P.J. Wolfe

325 East Lee Highway
P.O. Box 5012
Chilhowie, Virginia 24319
Phone: (276) 646-3232
Fax: (276) 646-3012
www.chilhowie.org

Town Manager: Brian Martin
Clerk/Treasurer: Felicia C. 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
Special Events/Recreation: Stephen Fields
Legal: Cassell & Crewe, P.C.

Virginia Department of Housing and Community Development
600 East Main Street, Suite 300
Richmond, VA 23219

Dear Sir or Madam,

On behalf of Mayor Heninger and the Chilhowie Town Council, I am writing to express our enthusiastic support for the grant application to enhance county-wide food pantry services. These food pantries are vital not only for addressing food insecurity but also for contributing to the overall stability and economic resilience of our town and county.

The critical role of our food pantries was unmistakable during Hurricane Helene. The disaster disrupted supply chains and left many residents without essential resources, emphasizing the urgent need for a reliable local support system. Despite limited access to additional inventory, our food pantries rose to the challenge, proving their indispensable value. This crisis underscored the necessity of strengthening these vital services to better serve our community in times of need.

Food security plays a significant role in economic development. By providing essential services to families in need, food pantries reduce the economic strain on households, allowing residents to focus on employment, education, and community engagement. This stability contributes to a stronger workforce, which in turn supports local businesses and attracts potential investors. Furthermore, the presence of well-supported food pantries demonstrates a community's commitment to caring for its residents, a key factor in fostering a positive environment for growth and development.

The grant from the Virginia Department of Housing and Community Development would enable our county to expand the capacity of these vital services, ensuring that we are prepared to meet current demands and future challenges. By investing in food security infrastructure, we are laying the groundwork for a healthier, more resilient, and economically robust community.

I urge your full support of this grant application, as it aligns with our shared goals of fostering sustainable growth and improving the quality of life for all residents in Smyth County, our region, and the Commonwealth of Virginia. Should you require further information or wish to discuss this initiative in more detail, please do not hesitate to contact me at (276) 646-3232 or bmartin@chilhowieva.gov. Thank you for considering this important request.

Sincerely,

J. Brian Martin
Town Manager

JOINT PUBLIC HEARING

TOWN OF CHILHOWIE, VIRGINIA

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 of Chilhowie Joint Public Hearing Notice – 2025 Comprehensive Plan

The Chilhowie Town Council and Chilhowie Planning Commission will be holding a Joint Public Hearing to consider adoption of a new Comprehensive Plan for the Town that has been formulated in conjunction with the Mt. Rogers Planning District Commission and Chilhowie Planning Commission. The proposed Plan is slated to replace the 2018 document. The Plan focuses on key community features including population / demographics, housing, land use, community facilities, transportation, economy and government, etc., and makes recommendations thereon. The Joint Public Hearing will be held on Thursday, January 9, 2025 at 7:00 p.m. at the Chilhowie Town Hall. Any Citizen of the Town or other interested citizen is invited to appear and speak thereon. Following the Public Hearing the Planning Commission may make a recommendation on its adoption, with or without amendments, to the Town Council. Signed written comments will also accepted and read aloud. A copy of the proposed Comprehensive Plan is available for review at the Town Hall at 325 East Lee Highway and on- line at www.chilhowie.org.

By Authority of the Mayor and Town Council,
J. Brian Martin, Town Manager

By Authority of the Chilhowie Planning Commission,
James B. Bonham, III, Chairman

Smyth County News: Publish in your December 21, 2024 and December 28, 2024 editions

Code of Virginia
Title 15.2. Counties, Cities and Towns
Chapter 22. Planning, Subdivision of Land and Zoning

§ 15.2-2204. Advertisement of plans, ordinances, etc.; joint public hearings; written notice of certain amendments.

A. Plans or ordinances, or amendments thereof, recommended or adopted under the powers conferred by this chapter need not be advertised in full, but may be advertised by reference. Every such advertisement shall identify the place or places within the locality where copies of the proposed plans ordinances or amendments may be examined.

The local planning commission shall not recommend nor the governing body adopt any plan, ordinan or amendment thereof until notice of intention to do so has been published twice in some newspaper published or having general circulation in the locality, with the first notice appearing no more than 28 days before and the second notice appearing no less than seven days before the date of the meeting referenced in the notice; however, the notice for both the local planning commission and the governin body may be published concurrently. The notice shall specify the time and place of hearing at which persons affected may appear and present their views. The local planning commission and governing body may hold a joint public hearing after public notice as set forth in this subsection. If a joint hearir is held, then public notice as set forth in this subsection need be given only by the governing body. In any instance in which a locality has submitted a correct and timely notice request to such newspaper and the newspaper fails to publish the notice, or publishes the notice incorrectly, such locality shall be deemed to have met the notice requirements of this subsection so long as the notice was published in the next available edition of a newspaper having general circulation in the locality. After enactment o any plan, ordinance or amendment, further publication thereof shall not be required.

B. When a proposed amendment of the zoning ordinance involves a change in the zoning map classification of 25 or fewer parcels of land, then, in addition to the advertising as required by subsection A, the advertisement shall include the street address or tax map parcel number of the parc subject to the action. Written notice shall be given by the local planning commission, or its representative, at least five days before the hearing to the owner or owners, their agent or the occupar of each parcel involved; to the owners, their agent or the occupant, of all abutting property and prope immediately across the street or road from the property affected, including those parcels that lie in other localities of the Commonwealth; and, if any portion of the affected property is within a planned unit development, then to such incorporated property owner's associations within the planned unit development that have members owning property located within 2,000 feet of the affected property as may be required by the commission or its agent. However, when a proposed amendment to the zoning

Smyth County
News & Messenger

See Proof on Next Page

AFFIDAVIT OF PUBLICATION

State of Florida, County of Orange, ss:

Laquansay Nickson Watkins, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Smyth County News & Messenger, a newspaper printed and published in the City of Marion, County of Smyth, State of Virginia, and that this affidavit is Page 1 of 2 with the full text of the sworn-to notice set forth on the pages that follow, and the hereto attached:

PUBLICATION DATES:
Dec. 21, 2024, Dec. 28, 2024

NOTICE ID: 0AsgyY27PE8zVwkdM5aL
PUBLISHER ID: COL-2600189
NOTICE NAME: Joint Public Hearing for Comprehensive Plan
Publication Fee: 295.26
Ad Size: 2 X 31 L
Category: General Legal Notice

Under penalty of perjury, I, the undersigned affiant swear or affirm that the statements above are true and accurate to the best of my knowledge and belief.

(Signed) Laquansay Nickson Watkins

VERIFICATION

State of Florida
County of Orange

JESSICA GORDON-THOMPSON
Notary Public - State of Florida
Commission # HH301656
Expires on August 17, 2026

Subscribed in my presence and sworn to before me on this: 12/30/2024

Notary Public
Notarized remotely online using communication technology via Proof.

Joint Public Hearing

Town of Chilhowie Joint Public Hearing Notice – 2025 Comprehensive Plan

The Chilhowie Town Council and Chilhowie Planning Commission will be holding a Joint Public Hearing to consider adoption of a new Comprehensive Plan for the Town that has been formulated in conjunction with the Mt. Rogers Planning District Commission and Chilhowie Planning Commission. The proposed Plan is slated to replace the 2018 document. The Plan focuses on key community features including population / demographics, housing, land use, community facilities, transportation, economy and government, etc., and makes recommendations thereon. The Joint Public Hearing will be held on Thursday, January 9, 2025 at 7:00 p.m. at the Chilhowie Town Hall. Any Citizen of the Town or other interested citizen is invited to appear and speak thereon. Following the Public Hearing the Planning Commission may make a recommendation on its adoption, with or without amendments, to the Town Council. Signed written comments will also accepted and read aloud. A copy of the proposed Comprehensive Plan is available for review at the Town Hall at 325 East Lee Highway and on- line at www.chilhowie.org.

By Authority of the Mayor and Town Council,
J. Brian Martin, Town Manager

By Authority of the Chilhowie Planning Commission,
James B. Bonham, III, Chairman

Smyth County News: Publish in your December 21, 2024 and December 28, 2024 editions
COL-2600189

BUSINESS

TOWN OF CHILHOWIE

Mayor: Gary L. Heninger

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Shannon Donnelly
J. Brent Foster
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FORM OF REQUISITION
TOWN OF CHILHOWIE, VIRGINIA
C-515743

January 2, 2025

Karen M. Doran, Program Manager
Construction Assistance Program
Water Division
Department of Environmental Quality
P. O. Box 1105
Richmond, Virginia 23218

Re:Town of Chilhowie, Virginia
Loan No. C-515743

Dear Ms. Doran:

This requisition, Number 7, is submitted in connection with the Financing Agreement and the Funding Agreement, each dated as of March 1, 2024 (the "Agreements") , between the Virginia Resources Authority, as Administrator of the Virginia Water Facilities Revolving Fund, and the Town of Chilhowie, Virginia (the "Borrower"). Unless otherwise defined in this requisition, all capitalized terms used herein shall have the meaning set forth in Article I of the Agreements. The undersigned Authorized Representative of the Borrower hereby requests disbursement of loan proceeds under the Agreements in the amount of $250,949.18, for the purposes of payment of the Project Costs as set forth in Schedule 1 attached hereto.

Attached hereto are invoices relating to the items for which payment is requested.

The undersigned certifies that (a) the amounts requested by the requisition will be applied solely and exclusively to the payment, or to the reimbursement of the Borrower for the payment, of Project Costs, and (b) any materials, supplies or equipment covered by this requisition are not subject to any lien or security interest or such lien or security interest will be released upon payment of the requisition. In addition, the undersigned certifies that the Borrower has conducted adequate oversight for compliance with the Davis-Bacon Act and related acts through (a) the review of payrolls and associated certifications, and (b) the posting of all wage determinations and additional classifications (as appropriate) on the work site, and through this oversight, the Borrower has determined to the best of its ability that the Project complies with the requirements of the Davis-Bacon Act and related acts. The Borrower further certifies that all products included in this request satisfy the appropriate provisions of the American Iron and Steel requirements included in the Agreements.

The undersigned further certifies that (a) no Event of Default or Default has occurred and is continuing, and no condition exists which, with the passing of time or with the giving of notice or both, would constitute an Event of Default hereunder, and (b) the representations and warranties of the Borrower contained in the Agreements are true, correct and complete and the Borrower has performed all of its obligations thereunder required to be performed as of the date hereof.

This requisition includes an accompanying Certificate of the Consulting Engineer as to the performance of the work.

By signing this requisition, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Agreements. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Very truly yours,

By: _____

Its: Town Manager

Attachments

cc:DEQ Regional Engineer (with all attachments)

SCHEDULE 1
VIRGINIA WATER FACILITIES REVOLVING FUND
FORM TO ACCOMPANY REQUEST FOR DISBURSEMENT

REQUISITION NO.:	07
REQUISITION DATE	1/2/2025
BORROWER:	Town of Chilhowie
LOAN NUMBER:	C-515743

CERTIFYING SIGNATURE: _____

TITLE: Town Manager

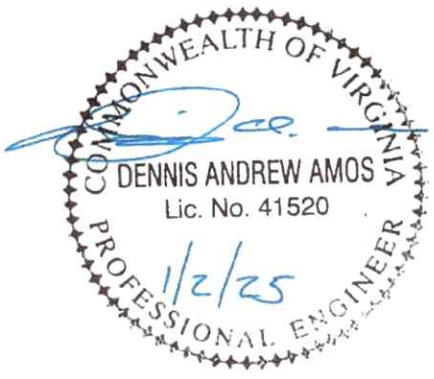
Cost Category	Amount Budgeted	Revised Budget	Previous Disbursements	Expenditures This Period	Total Expenditures to Date	Net Balance Remaining
Construction	$ 3,196,700.00	$ 3,196,700.00	$ 1,720,357.79	$ 236,204.18	$ 1,956,561.97	$ 1,240,138.03
Engineering	$ 176,620.00	$ 177,320.00	130,347.50	6,915.00	137,262.50	$ 40,057.50
RPR/Inspection	$ 157,670.00	$ 157,670.00	24,497.50	7,830.00	32,327.50	$ 125,342.50
Surveying	$ 42,000.00	$ 42,000.00	42,000.00	-	42,000.00	$ -
Legal	$ 16,000.00	$ 10,652.51	-	-	-	$ 10,652.51
Bond Counsel	$ 16,000.00	20,647.49	20,647.49	-	20,647.49	$ -
TOTALS	**$ 3,604,990.00**	**$ 3,604,990.00**	**$ 1,937,850.28**	**$ 250,949.18**	**$ 2,188,799.46**	**$ 1,416,190.54**

Total Loan Amount	**$ 3,604,990.00**
Previous Disbursements	**$ 1,937,850.28**
This Request	**$ 250,949.18**
Loan Proceeds Remaining	**$ 1,416,190.54**

CERTIFICATE OF THE CONSULTING ENGINEER
FORM TO ACCOMPANY REQUEST FOR DISBURSEMENT

This Certificate is being executed and delivered in connection with Requisition Number 7, dated January 2, 2025, submitted by the Town of Chilhowie, Virginia (the "Borrower") pursuant to the Financing Agreement and the Funding Agreement, each dated as of March 1, 2024 (the "Agreements"), between the Virginia Resources Authority, as Administrator of the Virginia Water Facilities Revolving Fund (the "Authority"), and the Borrower. Capitalized terms used herein shall have the same meanings set forth in Article I of the Agreements referred to in the Requisition.

The undersigned Consulting Engineer for the Borrower hereby certifies to the Authority that, insofar as the amounts covered by this Requisition include payments for labor or to contractors, builders or materialmen, such work was actually performed or such materials, supplies or equipment were actually furnished to or installed in the construction portion of the Project.



Hurt & Proffitt, Inc.
[Consulting Engineer]

By: Dennis A. Amos

Date: January 2, 2025

PUCC Portland Utilities Construction Co., LLC

PAYMENT REQUEST NUMBER 5

PUCC Job #: 2401

PAGE: 1 OF 2

Invoice Date: 12/21/2024
Net 30 Days 30
Due Date: 1/20/2025

Town of Chilhowie VA
325 E Lee Hwy
Chilhowie, VA 24319
Sanitary Sewer System Improvements

CONTRACTOR: 615-325-3374
Portland Utilities Construction Co., LLC
P.O. Box 510
Portland, TN 37148

FROM: 11/24/2024
TO: 12/21/2024

CONTRACT CHANGE ORDER SUMMARY

NUMBER	APPROVAL DATE	ADD	DEDUCT
1	11/25/2024	$ 344,270.88	
TOTALS		$ 344,270.88	
NET CHANGE			$ 344,270.88

1. Original Contract	$ 3,439,825.88
2. ADJUSTMENTS	$ 344,270.88
3. Revised Contract	$ 3,784,096.76
4. Work Completed	$ 2,304,586.61
5. Stored Materials	$10,873.36
6. Subtotal	$ 2,315,459.97
7. Retainage 5%	$ 115,773.00
8. Previous Payments	$ 1,963,482.78
9. Amount Due	$ 236,204.18

*DETAILED BREAK DOWN ATTACHED

CONTRACT TIME

ORIGINAL DAYS	210	START DATE	7/15/2024
Added Days	20		230
Revised Days	230	PROJECTED SUBSTANTIAL COMPLETION	3/2/2025

CERTIFICATIONS

CONTRACTORS CERTIFICATION

The undersigned contractor certifies that to the best of his knowledge, work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work which previous payment estimates were issued and payments received from the owner, and that current payment shown herein is now due.

Contractor
Portland Utilities Construction Company, LLC
P.O. Box 510
Portland, TN 37148
Phone: (615) 325-3374 Fax: (615) 325-3367

BY: _____
DATE: 12/20/24

ENGINEERS CERTIFICATION

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge the quantities shown in this estimate are correct and the work has been peformed in accordance with the contract documents.

Owner
Town of Chilhowie VA
325 E Lee Hwy
Chilhowie, VA 24319

BY: _____
DATE: 1/6/25

Engineer:
Hurt & Proffitt
1861 Pratt Dr,
STE 1100
Blacksburg, VA 24060

By: _____
Date: 1/2/25

PUCC Portland Utilities Construction Co., LLC

PROJECT: Sanitary Sewer System Improvements
LOCATION: Chilhowie VA
JOB NUMBER: 2401
PERIOD ENDING: 12/21/2024

ITEM	DESCRIPTION	TOTAL CONTRACT				THIS PERIOD		TOTAL TO DATE		%
		QTY	UNIT	PRICE	TOTAL	QTY	TOTAL	QTY	TOTAL	COMP
1.01	Mobilization (Maximum 5%)	1	LS	$152,945.75	$152,945.75		$0.00	1	$152,945.75	100%
1.02	CIPP Lining							0		
a.	6 inch Gravity Sewer	702	LF	$96.05	$67,427.10		$0.00	0	$0.00	0%
b.	8 inch Gravity Sewer	2,398	LF	$78.95	$189,322.10		$0.00	1207	$95,292.65	50%
c.	12 inch Gravity Sewer	654	LF	$83.97	$54,916.38		$0.00	0	$0.00	0%
d.	15 inch Gravity Sewer	288	LF	$152.50	$43,920.00		$0.00	285	$43,462.50	99%
e.	18 inch Gravity Sewer	11,144	LF	$149.75	$1,668,814.00	317	$47,470.75	10264	$1,537,034.00	92%
1.03	CIPP Lateral Reconnect	115	EA	$8,222.31	$945,565.65	5	$41,111.55	23	$189,113.13	20%
1.04	CIPP Point Repair	6	EA	$9,736.74	$58,420.44		$0.00	3	$29,210.22	50%
1.05	Rehabilitate Sanitary Sewer Manholes	45	EA	$3,113.09	$140,089.05		$0.00	0	$0.00	0%
1.06	Replace Sanitary Manhole Frame and Cover	9	EA	$2,669.88	$24,028.92		$0.00	11	$29,368.68	122%
1.07	Reseal/Realign Manhole Frame and Cover	11	EA	$2,268.41	$24,952.51		$0.00	9	$20,415.69	82%
1.08	Cleanout Repair	24	EA	$1,969.88	$47,277.12		$0.00	17	$33,487.96	71%
1.09	Concrete Sidewalk, Curb and Gutter Removal and Replacement	30	SF	$86.70	$2,601.00		$0.00	0	$0.00	0%
1.10	Pavement Removal and Replacement	10	SY	$206.74	$2,067.40		$0.00	0	$0.00	0%
1.11	Erosion and Sediment Control	1.0	LS	$17,478.46	$17,478.46		$0.00	0.5	$8,739.23	50%
	Change Order Work							0		
1	8" Gravity Sewer (PVC), in place/complete	800	LF	$214.40	$171,520.00	772	$165,516.80	772	$165,516.80	97%
2	New Manhole (0 to 6 foot depth)	3	EA	$12,512.96	$37,538.88		$0.00	0	$0.00	0%
3	8" IPS Static Pipe Burst	1,100	LF	$122.92	$135,212.00		$0.00	0	$0.00	0%
	Total				**$ 3,784,096.76**		**$ 254,099.10**		**$ 2,304,586.61**	**61%**

PUCC Portland Utilities Construction Co., LLC

Project: Sanitary Sewer System Improvements
Period Ending: 12/21/2024

STORED MATERIALS

DESCRIPTION	RECEIVED THIS PERIOD	TOTAL REC TO DATE		UNIT PRICE	TOTAL VALUE REC. TO DATE	TOTAL USED IN JOB	BALANCE IN STOCK	TOTAL STORED MAT
Liner Order 1 Crate 1	528	528	$	29.44	$15,544.32	528	0	$0.00
Liner Order 1 Crate 2	603	603	$	27.32	$16,473.96	603	0	$0.00
Liner Order 1 Crate 3	600	600	$	27.32	$16,392.00	600	0	$0.00
Liner Order 2 Crate 1	612	612	$	27.32	$16,719.84	612	0	$0.00
Liner Order 2 Crate 2	616	616	$	27.32	$16,829.12	616	0	$0.00
Liner Order 2 Crate 3	535	535	$	27.32	$14,616.20	535	0	$0.00
Liner Order 2 Crate 4	633	633	$	27.32	$17,293.56	633	0	$0.00
Liner Order 3 Crate 1	706	706	$	29.44	$20,784.64	706	0	$0.00
Liner Order 3 Crate 2	709	709	$	29.44	$20,872.96	709	0	$0.00
Liner Order 3 Crate 3	464	464	$	29.44	$13,660.16	464	0	$0.00
Liner Order 3 Crate 4	574	574	$	29.44	$16,898.56	574	0	$0.00
Liner Order 4 Crate 1	730	730	$	27.32	$19,943.60	332	398	$10,873.36
Liner Order 4 Crate 2	611	611	$	27.32	$16,692.52	611	0	$0.00
Liner Order 4 Crate 3	706	706	$	27.32	$19,287.92	706	0	$0.00
Liner Order 4 Crate 4	784	784	$	27.32	$21,418.88	784	0	$0.00
Liner Order 4 Crate 5	784	784	$	27.32	$21,418.88	784	0	$0.00
Liner Order 4 Crate 6	398	398	$	27.32	$10,873.36	398	0	$0.00
Liner Order 4 Crate 7	406	406	$	27.32	$11,091.92	406	0	$0.00
					$0.00		0	$0.00
					$0.00		0	$0.00
								$10,873.36

HURT & PROFFITT
2524 LANGHORNE ROAD • LYNCHBURG, VA 24501
800-242-4906 TOLL FREE • 434-847-7796 MAIN • 434-847-0047 FAX • www.HandP.com
An Employee-Owned Company • FIN #54-0924377

ENGINEERING | SURVEYING | PLANNING

invoice

December 16, 2024
Project No: 20211086
Invoice No: 89307

Town of Chilhowie, VA
PO Box 5012
325 East Lee Highway
Chilhowie, VA 24319-5012

Project Manager: Amos, Dennis A

Project 20211086 Chilhowie 2022 DEQ SSES

Email copy of invoice to feller@chilhowie.org and to bmartin@chilhowie.org

Professional Services rendered through November 30, 2024

Phase	Name	Contract Amount	Previously Billed	% Complete	Invoice Amount
1400	Design Survey (BLK)	$21,000.00	$21,000.00	100.00	$.00
1503	Preliminary and Final Design	$177,320.00	$177,320.00	100.00	$.00
1504	Approvals	$16,300.00	$4,890.00	30.00	$.00
1505	Permitting	$20,000.00	$17,000.00	85.00	$.00
1506	Bidding Assistance	$13,850.00	$13,850.00	100.00	$.00
1507	Constuction Phase Assistance	$69,150.00	$17,287.50	35.00	$6,915.00
4400	Design Survey (WYT)	$21,000.00	$21,000.00	100.00	$.00
Total Professional Services		**$338,620.00**	**$272,347.50**		**$6,915.00**

1508 - Construction Inspections

Professional Services

Employee		Amount
Nolen, Darrell Kenneth		$7,830.00
	Total Professional Services	**$7,830.00**
Total Charges for 1508 - Construction Inspections		**$7,830.00**
	Invoice Amount	**$14,745.00**

WE APPRECIATE YOUR BUSINESS
Please indicate invoice number or project number on payment to insure proper credit.
Net due upon receipt. Interest charges of 2% per month, which is an annual percentage rate of 24%, is added after 30 days.

FIN 540924377

TOWN OF CHILHOWIE, VIRGINIA

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Council: Billy L. Clear
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Building Official: C. David Haynes
Wastewater Operations: Luke A. Lowe
Water Operations: Don Cole, II
Legal: Cassell & Crewe, P.C.

Memorandum of Understanding

This memorandum is drafted and executed to document that the Town of Chilhowie and Brian Martin have agreed to the following terms with regard to his employment as the Town Manager for the Town of Chilhowie. This document shall not constitute a contract of employment. This document shall not alter the "at will" nature of the employment by the Town of Mr. Martin as its Town Manager.

1. Mr. Martin will be appointed as Town Manager effective July 1, 2024. He will serve at the will and pleasure of the Town Council ("at will");
2. Mr. Martin will work 32 hours per week. He will ensure that the duties and responsibilities of the Town Manager position are fulfilled;
3. Mr. Martin will receive a salary of $65,000.00 He will be paid in increments as other employees of the Town are paid and will be placed on the Town's pay and classification plan as in effect at the time of his employment as all other permanent part-time employees;
4. Mr. Martin will be offered individual and family health insurance as offered to other employees of the Town and will pay those portions of the insurance as other full time employees of the Town;
5. Mr. Martin will be allocated and/or accrue vacation and sick leave at 80% of that in which other employees of the Town accrue said benefits;
6. Mr. Martin will receive the same holiday leave as other full time employees of the Town; &
7. Mr. Martin acknowledges that he is not eligible for VRS.

Seen and Acknowledged on this 27TH day of JUNE, 2024.

Town of Chilhowie by its Mayor

Brian Martin

TOWN OF CHILHOWIE, VIRGINIA

Mayor: Gary L. Heninger

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

325 East Lee Highway
P.O. Box 5012
Chilhowie, Virginia 24319
Phone: (276) 646-3232
Fax: (276) 646-3012
www.chilhowie.org

Town Manager: Brian Martin
Clerk/Treasurer: Felicia C. 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
Special Events/Recreation: Stephen Fields
Legal: Cassell & Crewe, P.C.

Wastewater Works Operator Employment Opportunity – Town of Chilhowie, Virginia

The Town of Chilhowie, Virginia is seeking an individual with a Class IV, III, or II license from the Virginia Department of Professional and Occupational Regulation as a Wastewater Works Operator at the Town of Chilhowie's Regional Wastewater Treatment Plant. The modern up-to-date plant serves the Town of Chilhowie and portions of Smyth County and has a capacity of 999,999 gallons per day (.999 MGD). The plant is currently staffed with three Operators. THE TOWN WILL ALSO ACCEPT and encourage applications of persons without this certification, as a Trainee, who can demonstrate an ability to gain a Class IV Wastewater certification within one (1) year of employment, or a Class VI Water certification. The individual will perform a variety of duties including collecting samples, checking settling basins, monitoring flows, performing a variety of biological and chemical tests, cleaning bar screens, maintaining and repairing equipment, cleaning ultra violet lights and other general maintenance duties as required. The Town of Chilhowie will work with the selected employee in providing the necessary training to ultimately secure a Class II license, if not already certified. The competitive hourly rate will be determined by the individual's education, experience and classification, or if a Trainee, his / her ability to achieve the minimum classification in one year and to further proceed in the future. Benefits include yearly merit increase evaluations, cost of living increases, Virginia Retirement System benefits, single or family health insurance for both medical and dental at 80% Town paid, paid holidays, vacation and sick leave.

Applications on a Town application form, with resume, are due at the Chilhowie Town Hall, 325 East Lee Highway, P.O. Box 5012, Chilhowie Virginia 24319 by 2:00 January 15, 2025. A full job description can be found at www.chilhowie.org. The Town of Chilhowie is an equal employment opportunity employer. For more information contact the Chilhowie Town Hall at 276-646-3232.

Advertise in Bristol Herald Courier December 27, 2024; Smyth County News December 28, 2024 and January 8, 2025; Saltville Progress January 9, 2025.

Posted with Virginia Employment Commission and on Town website www.chilhowie.org

Outlook

GovDeals Seller's Certificate: 44-1218241418-7838

From ClientServices@GovDeals.com <ClientServices@GovDeals.com>
Date Wed 12/18/2024 2:20 PM
To Heather Carter <hcarter@chilhowieva.gov>
Cc Felicia Eller <feller@chilhowieva.gov>; Felicia Eller <feller@chilhowieva.gov>

Congratulations, Chilhowie, VA has sold another item on the GovDeals Auction Server.

BUYER (#3267488)	
Name:	James Scott
Company:	Scott ,James
Title To:	James Scott
Phone:	276-275-6788
Email:	jwscott78@gmail.com
Address:	3969 Big Hill Rd Pennington Gap, VA 24277

SELLER (#7838)	
Agency:	Chilhowie, VA
Contact:	Heather Carter
Phone:	276-646-3232
Email:	hcarter@chilhowie.org
Address:	325 East Lee Highway Chilhowie, VA 24319

ITEM INFORMATION FOR ASSET ID: 44			
Item:	2007 Chevy Trail Blazer LS 		
Pick Up Location:	325 East Lee Highway, Chilhowie, VA 24319		
Inventory ID:	44	Account ID:	7838
Condition:	Used/See Description	Quantity:	1 each
Make/Brand:	Chevrolet	Model:	Trail Blazer LS
VIN/Serial:	1GNDT135672293288	Model Year:	2007
Meter:	80,417 Miles	Title Restrictions:	Clean Title

Date	Item		Amount
18 Dec 2024 02:18 PM ET	2007 Chevy Trail Blazer LS		USD $3,400.00

	Buyer's Premium	12.5000000000%	USD $425.00
		Total	USD $3,825.00

Payment Instructions:

Payment methods for this item are Wire Transfer, PayPal, or credit cards (Visa, Mastercard, American Express, Discover) only. PayPal and credit card purchases are limited to below 5,000.00 and Bidders residing in the United States, Canada and Mexico Only. If the winning bid plus applicable taxes, if any indicated, plus the buyer's premium equals to 5,000.00 or more, Wire Transfer must be used. Buyers on level one probation have a PayPal and Credit Card limit of $1,000. If Wire Transfer is chosen, a Wire Transfer Transaction Summary page will provide payment and account information. The Wire Transfer must be completed within 5 days unless otherwise specified below.

PAYMENT

If you are the winning bidder, you will facilitate payment by referring to the My Bids section of your account.

Note:

1. Payment is due within 5 (five) business days of auction closure.

2. Any invoice $5,000 or above requires payment via wire transfer.

3. Depending on your history with GovDeals, you may be limited to the number of auctions/transactions that you can participate in simultaneously AND/OR the dollar amount that you can pay via credit card, debit card or PayPal. For additional insight, please visit the Probation FAQ.

SALES TAX

When applicable, sales tax is calculated based upon the auction's advertised location.

If you are seeking sales tax exemption, you must complete Liquidity Services' tax exemption form(s). We recommend doing this prior to the auction's closure or before making payment. To do so, please visit Liquidity Services' Tax Exemption Submission Tool.

Removal Instructions:

Property may be removed by appointment only and appointments must be made at least 24 hours in advance. All items must be removed within ten (10) business days from the time and date of issuance of the Buyer's Certificate.

The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. No Assistance will be provided. A daily storage fee of $10.00 may be charged for any item not removed within the 10 business days allowed and stated on the Buyer's Certificate.

Special Instructions:

NOTICE: If you are the winning bidder and default by failing to adhere to this sellers terms and conditions your account with Liquidity Services WILL BE LOCKED.

Guaranty Waiver. All property is offered for sale 'AS IS, WHERE IS.' Chilhowie, VA makes no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale. Please note that

upon removal of the property, all sales are final.

Description Warranty. Seller warrants to the Buyer that the property offered for sale will conform to its description. Any claim for misdescription must be made prior to removal of the property. If Seller confirms that the property does not conform to the description, Seller will keep the property and refund any money paid. The liability of the seller shall not exceed the actual purchase price of the property.

Description:

2007 Chevy Trail Blazer LS Vehicle starts with a boost and runs Gas Engine with repairs needed Power steering pump needs replaced due to a leak This vehicle was maintained every 5500 miles Automatic transmission unknown issues Drivetrain is 4 wheel drive in good condition Exterior is silver with no cracked glass Minor damage dents, scratches, and dings Major damage to hood, right rear door, bumper corner Decals have been removed Interior color is grey cloth Stock AM/FM radio Air Conditioner Dual Air Bags Cruise Control Tilt Steering Remote Mirrors Power windows, door locks, steering, and seats

AN ORDINANCE ADDING "ARTICLE IIA REAL PROPERTY TAX EXEMPTION FOR SURVIVING SPOUSES OF CERTAIN PERSONS KILLED IN THE LINE OF DUTY" TO THE CODIFIED ORDINANCES OF THE TOWN OF CHILHOWIE, VIRGINIA

WHEREAS, the Town Council of the Town of Chilhowie believes that the foregoing serves the interests of the citizens of the Town of Chilhowie by providing relief to the family of certain employees lost due to tragic circumstances; and

WHEREAS, the legislature has authorized this relief.[1]

BE IT HEREBY ORDAINED that the following be ENACTED and that the Code of Ordinances, Town of Chilhowie, Virginia, is amended by adding a new Article to be numbered Article IIA, which Article reads as follows:

ARTICLE IIA - REAL PROPERTY TAX EXEMPTION FOR SURVIVING SPOUSES OF CERTAIN PERSONS KILLED IN THE LINE OF DUTY

Sec. 50-80. Purpose.

The purpose of this article is to establish an exemption from taxation for the qualifying real property of surviving spouses of covered persons as defined herein, generally including law enforcement officers, firefighters, search and rescue personnel, or emergency medical service personnel who are killed in the line of duty.

Sec. 50-81. Definitions.

As used in this article, unless the context requires otherwise:

Average assessed value means the average assessed value for all dwellings located within the county that are situated on property zoned as single-family residential.

Commissioner means the commissioner of the revenue of the county.

Covered person means any person set forth in the definition of "deceased person" in Code of Virginia, § 9.1- 400 whose beneficiary, as defined in Code of Virginia, § 9.1-400, is entitled to receive benefits under Code of Virginia, § 9.1-402, as determined by the comptroller prior to July 1, 2017, or as determined by the Virginia Retirement System on and after July 1, 2017.

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1 State law reference(s)-Exemption for surviving spouses of certain persons killed in the line of duty, Code of Virginia,§ 58.1-3219.13, et seq.

Sec. 50-82. Exemption from taxes on property of surviving spouses of certain persons killed in the line of duty.

a) Pursuant to Article X, Section 6-B of the Constitution of Virginia, for tax years beginning on or after January 1, 2024, the town exempts from taxation the real property described in subsection (b) of the surviving spouse of any covered person who occupies the real property as his principal place of residence. If the covered person's death occurred on or prior to January 1, 2024, and the surviving spouse has a principal residence on January 1, 2024, eligible for the exemption under this section, then the exemption for the surviving spouse shall begin on January 1, 2024. If the covered person's death occurs after January 1, 2024, and the surviving spouse has a principal residence eligible for the exemption under this section on January 1 in the year that such covered person dies, then the exemption for the surviving spouse shall begin on January 1 of the year that such covered person dies. If the surviving spouse acquires the property after January l, 2024, then the exemption shall begin on the date of acquisition, and the previous owner may be entitled to a refund for a pro rata portion of real property taxes paid pursuant to Code of Virginia,§ 58.1-3360. The town shall not be liable for any interest on any refund due to the surviving spouse for taxes paid prior to the surviving spouse's filing of the affidavit or written statement required by Code of Virginia, § 58.1-3219.15. The exemption applies without any restriction on the spouse's moving to a different principal place of residence; however, the exemption shall apply only as long as the spouse owns and resides on the property as the principal place of residence.

b) Those dwellings in the town with assessed values in the most recently ended tax year that are not in excess of the average assessed value for such year of a dwelling situated on property that is zoned as single-family residential shall qualify for a total exemption from real property taxes under this article. If the value of a dwelling is in excess of the average assessed value as described in this subsection, then only that portion of the assessed value in excess of the average assessed value shall be subject to real property taxes, and the portion of the assessed value that is not in excess of the average assessed value shall be exempt from real property taxes. Single-family homes, condominiums, town homes, manufactured homes as defined In Code of Virginia, § 46.2-100 whether or not the wheels and other equipment previously used for mobility have been removed, and other types of dwellings of surviving spouses, whether or not the land on which the single-family home, condominium, town home, manufactured home, or other type of dwelling of a surviving spouse is located is owned by someone other than the surviving spouse, that (i) meet this requirement and (ii) are occupied by such persons as their principal place of residence shall qualify for the real property tax exemption. If the

land on which the single-family home, condominium, town home, manufactured home, or other type of dwelling is located is not owned by the surviving spouse, then the land is not exempt. For purposes of determining whether a dwelling or, or a portion of its value, is exempt from county real property taxes, the average assessed value shall be such average for all dwellings located within the county that are situated on property zoned as single-family residential.

c) The surviving spouse shall qualify for the exemption so long as the surviving spouse does not remarry and continues to occupy the real property as their principal place of residence. The surviving spouse shall notify the commissioner within 30 days of remarriage. If a surviving spouse remarries, eligibility for the exemption shall cease upon such remarriage, and taxes shall be pro-rated accordingly.

d) The town shall provide for the exemption from real property taxes of (i) the qualifying dwelling, or that portion of the value of such dwelling and land that qualifies for the exemption pursuant to subsection (b), and (ii) with the exception of land not owned by the surviving spouse, the land, not exceeding one acre, upon which it is situated. A real property improvement other than a dwelling, including the land upon which such improvement is situated, shall also be exempt from taxation so long as the principal use of the improvement is (a) to house or cover motor vehicles or household goods and personal effects as classified In subdivision a 14 of Code of Virginia § 58.1-3503 and as listed In Code of Virginia,§ 58.1-3504 and (b) for other than a business purpose.

e) Effect of different forms of ownership and multiple owners. For purposes of this exemption, real property of any surviving spouse of a covered person includes real property (i) held by a surviving spouse as a tenant for life, (ii) held in a revocable inter vivos trust over which the surviving spouse holds the power of revocation, or (iii) held in an irrevocable trust under which the surviving spouse possesses a life estate or enjoys a continuing right of use or support. Such real property does not include any interest held under a leasehold or term of years.

In the event that (i) a surviving spouse is entitled to an exemption under this subdivision by virtue of holding the property in any of the three ways set forth in subsection (e)(i) and (ii) one or more other persons have an ownership interest in the property that permits them to occupy the property, then the tax exemption for the property that otherwise would have been provided shall be prorated by multiplying the amount of the exemption by a fraction the numerator of which is one and the denominator of which equals the total number of people having an ownership interest that permits them to occupy the property.

In the event that the principal residence is jointly owned by two or more individuals including the surviving spouse, and no person is entitled to the exemption under this section by virtue of holding the property in any of the three ways set forth in subsection (e), then the exemption shall be prorated by multiplying the amount of the exemption by a fraction the

numerator of which is the percentage of ownership interest in the dwelling held by the surviving spouse and the denominator of which is 100.

Sec. 50-83. Application for exemption.

The surviving spouse claiming the exemption under this article shall file with the commissioner on forms to be supplied by the commissioner, an affidavit or written statement (i) setting forth the surviving spouse's name, (ii) indicating any other joint owners of the real property, (iii) certifying that the real property is occupied as the surviving spouse's principal place of residence, and (iv) including evidence of the determination of the comptroller or the Virginia Retirement System pursuant to the definition of "covered person" stated in this subdivision. The surviving spouse shall also provide documentation that he is the surviving spouse of a covered person and of the date that the covered person died. The surviving spouse shall be required to refile the information required by this section only if the surviving spouse's principal place of residence changes.

Sec. 50-84. Absence from residence.

The fact that surviving spouses who are otherwise qualified for tax exemption pursuant to this article are residing in hospitals, nursing homes, convalescent homes, or other facilities for physical or mental care for extended periods of time shall not be construed to mean that the real estate for which tax exemption is sought does not continue to be the sole dwelling of such persons during such extended periods of other residence, so long as such real estate is not used by or leased to others for consideration.

Secs. 50-85-90. Reserved.

This ordinance was duly considered following a required public hearing held on January 9, 2025, and was adopted and made effective by the Town Council on January 9, 2025 with votes as follows:

NAME	FOR	AGAINST	ABSENT
Shannon Donnelly			
Julie Sturgill			
P.J. Wolfe			
Bill Clear			
Bob Jeter			
Brent Foster			

I certify that this is a true and correct copy taken from the minutes of the Town Council of the Town of Chilhowie meeting of January 9, 2025.

_____

Felicia Eller, Clerk/Treasurer

HURT & PROFFITT

January 9, 2025

J. Brian Martin – Town Manager
Town of Chilhowie, VA
325 East Lee Highway
Chilhowie, VA 24319

Subject: *Agreement for Engineering Services*
Town of Chilhowie Term Contract
H&P Project # 20242303

Dear Brian:

Hurt & Proffitt, Inc. (ENGINEER) appreciates the opportunity to provide this proposal to the Town of Chilhowie (OWNER) for professional services for the above referenced project.

Scope of Services

The OWNER may require various engineering and construction phase services as described in the Town's Request for Proposals.

Term Contract

This Agreement shall be in effect for one year from the date of Agreement noted herein. The Agreement will be renewed automatically annually for an additional four-year period of service, at the discretion of the OWNER, and as agreed to by the ENGINEER.

Compensation

Compensation for each project assigned to the ENGINEER shall be negotiated individually on a lump sum or hourly basis, as determined by the defined scope of work. Current classification labor rates shall be those in effect at the time of the specific project proposal and shall be subject to adjustment on an annual basis.

Depending on funding sources, a separate engineering contract, subject to the rules and regulations of the funding agency and/or state legal requirements, may need to be negotiated for a specific project.

When requested by the OWNER, the ENGINEER shall provide appropriate services for projects requiring open-ended assignment (such as operational "troubleshooting") or in emergency situations. The ENGINEER shall charge for the time required on an hourly charge basis according to the classification labor rate schedule in effect.

ENGINEERING • SURVEYING • GEOTECHNICAL • ENVIRONMENTAL • GIS

1861 PRATT DRIVE, SUITE 1100
BLACKSBURG, VA 24060
800-242-4906 TOLL FREE
540-552-5592 MAIN
540-552-5729 FAX
www.HandP.com

Additional reimbursable expenses shall include the following:

a. Overnight lodging and meal expenses if required for trips out-of-town.

b. Special reproduction requirements other than for normal plans, specifications, and reports.

c. Sub-consultants shall be charged at cost plus 15% to cover administrative costs and taxes.

d. Mileage charges for inspectors at $0.65 per mile.

Labor and Civil Rights Provisions

ENGINEER will comply with: President's Executive Order #11246 prohibiting discrimination in employment regarding, race, color, creed, sex, or national origin; President's Executive Order #12138 and #11625 regarding utilization of MBE/WBE firms; the Civil Rights Act of 1964; the Americans with Disabilities Act of 1990; and the Age Discrimination and Employment Act.

ENGINEER is an Equal Opportunity Employer and does not or will not maintain or provide for employees any facilities that are segregated on the basis of race, color, creed, or national origin.

During the performance of this contract, ENGINEER agrees as follows:

a. ENGINEER will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the ENGINEER's normal operations. ENGINEER agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. ENGINEER, in all solicitations or advertisements for employees placed by or on behalf of ENGINEER, will state that ENGINEER is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

d. ENGINEER will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over $10,000, related to this contract, so that the provisions will be binding upon each subcontractor or vendor.

Drug Free Workplace

During the performance of this contract, ENGINEER agrees to

a. Provide a drug-free workplace for ENGINEER's employees

b. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution,

dispensation, possession, or use of a controlled substance or marijuana is prohibited in ENGINEER's workplace and specifying the actions that will be taken against employees for violations of such prohibition

c. State in all solicitations or advertisements for employees placed by or on behalf of ENGINEER that ENGINEER maintains a drug-free workplace

d. Include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, related to this contract so that the provisions will be binding upon each subcontractor or vendor.

Terms

We propose to work in accordance with our Standard Terms and Conditions, a copy of which is attached.

Closing

For written authorization to proceed, please execute and return the attached Agreement. Please note that the Terms and Conditions on the Agreement are a part of this proposal.

Again, thank you for your consideration of using our services for this project. Please contact us if you have any questions regarding this proposal or if we may be of further assistance.

Sincerely,
Hurt & Proffitt, Inc.

Dennis A. Amos, PE
VP of Blacksburg Engineering

An Agreement for the Provision of Limited Professional Services

Client: Town of Chilhowie
325 East Lee Highway
Chilhowie, VA 24319

Date: January 9, 2025

Project Name/Location: Town of Chilhowie Term Contract, Chilhowie, VA

Scope/Intent and Extent of Services: To provide the following services:
Various Engineering and Construction Phase services on an as-needed basis.

The above is a confirmation of work ordered to be performed. If any of the information shown hereon is not in accordance with your understanding, please advise us immediately. We will not be responsible for any errors or misunderstanding which may arise from lack of proper notification. H&P has no duty to provide any services not specifically set forth in this agreement.

Fee Arrangement: Negotiated individually on an hourly or lump sum basis.

Standard Terms and Conditions

These Standard Terms and Conditions are incorporated by reference into the agreement, or proposal (the "Agreement") between Hurt &Proffitt, Inc. ("H&P") and its client ("Client") for the performance of engineering, surveying, planning, or other professional services ("H&P Services"). These Standard Terms and Conditions shall supersede any term or provision elsewhere in the Agreement in conflict herewith.

(1) **Fee**: H&P shall perform the services outlined in the Agreement for the stated fee arrangement. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. No extra work or change in the work contemplated by this agreement shall be required of H&P without a written request from Client, approved in writing by H&P, which document shall expressly state the costs of such alteration or extra work. Provided, however, should H&P undertake any alteration or extra work without requiring such written documentation, then H&P shall nevertheless be compensated at its prevailing hourly rates.

(2) **Access to Site**: Unless otherwise stated, H&P will have access to the site for activities necessary for the performance of the services. H&P will take precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage, all of which costs of restoration shall be the sole responsibility of Client.

(3) **Limitation of Liability**: No breach of this agreement by H&P shall entitle Client to recover any consequential nor liquidated damages from H&P. Client expressly waives any and all claims for consequential and/or liquidated damages. In no event will H&P be liable for any such damages. Liability of H&P under this agreement, if any, shall be limited to the specific portion of the project with which H&P is directly involved.

(4) **Standard of Care**: The standard of care required of H&P shall be that of other like professionals in good standing in Virginia, at the time services are rendered.

(5) **Billings/Payments:** Invoices for H&P services shall be submitted at H&P's option, either at the completion of such services or on a monthly basis. Invoices shall be payable upon receipt. If the invoice is not paid within 30 days, H&P may, without waiving any claim or right against the Client, and without liability whatsoever on H&P to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

(6) **Late Payments**: Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.0% on the then unpaid balance (12% true annual rate), at the sole selection of H&P. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

(7) **Termination of Services**: This agreement may be terminated by Client or H&P should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay H&P for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses. The obligation to provide further services under the Agreement may be terminated by either party upon thirty (30) days written notice for no cause, through no fault of the terminating party.

(8) **Instruments of Service**: All documents, including, without limitation, plans, drawings, reports, surveys, estimates, specifications, field notes and data are and shall remain the property of H&P as instruments of service. H&P shall provide Client a set of reproducible prints of drawings and copies of other documents which Client will not sell, publish, or display publicly, except for reuse for extensions of the project or for new projects.

(9) **Modification of Agreement**: The parties hereto may modify the terms of this agreement, provided, however, such modification shall not be effective unless in writing and signed by both parties.

(10) **Entire Agreement**: This agreement sets forth the entire agreement between the parties with regard to the subject matter hereof. All agreements, covenants and representations, oral or written of the parties with the regard to the subject matter hereof are contained in this agreement. All prior and contemporaneous conversations, negotiation, possible and alleged agreements and representations, covenants and warranties with respect to the subject matter hereof are waived, merged herein and superseded hereby.

(11) **Governing Law**: This agreement shall be construed and governed by the laws of the State of Virginia.

If this is acceptable, please sign where indicated and return the original copy, so we may schedule this work. It is agreed that the above Standard Terms and Conditions are part of this agreement.

I hereby agree that I am fully responsible for payment for work described on this contract.

Signature of Responsible Party	*Date*
Printed Name of Responsible Party	
Dennis A. Amos, PE	20242303
Hurt & Proffitt Project Manager (Please Print)	*Project #*



Chilhowie Parks and Recreation
Football/Cheerleading

Southwest VA Youth Football League(SWVAFL)



Chilhowie Parks and Recreation Football/Cheerleading

Overview

Chilhowie Parks and Recreation Football and Cheerleading currently serves approximately150 plus football players and cheerleaders on average each season. Each entity consists of youth from grades 1st-6th. The season begins in Mid-July until the end of October of each calendar year. It is imperative that we move forward proactively to ensure that the youth of the Chilhowie Rec/Cheer have the opportunity to compete and develop to the fullest.

CURRENT MODEL OF PLAY

Chilhowie Parks and Recreation currently plays the following localities with a home and away series each year.

Patrick Henry
Damascus
Northwood
Marion

Cons of Current Models of Play

Chilhowie Parks and Rec averages 20–25 players on each team. It has become a continued frustration for Chilhowie teams to show up at Holston and Northwood to be instructed that their teams only have 8-9 players. Chilhowie is forced to play with limited players and it becomes difficult to ensure all players see significant playing time.

Southwest VA Football League

It consists of the following localities:
Va High, John Battle, Abingdon, Lebanon, Clinch Valley, Richlands, Hurley, Honaker, Tazewell, Ridgeview and Buchanan County

The following schools are considering following suite to join the SWVAFL :
Chilhowie, Marion, Patrick Henry

Ages
13U
10U
8U
***Cut off age is November of each calendar year

Pros of SWVA

- Ability to recoup expenses by charging a small fee at home gate(Children are free)
- ***Abingdon financially was able to garner a season ending budget more than $30,000 from gate and concessions along with other localities reporting significant increases
- There are no opportunities to recoup expenses in the current Model of Play
- *** Concessions are currently being managed by the Chilhowie Touch Down Club where average sales are between $1500-$2000 x 5 home Rec Football games
- Guarantee of 5 consistent weekends of 5 home and 5 away games along with end of season playoff
- Guarantee of teams with augmented roster to ensure that there are enough players
- Allows the ability to network for other sports such as Rec Basketball

2024-2025 Highway Safety Initiative

Date	Gross Wages	Fines	E-Summons	Hours	Shifts
Jul-24	$ 2,196.64	$ 8,910.23	$ 290.00	56.0	13.0
Aug-24	$ 2,064.68	$ 6,156.25	$ 377.00	52.0	11.0
Sep-24	$ 1,668.80	$ 6,726.37	$ 346.00	40.0	9.0
	$ 5,930.12	$ 21,792.85	$ 1,013.00	148.0	33.0
Oct-24	$ 1,668.80	$ 6,815.32	$ 371.00	40.0	9.0
Nov-24	$ 1,668.80	$ 8,958.79	$ 405.50	40.0	9.0
Dec-24	$ 1,710.80	$ 9,306.92	$ 384.57	40.0	10.0
	$ 5,048.40	$ 25,081.03	$ 1,161.07	120.0	28.0
Jan-25	$ -	$ -	$ -	0.0	0.0
Feb-25	$ -	$ -	$ -	0.0	0.0
Mar-25	$ -	$ -	$ -	0.0	0.0
	$ -	$ -	$ -	-	-
Apr-25	$ -	$ -	$ -	0.0	0.0
May-25	$ -	$ -	$ -	0.0	0.0
Jun-25	$ -	$ -	$ -	0.0	0.0
	$ -	$ -	$ -	0.0	0.0
Y-T-D	$ 10,978.52	$ 46,873.88	$ 2,174.07	268.0	61.0

E-Summons is solely to fund software, hardware and associated equipment costs for the e-summons system.
Spent on computers, support, tickets
Code of Virginia: 17.1-279.1

Budgeted	$ 85,000.00	$ 5,000.00
	$ (38,126.12)	$ (2,825.93)

Officer	Jul-24 Hours	Shifts	Amount
Smith	40	10	$ 1,668.80
Perry	0	0	$ -
Millsaps			
Deel			
Prater	16	3	$ 527.84
	56	13	$ 2,196.64

Officer	Aug-24 Hours	Shifts	Amount
Smith	40	9	$ 1,668.80
Perry			
Millsaps			$ -
Deel			$ -
Prater	12	2	$ 395.88
	52	11	$ 2,064.68

Officer	Sep-24 Hours	Shifts	Gross Amount
Smith	40	9	$ 1,668.80
Perry			
Millsaps			
Deel			
Prater			
	40	9	$ 1,668.80

Officer	Oct-24 Hours	Shifts	Amount
Smith	40	9	$ 1,668.80
Perry			
Millsaps			
Deel			
Prater			
	40	9	$ 1,668.80

Officer	Nov-24 Hours	Shifts	Amount
Smith	40	9	$ 1,668.80
Perry			
Millsaps			
Deel			
Prater			
1619.84	40	9	$ 1,668.80

Officer	Dec-24 Hours	Shifts	Amount
Smith	40	10	$ 1,710.80
Perry			
Millsaps			
Deel			
Prater			
	40	10	$ 1,710.80

Officer	Jan-25 Hours	Shifts	Amount
Smith			
Perry			
Millsaps			
Deel			
Prater			
	0	0	0.00

Officer	Feb-25 Hours	Shifts	Amount
Smith			
Perry			
Millsaps			
Deel			
Prater			
	0	0	$ -

Officer	Mar-25 Hours	Shifts	Amount
Smith			
Perry			
Millsaps			
Deel			
Prater			
	0	0	$ -

Officer	Apr-25 Hours	Shifts	Amount
Smith			
Perry			
Millsaps			
Deel			
Prater			
	0	0	$ -

Officer	May-25 Hours	Shifts	Amount
Smith			
Perry			
Millsaps			
Deel			
Prater			
	0	0	$ -

Officer	Jun-25 Hours	Shifts	Amount
Smith			
Perry			
Millsaps			
Deel			
Prater			
	0	0	$ -

Outlook

FW: steam jenny

From Tyler Keen <tkeen@chilhowieva.gov>
Date Mon 1/6/2025 11:09 AM
To Felicia Eller <feller@chilhowieva.gov>

From: Tyler Keen <tjk.85tk@yahoo.com>
Sent: Monday, January 6, 2025 11:07 AM
To: Tyler Keen <tkeen@chilhowieva.gov>
Subject:

4gpm @ 2000psi
230v 1ph 30amp
GP Tx1813 Pump
Diesel/kerosene fired burner
No flat tires
0/15/25 degree nozzle set
50' 6000psi impac hose
Complete gun and wand
Adjustable Soap metering valve
1 year warranty
7 year coil warranty
$5000


Whitco
Service Manual



Sent from my iPhone

COMMITTEE REPORTS

DEPARTMENT REPORTS

TOWN OF CHILHOWIE, VIRGINIA

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

325 East Lee Highway
P.O. Box 5012
Chilhowie, Virginia 24319
Phone: (276) 646-3232
Fax: (276) 646-3012
www.chilhowie.org

Town Manager: Brian Martin
Clerk/Treasurer: Felicia C. 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
Special Events/Recreation: Stephen Fields
Legal: Cassell & Crewe, P.C.

December 31, 2024

To: Mayor and Members of Council and Town Manager

From: Felicia Eller, CMC, Clerk-Treasurer FCE

RE: Report of December 2024

Collections of utility billing received during the month of December total $240,107.65.

Customers continue to utilize paying their utility bills in the deposit box by the front door, the drive-up deposit box in the driveway, U.S. mail, and by telephone and the website using a credit/debit card or automatic draft withdrawal from their bank account. Credit/debit card payments may be made online at www.chilhowie.org or via telephone or in person at the Town Hall. There is a 3% convenience fee charged by the processing company directly to the customer using the card service.

Customers that have signed up are receiving their utility bills via email. Anyone who wishes for this service should contact Town Hall. The forms for email as well as automatic draft are also available at www.chilhowie.org.

The 2023 Real Estate and Personal Property tax collections to date are $327,389.88 representing a collection rate of 94%. The 2024 Tax Collections to date are $419,610.42 representing a collection rate of 90%. Second Notices for Delinquent Taxes were mailed January 6, 2025. Work continues on the delinquent amounts due to the Town. Claims are submitted to the Virginia Department of Taxation Set-Off Debt Section for withholding of State Income Tax Refunds for the upcoming income tax refunds. Claims for 2024 claims matched as of this date total $12,489.22. Business Licenses are due May 1, 2025. Mr. Cassell, Town Attorney, is sending a Certified Letters to the Business that are delinquent.

The Town continues to actively notify customers/citizens to join the current subscribers to the Nixle messaging service. Messages are being sent concerning the town events, farmer's market, garbage collection, water outages, road closures, etc. The Town has posted the sign-up instructions for Nixle on www.chilhowie.org, as well as included on the utility bills and written instructions are available at the front window at Town Hall. There are currently 601 subscribers.

To sign up for Nixle: Step 1: Login to www.nixle.com
Step 2: Click sign up now.
Step 3: Complete required information.

Nixle keeps you up to date with relevant information from your local Public Safety Departments and Schools.

Account Balance

Jul-24	
Asset Forfeiture	$ 4,289.07
Cap Fee Fund	$ 109,767.38
Fire & EMS Training Center	$ 140,000.00
Fire Hydrant Fund	$ 68,714.19
General Fund	$ 320,761.10
Mill Creek	$ 84.60
Payroll	$ 5,716.20
Rural Development Set Aside	$ 484.00
Will Walker Farmer's Market	$ 5,453.24
I&I Project	$ 1,773.20

Aug-24	
Asset Forfeiture	$ 4,289.07
Cap Fee Fund	$ 114,317.38
Fire & EMS Training Center	$ 140,000.00
Fire Hydrant Fund	$ 70,989.19
General Fund	$ 323,069.04
Mill Creek	$ 84.60
Payroll	$ 6,561.38
Rural Development Set Aside	$ 484.00
Will Walker Farmer's Market	$ 5,453.24
I&I Project	$ 1,773.20

Sep-24	
Asset Forfeiture	$ 4,289.07
Cap Fee Fund	$ 118,883.38
Fire & EMS Training Center	$ 106,773.50
Fire Hydrant Fund	$ 73,272.19
General Fund	$ 255,792.02
Mill Creek	$ 84.60
Payroll	$ 3,026.28
Rural Development Set Aside	$ 484.00
Will Walker Farmer's Market	$ 5,453.24
I&I Project	$ 1,773.20

Oct-24	
Asset Forfeiture	$ 4,289.07
Cap Fee Fund	$ 123,433.38
Fire & EMS Training Center	$ 106,773.50
Fire Hydrant Fund	$ 75,547.19
General Fund	$ 395,027.88
Mill Creek	$ 84.60
Payroll	$ 5,548.80
Rural Development Set Aside	$ 484.00
Will Walker Farmer's Market	$ 5,456.24
I&I Project	$ 1,773.20

Nov-24	
Asset Forfeiture	$ 4,289.07
Cap Fee Fund	$ 128,215.38
Fire & EMS Training Center	$ 106,263.50
Fire Hydrant Fund	$ 77,938.19
General Fund	$ 419,329.12
Mill Creek	$ 84.60
Payroll	$ 17,543.36
Rural Development Set Aside	$ 484.00
Will Walker Farmer's Market	$ 5,456.24
I&I Project	$ 1,773.20

Dec-24	
Asset Forfeiture	$ 4,289.07
Cap Fee Fund	$ 132,771.38
Fire & EMS Training Center	$ 106,263.50
Fire Hydrant Fund	$ 80,216.19
General Fund	$ 602,474.96
Mill Creek	$ 84.60
Payroll	$ 2,512.26
Rural Development Set Aside	$ 484.00
Will Walker Farmer's Market	$ 5,610.21
I&I Project	$ 1,773.20

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Commonwealth of Virginia Web Portal

Welcome FELICIA ELLER

Investment Balance | Transactions | Units Values | e-Statements | Change Password

Logout

Investment Balance

Investment Balance as of: 12/31/2024

Total Balance for all Funds invested in: $1,526,488.62

Account Number: **Account Name:** **Account Description** **Fund Name**

ANY

Balance as of Date	Account Number	Account Name	Account Description	Fund Name	Number of Units	Unit Price	Actual Balance	MTD Income
12/31/2024	3601177	TOWN OF CHILHOWIE	Town Of Chilhowie USDA Debt Service Reserve	COMMONWEALTH OF VIRGINIA - LGIP	78,859.880000	1.0000	78,859.88	308.31
12/31/2024	3601176	TOWN OF CHILHOWIE	Town Of Chilhowie R.A.N.	COMMONWEALTH OF VIRGINIA - LGIP	989,375.930000	1.0000	989,375.93	2964.56
12/31/2024	3601175	TOWN OF CHILHOWIE	Town Of Chilhowie Long Term Assets	COMMONWEALTH OF VIRGINIA - LGIP	458,252.810000	1.0000	458,252.81	1791.52

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Page **1** of **1**, items **1** to **3** of **3**.

If you have a question please contact the Local Government Investment Pool Program (LGIP) at 800-643-7800 or 804-786-1156.

Budget vs Actual

Town of Chilhowie
1/6/2025 11:19:03 AM

Period Ending 12/31/2024

10 GENERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
Revenues					
10-300-01 TAXES COLLECTED CURRENT	349,592	206,697.20	391,098.00	41,506.00	112%
10-300-02 DELINQUENT TAXES COLLECT	2,500	11,548.02	21,101.60	18,601.60	844%
10-300-03 PRO RATA TAX COLLECTED	1,000	(708.65)	657.62	(342.38)	66%
10-300-04 PPTRA	9,909	0.00	9,909.60	0.60	100%
10-301-01 PENALTY ON DELINQ. TAX	1,000	364.18	1,026.64	26.64	103%
10-301-02 INTEREST ON DELINQ. TAX	1,000	1,547.68	4,025.32	3,025.32	403%
10-312-00 BUSINESS LICENSE	120,000	0.00	32,164.07	(87,835.93)	27%
10-312-35 BANK STOCK TAX	40,000	0.00	0.00	(40,000.00)	
10-312-50 VEHICLE LICENSE DECALS	15,000	6,365.08	14,203.13	(796.87)	95%
10-312-80 CIGARETTE TAX	193,000	0.00	83,161.42	(109,838.58)	43%
10-312-82 LODGING TAX	18,500	2,525.25	13,945.81	(4,554.19)	75%
10-312-85 MEALS TAX	916,410	69,898.95	462,776.12	(453,633.88)	50%
10-313-01 FINES	85,000	9,306.92	46,873.88	(38,126.12)	55%
10-313-02 E SUMMONS	5,000	384.57	2,174.07	(2,825.93)	43%
10-313-03 ASSETFORFEITURE	0	0.00	0.00	0.00	
10-314-01 RAN INTEREST RECEIVED	43,290	0.00	0.00	(43,290.00)	
10-315-01 BOARD OF SUPERVISORS - FOR RECREATION	25,000	0.00	0.00	(25,000.00)	
10-316-01 GAS TAX REFUND	7,000	0.00	0.00	(7,000.00)	
10-317-01 MISC. UNCLASSIFIED	10,000	1,075.00	18,090.19	8,090.19	181%
10-317-02 VRSA INSURANCE GRANT	2,000	0.00	0.00	(2,000.00)	
10-317-03 DUMPTRUCK LOAN-BANK OF MARION	0	0.00	0.00	0.00	
10-318-01 CREDIT CARD FEES	0	0.00	0.00	0.00	
10-319-01 ZONING PERMIT FEES	250	0.00	30.00	(220.00)	12%
10-320-01 BRICK CAMPAIGN	500	0.00	100.00	(400.00)	20%
10-320-10 GARBAGE FEES	158,196	13,600.50	81,593.50	(76,602.50)	52%
10-330-01 RENTAL TAX	3,000	217.07	1,548.82	(1,451.18)	52%
10-330-02 MOBILE HOME TAX	300	0.00	75.00	(225.00)	25%
10-330-03 ROLLING STOCK TAX	2,500	0.00	2,936.93	436.93	117%
10-330-04 SALES TAX	87,400	9,988.71	47,322.84	(40,077.16)	54%
10-330-05 CONSUMER UTILITY TAX	104,000	7,588.64	49,382.11	(54,617.89)	47%
10-330-06 LITTER GRANT	7,500	1,450.00	3,381.00	(4,119.00)	45%
10-330-07 CONSUMPTION TAX	9,000	664.67	4,941.61	(4,058.39)	55%
10-330-08 COMMUNICATION TAX	31,000	2,333.79	13,750.79	(17,249.21)	44%
10-335-01 GOVDEALS.COM EQUIPMENT & VEHICLES SOLD	10,000	0.00	22,200.00	12,200.00	222%
10-340-01 POLICE GRANTS - DMV	35,000	0.00	90,757.67	55,757.67	259%
10-340-02 DCJS STATE -599 FUNDS	47,000	0.00	28,294.00	(18,706.00)	60%
10-340-04 FIRE DEPT REIMBURSEMENT	0	0.00	7,519.00	7,519.00	
10-340-05 EXPECTED FUNDS &	0	0.00	0.00	0.00	

Budget vs Actual

Period Ending 12/31/2024

10 GENERAL FUND Description	Budget	MTD	YTD	Variance	Percent
TRANSFER FROM RESERVES					
10-340-06 LONG TERM FINANCING	0	0.00	0.00	0.00	
10-340-07 FIRE PROGRAMS	0	0.00	0.00	0.00	
10-340-08 BANK OF MARION FINANCING-DOWNTOWN REVITALIZATION	0	0.00	0.00	0.00	
10-340-10 INSURANCE REIMBURSEMENT	0	3,938.00	19,918.00	19,918.00	
10-341-01 TRANSFER FROM FD/EMS TO GF	0	0.00	0.00	0.00	
10-345-02 VDOT REIMBURSEMENTS - SNOW	20,000	2,000.00	2,000.00	(18,000.00)	10%
10-345-03 VDOT - LEE HIGHWAY SIDEWALK	0	0.00	0.00	0.00	
10-345-04 LINE OF CREDIT-EAST LEE HWY-BANK OF MARION	0	0.00	0.00	0.00	
10-345-06 BROWNSFIELD GRANT-DEQ	0	0.00	0.00	0.00	
10-345-10 VA DEPT OF HEALTH-EMS	0	0.00	0.00	0.00	
10-345-15 RD-POLICE CAR GRANT	0	0.00	0.00	0.00	
10-345-16 FEDERAL - EDWARD BYRNES GRANT	500	0.00	0.00	(500.00)	
10-345-17 TRANSPORTATION SAFETY GRANT	0	0.00	0.00	0.00	
10-345-20 DOWNTOWN PLANNING GRANT	0	0.00	0.00	0.00	
10-345-25 R D - FARMER'S MARKET PROJECT	0	0.00	0.00	0.00	
10-345-89 ARPA FUNDS	0	0.00	0.00	0.00	
10-345-90 CARES ACT FUNDING	0	0.00	0.00	0.00	
10-345-99 NET TRANSFERS	0	0.00	0.00	0.00	
10-350-01 BLDG INSPECTION FEES	2,000	35.70	761.02	(1,238.98)	38%
10-360-01 RECREATION FEES	20,000	325.00	10,400.00	(9,600.00)	52%
10-360-02 CENTENNIAL REVENUES	0	0.00	0.00	0.00	
10-360-04 SNAP-FARMERS MARKET	600	0.00	0.00	(600.00)	
10-399-01 ASSET DISPOSAL - GAIN OR (LOSS	0	0.00	0.00	0.00	
10-399-91 GRANTS	0	0.00	0.00	0.00	
10-480-70 SNOW REMOVAL REVENUE-VDOT	0	0.00	0.00	0.00	
Revenues Totals:	2,383,947	351,146.28	1,488,119.76	(895,827.24)	62%

Budget vs Actual

Town of Chilhowie
1/6/2025 11:19:03 AM

Period Ending 12/31/2024

10 GENERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
Expenses					
10-314-02 RAN INTEREST EXPENDITURE	0	0.00	22,599.99	(22,599.99)	
Totals:	0	0.00	22,599.99	(22,599.99)	
10-420-01 ADMINISTRATION CONSULTING	0	650.00	4,267.50	(4,267.50)	
10-420-03 ADMINISTRATION CONSULTING	0	0.00	0.00	0.00	
10-420-04 ADMIN WAGES	213,235	15,259.45	111,929.36	101,305.64	52%
10-420-05 MAYOR & COUNCIL COMPENSATION	19,200	1,600.00	9,600.00	9,600.00	50%
10-420-06 PLANNING COMMISSION COMPENSATION	2,400	120.00	720.00	1,680.00	30%
10-420-08 FRINGE	17,000	1,344.32	9,764.29	7,235.71	57%
10-420-10 HEALTH INSURANCE	55,625	6,552.00	35,326.00	20,299.00	64%
10-420-12 VRS	16,624	1,467.26	8,367.40	8,256.60	50%
10-420-20 ACCOUNTING/AUDIT	38,000	13,200.00	13,200.00	24,800.00	35%
10-420-21 LEGAL SERVICES	6,400	0.00	4,187.40	2,212.60	65%
10-420-25 DOWNTOWN GRANT EXPENSES	0	0.00	0.00	0.00	
10-420-28 Line of Credit - EAST LEE HIGHWAY SIDEWALK II	32,400	2,500.00	15,000.00	17,400.00	46%
10-420-30 OFFICE SUPPLIES, POSTAGE	12,198	2,061.69	7,780.66	4,417.34	64%
10-420-31 OPERATIONS	59,000	5,781.99	25,824.10	33,175.90	44%
10-420-32 VRSA INSURANCE	15,160	5,092.32	10,184.64	4,975.36	67%
10-420-33 ADVERTISING	6,000	0.00	3,366.76	2,633.24	56%
10-420-34 ELECTIONS	2,000	0.00	0.00	2,000.00	
10-420-35 WEBSITE	2,748	0.00	2,473.20	274.80	90%
10-420-36 COMPUTERS, SOFTWARE SUPPORT	20,000	10,055.33	25,510.73	(5,510.73)	128%
10-420-37 WORK STUDY-VHCC	0	0.00	0.00	0.00	
10-420-38 DUES	1,000	0.00	2,511.00	(1,511.00)	251%
10-420-39 POINT BROADBAND	1,800	122.60	735.21	1,064.79	41%
10-420-40 ARPA FUNDS EXPENDITURES	0	0.00	0.00	0.00	
10-420-41 VEHICLE MONITORING	0	0.00	0.00	0.00	
10-420-42 COMPREHENSIVE PLAN REWRITE	7,500	0.00	0.00	7,500.00	
10-420-45 E 911	3,000	0.00	3,233.97	(233.97)	108%
10-420-46 E 911 CAPITAL SHARE	0	0.00	0.00	0.00	
10-420-50 COMMUNITY DEVELOPMENT	70,080	7,584.00	48,854.00	21,226.00	70%
10-420-51 COVID FUNDS EXPENDITURES	0	0.00	0.00	0.00	

Budget vs Actual

Period Ending 12/31/2024

10 GENERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-420-55 UTILITIES	6,000	498.58	4,035.67	1,964.33	67%
10-420-58 BROWNSFIELD GRANT EXPEND-FACADES CONST ADMIN	0	0.00	0.00	0.00	
10-420-59 CONTINGENCY - GENERAL FUND	8,900	0.00	0.00	8,900.00	
10-420-60 BLDG INSPECTION EXPENSES	1,000	60.00	119.17	880.83	12%
10-420-63 TOWN MANAGER VEHICLE - ENTERPRISE LEASE	5,964	0.00	2,354.60	3,609.40	39%
10-420-70 CONTINGENCY	0	0.00	0.00	0.00	
10-420-98 EAST LEE HIGHWAY DEBT SERVICE	0	0.00	0.00	0.00	
10-420-99 CAPITAL OUTLAY	5,000	0.00	0.00	5,000.00	
ADMINISTRATION Totals:	628,234	73,949.54	349,345.66	278,888.34	56%
10-450-01 BRICKS--VETERANS MEMORIAL	250	0.00	0.00	250.00	
10-450-04 WELLNESS & PARKS WAGES	45,500	3,935.04	24,678.18	20,821.82	54%
10-450-08 FRINGE	3,000	252.56	1,664.95	1,335.05	55%
10-450-10 HEALTH INSURANCE	0	1,443.00	10,101.00	(10,101.00)	
10-450-12 VRS	0	107.29	321.87	(321.87)	
10-450-31 OPERATIONS	3,000	119.06	1,171.86	1,828.14	39%
10-450-32 VRSA INSURANCE	2,400	636.54	1,279.25	1,120.75	53%
10-450-45 RD-FARMER'S MARKET CONSTRUCTION	0	0.00	0.00	0.00	
10-450-46 RD-FARMER'SMARKET	0	0.00	0.00	0.00	
10-450-47 SNAP-VENDOR PAYMENT	600	0.00	0.00	600.00	
10-450-50 RECREATION EVENTS	22,000	1,103.43	4,864.55	17,135.45	22%
10-450-55 RECREATION SPORTS	32,000	4,394.68	24,575.26	7,424.74	77%
10-450-56 FARMER'S MARKET ELECTRICITY	900	12.81	81.70	818.30	9%
10-450-65 WALKING TRAIL OBLIGATION	0	0.00	0.00	0.00	
10-450-66 PLAYGROUND EQUIPMENT SET ASIDE	0	0.00	0.00	0.00	
10-450-89 DEBT SERVICE - CAPITAL LEASE	0	0.00	0.00	0.00	
10-450-90 DEBT SERVICE PRINCIPAL	0	0.00	0.00	0.00	
10-450-91 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	
10-450-99 CAPITAL OUTLAY	5,000	0.00	12,683.36	(7,683.36)	254%
WELLNESS & PARKS DEPT. Totals:	114,650	12,004.41	81,421.98	33,228.02	71%
10-480-01 BUILDING & GROUNDS/STREETS WAGES	45,673	6,303.65	45,358.83	314.17	99%
10-480-02 B&G/STREETS PART TIME WAGES	10,000	0.00	0.00	10,000.00	

Budget vs Actual

Town of Chilhowie
1/6/2025 11:19:03 AM

Period Ending 12/31/2024

10 GENERAL FUND Description	Budget	MTD	YTD	Variance	Percent
10-480-08 FRINGE	4,000	471.99	3,421.77	578.23	86%
10-480-10 HEALTH INSURANCE	9,363	780.00	4,680.00	4,683.00	50%
10-480-12 VRS	10,428	3,560.75	20,246.85	(9,818.85)	194%
10-480-32 VRSA INSURANCE	4,500	2,227.89	4,692.27	(192.27)	104%
10-480-33 SUPPLIES	6,774	0.00	3,143.04	3,630.96	46%
10-480-40 INMATE COSTS	0	0.00	0.00	0.00	
10-480-50 SNOW REMOVAL EXPENSE	1,500	2,060.00	2,223.00	(723.00)	148%
10-480-53 PEST REMOVAL	0	0.00	0.00	0.00	
10-480-54 GEESE	0	0.00	0.00	0.00	
10-480-55 UTILITIES, STREETS, CHRISTMAS, ETC.	50,000	3,667.02	22,845.19	27,154.81	46%
10-480-56 OHS ELECTRICITY	6,400	368.93	3,200.16	3,199.84	50%
10-480-57 OHS HEATING	2,000	0.00	500.00	1,500.00	25%
10-480-58 FOOD PANTRY ELECTRICITY	4,400	741.01	4,909.75	(509.75)	112%
10-480-59 FOOD PANTRY HEATING	3,000	0.00	977.30	2,022.70	33%
10-480-61 OHS SECURITY	1,500	0.00	390.00	1,110.00	26%
10-480-62 PINE STREET RR CROSSING	1,000	0.00	0.00	1,000.00	
10-480-71 REPAIRS, UPKEEP	35,000	1,497.55	10,574.97	24,425.03	30%
10-480-72 HVAC	1,200	0.00	4,550.75	(3,350.75)	379%
10-480-77 OPERATIONS	54,000	3,039.77	22,893.32	31,106.68	42%
10-480-80 REC PARK REPAIRS	3,000	0.00	1,180.01	1,819.99	39%
10-480-99 CAPITAL OUTLAY	116,500	0.00	15,614.46	100,885.54	13%
BLDG. AND GROUNDS Totals:	370,238	24,718.56	171,401.67	198,836.33	46%
10-490-02 GARBAGE	152,282	13,205.22	78,133.65	74,148.35	51%
10-490-05 SMYTH COUNTY "HAZ MAT COLLECTION" DAY	2,000	0.00	0.00	2,000.00	
GARBAGE Totals:	154,282	13,205.22	78,133.65	76,148.35	51%
10-510-01 POLICE DEPT WAGES	324,251	22,194.88	153,883.80	170,367.20	47%
10-510-02 POLICE DEPARTMENT OVERTIME	141,749	23,013.26	78,184.55	63,564.45	55%
10-510-08 FRINGE (PD)	37,000	3,556.47	18,341.30	18,658.70	50%
10-510-10 HEALTH INSURANCE (PD)	93,629	4,992.00	29,005.20	64,623.80	31%
10-510-12 VRS (PD)	31,177	3,835.06	23,629.36	7,547.64	76%
10-510-30 OPERATIONS	0	242.50	14,529.75	(14,529.75)	
10-510-32 VRSA INSURANCE	24,402	6,365.40	13,379.68	11,022.32	55%
10-510-33 SUPPLIES	5,520	19.00	2,807.19	2,712.81	51%
10-510-35 ASSET FORREITURE EXPENDITURES	0	0.00	0.00	0.00	
10-510-36 IT SUPPORT, COMPUTERS, PHONES, ETC	49,988	5,986.92	24,955.18	25,032.82	50%
10-510-40 PD EQUIPMENT	28,529	250.21	54,376.35	(25,847.35)	191%
10-510-45 TRAINING & SUPPORT	12,000	885.49	5,099.19	6,900.81	42%

Budget vs Actual

Period Ending 12/31/2024

10 GENERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-510-63 POLICE VEHICLE-ENTERPRISE LEASE	18,756	0.00	7,649.64	11,106.36	41%
10-510-75 VEHICLE MAINTENANCE AND FUEL	43,719	57.61	25,523.58	18,195.42	58%
10-510-79 HURRICANE HELENE EXPRENSE	0	0.00	6,193.12	(6,193.12)	
10-510-94 POLICE CAR/BODY CAMERAS	15,000	0.00	14,760.00	240.00	98%
10-510-99 CAPITAL OUTLAY	41,500	0.00	0.00	41,500.00	
POLICE DEPT. Totals:	867,220	71,398.80	472,317.89	394,902.11	54%
10-600-01 VDOT PROJECT EXPENSE - WALKING TRAIL-CONTRACTOR	0	0.00	0.00	0.00	
10-600-02 VDOT PROJECT EXPENSE - WALKING TRAIL-ENGINEERING	0	0.00	0.00	0.00	
10-600-03 VDOT PROJECT EXPENSE - WALKING TRAIL-MRPDC	0	0.00	0.00	0.00	
10-650-10 VDOT PROJECT EXPENSE - EAST LEE HWY SIDEWALK II	0	0.00	0.00	0.00	
10-700-10 CDBG PROJECT EXPENSE - ADMIN	0	0.00	0.00	0.00	
10-700-15 DOWNTOWN REVITALIZATION - CDBG PROJECT EXPENSE	32,380	2,698.21	16,189.26	16,190.74	50%
10-700-20 CDBG PROJECT EXPENSE - CONTRACT SERVICES	0	0.00	0.00	0.00	
10-700-30 CDBG PROJECT EXPENSE - CONTRACTORS - CONSTRUCTION	0	0.00	0.00	0.00	
10-990-90 NET TRANSFERS	0	0.00	0.00	0.00	
10-990-95 FUND TRANSFERS	0	0.00	0.00	0.00	
Totals:	32,380	2,698.21	16,189.26	16,190.74	50%
Expenses Totals:	2,167,004	197,974.74	1,191,410.10	975,593.90	55%

Budget vs Actual

Period Ending 12/31/2024

10 GENERAL FUND Totals:	153,171.54	296,709.66

Budget vs Actual

Period Ending 12/31/2024

15 CDBG DOWNTOWN REVITALIZATION PROJECT

Description	Budget	MTD	YTD	Variance	Percent
Revenues					
15-300-01 DHCD FUNDS	0	0.00	0.00	0.00	
Revenues Totals:	0	0.00	0.00	0.00	

Budget vs Actual

Period Ending 12/31/2024

15 CDBG DOWNTOWN REVITALIZATION PROJECT

Description	Budget	MTD	YTD	Variance	Percent
Expenses					
15-420-01 RAN EXPENDITURES	0	0.00	0.00	0.00	
ADMINISTRATION Totals:	0	0.00	0.00	0.00	
15-500-01 EXECUTION OF DHCD CONTRACT	0	0.00	0.00	0.00	
15-500-02 EXECUTION OF PROJECT CONTRACT	0	0.00	0.00	0.00	
15-500-03 CONTRACT MONITORING/LABOR COMP	0	0.00	0.00	0.00	
15-500-04 CONSTRUCTION COMPLETION	0	0.00	0.00	0.00	
15-500-05 PROJECT CLOSEOUT	0	0.00	0.00	0.00	
15-500-06 ACHIEVEMENT OF BENEFITS	0	0.00	0.00	0.00	
15-500-07 ADVERTISING	0	0.00	0.00	0.00	
15-600-01 STORM SEWER IMPROVEMENTS CONSTRUCTION	0	0.00	0.00	0.00	
15-600-02 A/E STORMWATER	0	0.00	0.00	0.00	
15-600-03 STORM SEWER IMP INSPECTION	0	0.00	0.00	0.00	
15-700-01 FACADE IMPROVEMENTS	0	0.00	0.00	0.00	
15-700-02 A/E FACADES	0	0.00	0.00	0.00	
15-700-03 STREETSCAPE IMPROVEMENTS	0	0.00	0.00	0.00	
15-700-04 A/E STREETSCAPES	0	0.00	0.00	0.00	
15-700-05 WAYFINDING/BRANDING	0	0.00	0.00	0.00	
15-700-06 MARKETING	0	0.00	0.00	0.00	
15-700-07 PEDESTRIAN CONNECTION	0	0.00	0.00	0.00	
15-700-08 CLEARANCE/DEMOLITION	0	0.00	0.00	0.00	
Totals:	0	0.00	0.00	0.00	
Expenses Totals:	0	0.00	0.00	0.00	

Budget vs Actual

Period Ending 12/31/2024

15 CDBG DOWNTOWN REVITALIZATION PROJECT	Totals:	0.00	0.00

Budget vs Actual

Period Ending 12/31/2024

20 WATER FUND

Description	Budget	MTD	YTD	Variance	Percent
Revenues					
20-300-01 WATER RENTS	1,686,326	136,971.12	845,703.27	(840,622.73)	50%
20-301-01 WATER PENALTIES	42,000	4,047.86	23,071.82	(18,928.18)	55%
20-301-02 DISCONNECTION FEES	10,000	925.00	3,975.00	(6,025.00)	40%
20-305-01 WATER CONNECTIONS	10,800	0.00	6,125.00	(4,675.00)	57%
20-310-01 FIRE HYDRANT FEES	26,520	2,232.00	13,389.00	(13,131.00)	50%
20-314-01 INTEREST RECEIVED	0	0.00	0.00	0.00	
20-315-01 CAP OUTLAY SET ASIDE	54,360	4,502.00	26,993.95	(27,366.05)	50%
20-317-01 WCSA REIMBURSEMENT ON DEBT SERVICE - RD LOAN	40,828	3,402.30	17,011.50	(23,816.50)	42%
20-317-03 MILLION GAL TANK REHAB PROJECT-MRPDC GRANT	0	0.00	(27,500.00)	(27,500.00)	
20-317-05 MRPDC-WATER GRANT	0	0.00	0.00	0.00	
20-350-00 W/S MISC REVENUE	0	174,195.64	224,195.64	224,195.64	
Revenues Totals:	1,870,834	326,275.92	1,132,965.18	(737,868.82)	61%

Budget vs Actual

Town of Chilhowie
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Period Ending 12/31/2024

20 WATER FUND

Description	Budget	MTD	YTD	Variance	Percent
Expenses					
20-810-01 WAGES	505,121	37,964.57	249,416.62	255,704.38	49%
20-810-02 WATER OVERTIME	16,560	2,073.74	16,864.88	(304.88)	102%
20-810-03 WATER PART TIME	0	0.00	0.00	0.00	
20-810-08 FRINGE	35,978	2,889.10	19,281.94	16,696.06	54%
20-810-10 HEALTH INSURANCE	145,496	13,338.00	77,372.50	68,123.50	53%
20-810-12 VRS	39,222	3,708.39	21,169.46	18,052.54	54%
20-810-30 OPERATIONS	139,000	4,893.47	58,523.28	80,476.72	42%
20-810-31 OFFICE/COMPUTER SUPPLIES	23,000	1,443.96	9,033.50	13,966.50	39%
20-810-32 VRSA INSURANCE	23,905	5,728.86	11,538.04	12,366.96	48%
20-810-34 WATER PLANT O & M	168,000	9,421.65	67,474.04	100,525.96	40%
20-810-36 MILLION GAL TANK REHAB PROJECT	0	0.00	0.00	0.00	
20-810-40 HANDHELD EQUIPMENT	5,000	0.00	329.00	4,671.00	7%
20-810-41 VDH SYSTEM FEES	9,000	0.00	8,520.00	480.00	95%
20-810-42 EQUIPMENT RENTAL AND GPS	0	0.00	0.00	0.00	
20-810-44 ENGINEERING SERVICES	0	0.00	0.00	0.00	
20-810-45 FIRE HYDRANT REPLACEMENT	26,520	0.00	0.00	26,520.00	
20-810-55 UTILITIES	58,000	2,244.01	29,081.23	28,918.77	50%
20-810-75 VEHICLE REPAIRS, FUEL, ETC	10,000	66.38	5,076.15	4,923.85	51%
20-810-77 FUEL	12,744	0.00	8,700.07	4,043.93	68%
20-810-78 DUMP TRUCK PURCHASE	0	0.00	0.00	0.00	
20-810-79 HURRICANE HELENE WATER EXPENSE	0	2,570.48	5,229.63	(5,229.63)	
20-810-80 LYONS GAP WATERLINE PROJECT	0	0.00	0.00	0.00	
20-810-81 SEVEN MILE FORD WATERLINE	0	12,125.00	104,825.00	(104,825.00)	
20-810-94 CAP OUTLAY DEBT SERVICE	0	0.00	0.00	0.00	
20-810-95 CAPITAL OUTLAY	138,800	0.00	5,450.00	133,350.00	4%
20-810-97 MILL CREEK WTP SET ASIDE	0	0.00	0.00	0.00	
20-810-98 DEBT SERVICE RESERVE	0	0.00	0.00	0.00	
20-810-99 DEBT SERVICE	538,612	0.00	112,798.20	425,813.80	21%
PUBLIC WORKS Totals:	1,894,958	98,467.61	810,683.54	1,084,274.46	43%
20-811-00 FISCAL FEES	0	0.00	0.00	0.00	
20-811-89 DEPRECIATION	0	0.00	0.00	0.00	
WATER Totals:	0	0.00	0.00	0.00	
20-812-90 INTEREST	0	0.00	0.00	0.00	
20-812-91 LEAD SERVICE LINE INVENTORY	0	174,195.64	229,363.14	(229,363.14)	

Budget vs Actual

Period Ending 12/31/2024

20 WATER FUND

Description	Budget	MTD	YTD	Variance	Percent
20-899-90 NET TRANSFER TO BALANCE	0	0.00	0.00	0.00	
20-899-99 TRANSFER	0	0.00	0.00	0.00	
Totals:	0	174,195.64	229,363.14	(229,363.14)	
Expenses Totals:	1,894,958	272,663.25	1,040,046.68	854,911.32	55%

Budget vs Actual

Period Ending 12/31/2024

20 WATER FUND Totals:	53,612.67	92,918.50

Budget vs Actual

Period Ending 12/31/2024

25 10 YR CAPITAL OUTLAY PLAN

Description	Budget	MTD	YTD	Variance	Percent
Revenues					
25-300-01 VRA PROCEEDS	0	0.00	0.00	0.00	
Revenues Totals:	0	0.00	0.00	0.00	

Budget vs Actual

Period Ending 12/31/2024

25 10 YR CAPITAL OUTLAY PLAN	Totals:	0.00	0.00

Budget vs Actual

Period Ending 12/31/2024

30 SEWER FUND

Description	Budget	MTD	YTD	Variance	Percent
Revenues					
30-300-01 SEWER RENTS	848,878	69,416.69	433,725.73	(415,152.27)	51%
30-300-10 INFILTRATION AND INFLOW PROJECT - REV	0	0.00	0.00	0.00	
30-305-01 SEWER CONNECTION FEES	1,200	0.00	1,200.00	0.00	100%
30-310-01 INTEREST RECEIVED	0	0.00	0.00	0.00	
30-310-02 SSES PROJECT INCOME	0	0.00	0.00	0.00	
30-315-01 SMYTH CO O&M REIMBURSEMENT @ SEWER PLANT	230,000	43,365.24	144,033.33	(85,966.67)	63%
30-317-01 MISC UNCLASSIFIED	0	243,125.00	318,929.36	318,929.36	
30-317-50 RECOVERED COSTS-INSURANCE	0	0.00	0.00	0.00	
30-399-01 TRANSFER IN FROM GEN/WATER	0	0.00	0.00	0.00	
30-399-91 GRANTS	0	0.00	0.00	0.00	
Revenues Totals:	1,080,078	355,906.93	897,888.42	(182,189.58)	83%

Budget vs Actual

Town of Chilhowie
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Period Ending 12/31/2024

30 SEWER FUND

Description	Budget	MTD	YTD	Variance	Percent
Expenses					
30-810-01 WAGES	222,839	8,454.40	70,199.80	152,639.20	32%
30-810-02 SEWER DEPARTMENT OVERTIME	21,000	2,252.77	11,299.33	9,700.67	54%
30-810-03 COMPENSATION OF CLERKS	0	0.00	0.00	0.00	
30-810-08 FRINGE	17,461	799.49	6,057.43	11,403.57	35%
30-810-10 HEALTH INSURANCE	53,255	3,666.00	22,545.00	30,710.00	42%
30-810-12 VRS	17,191	2,761.02	15,929.73	1,261.27	93%
30-810-20 SSES PROJECT EXPENSES	0	0.00	0.00	0.00	
30-810-21 SSES PROJECTEXPENSES-MRPDC	0	0.00	0.00	0.00	
30-810-30 OPERATIONS	111,318	26,490.03	80,846.61	30,471.39	73%
30-810-31 SMYTH CO-GREEN HILL SEWER	65,000	243.52	243.52	64,756.48	0%
30-810-32 VRSA INSURANCE	18,236	5,410.59	10,874.09	7,361.91	60%
30-810-33 SUPPLIES	0	0.00	11.99	(11.99)	
30-810-35 OFFICE SUPPLIES, POSTAGE	6,702	657.95	4,835.96	1,866.04	72%
30-810-40 PARTS BUILDING - VRSA REPLACEMENT	0	0.00	0.00	0.00	
30-810-44 ENGINEERING	0	0.00	0.00	0.00	
30-810-50 MOTORS, PUMPS, REPAIRS	10,000	0.00	2,873.62	7,126.38	29%
30-810-51 SLUDGE HANDLING INSURANCE	7,500	0.00	0.00	7,500.00	
30-810-55 UTILITIES	40,000	317.91	2,071.42	37,928.58	5%
30-810-60 UV LIGHTS	7,500	0.00	0.00	7,500.00	
30-810-75 INFILTRATION AND INFLOW PROJECT - EXP	0	243,125.00	553,886.18	(553,886.18)	
30-810-77 FUEL	6,243	0.00	3,024.54	3,218.46	48%
30-810-78 DUMP TRUCK PURCHASE	0	0.00	0.00	0.00	
30-810-79 HURRICANE HELENE SEWER BYPASS EXPENSE	0	20,724.94	149,593.34	(149,593.34)	
30-810-95 CAPITAL OUTLAY	55,000	0.00	6,700.00	48,300.00	12%
30-810-98 VACTOR TRUCK DEBT SERVICE	66,154	0.00	22,730.73	43,423.27	34%
30-810-99 DEBT SERVICE	381,744	0.00	107,710.97	274,033.03	28%
PUBLIC WORKS Totals:	1,107,143	314,903.62	1,071,434.26	35,708.74	97%
30-811-55 ELECTRICITY	0	5,832.71	40,072.77	(40,072.77)	
30-811-89 DEPRECIATION-SEWER	0	0.00	0.00	0.00	
WATER Totals:	0	5,832.71	40,072.77	(40,072.77)	
30-899-90 TRANSFER TO GENERAL	0	0.00	0.00	0.00	
30-999-99 TRANSFER FROM GEN/WATER	0	0.00	0.00	0.00	

Budget vs Actual

Period Ending 12/31/2024					
Totals:	0	0.00	0.00	0.00	
Expenses Totals:	1,107,143	320,736.33	1,111,507.03	(4,364.03)	100%

Budget vs Actual

Period Ending 12/31/2024

30 SEWER FUND Totals:	35,170.60	(213,618.61)

Budget vs Actual

Period Ending 12/31/2024

50 CHILHOWIE FIRE/EMS

Description	Budget	MTD	YTD	Variance	Percent
Revenues					
50-125-02 GENERAL DYNAMICS GRANT	1,000	0.00	0.00	(1,000.00)	
50-130-01 FIRE PROGRAMS GRANT	0	0.00	0.00	0.00	
50-140-03 SMYTH COUNTY B OF S	414,000	8,333.33	247,342.28	(166,657.72)	60%
50-140-05 UNITED WAY DONATION	200	0.00	0.00	(200.00)	
50-140-06 SMYTH COUNTY (FIRE TRAINING CENTER)	9,000	0.00	0.00	(9,000.00)	
50-140-07 SMYTH COUNTY (SMYTH COUNTY FIRE-RESCUE ACADEMY)	13,190	0.00	0.00	(13,190.00)	
50-140-08 SMYTH COUNTY (REIMBURSEMENT FOR OMD)	0	0.00	0.00	0.00	
50-140-10 SALE OF EQUIPMENT	0	0.00	0.00	0.00	
50-300-01 AMBULANCE BILLING INCOME	450,000	54,071.03	230,047.48	(219,952.52)	51%
50-300-02 FIRE DEPT FEES FOR SERVICE	0	0.00	0.00	0.00	
50-300-10 COMMUNITY DONATIONS	1,000	0.00	475.00	(525.00)	48%
50-300-13 RECOVERED COSTS - INSURANCE	0	0.00	0.00	0.00	
50-300-15 MISC INCOME	500	0.00	955.74	455.74	191%
50-300-18 LOAN FUNDS	0	0.00	0.00	0.00	
50-300-19 LEASE PROCEEDS	0	0.00	0.00	0.00	
50-300-20 GRANTS	1,500	0.00	3,258.93	1,758.93	217%
50-300-21 GRANTS IN PROGRESS	0	0.00	0.00	0.00	
50-300-22 RESCUE SQUAD ASSISTANCE FUND GRANT - STATE FUNDS	0	0.00	0.00	0.00	
50-300-75 FEMA FUNDS	0	0.00	0.00	0.00	
50-310-01 INTEREST RECEIVED	0	0.00	0.00	0.00	
50-310-02 MISC INCOME	0	0.00	3,733.63	3,733.63	
50-310-03 TRANSFER FM RESERVE	0	0.00	0.00	0.00	
50-310-04 FIRE PROGRAMS AID-TO-LOCALITIES	19,500	0.00	5,561.16	(13,938.84)	29%
50-310-05 EMS TWO-FOR-LIFE FUNDS	7,100	0.00	7,095.92	(4.08)	100%
50-310-06 RESCUE SQUAD ASSISTANCE FUND	0	0.00	0.00	0.00	
50-310-25 FEDERAL GRANT-FORESTRY FUNDS	0	0.00	0.00	0.00	
50-325-00 ARPA FUNDING	0	0.00	0.00	0.00	
50-600-01 FEMA GRANT	0	0.00	0.00	0.00	
50-925-00 TRANSFER FROM GF	0	0.00	0.00	0.00	
Revenues Totals:	916,990	62,404.36	498,470.14	(418,519.86)	54%

Budget vs Actual

Period Ending 12/31/2024

50 CHILHOWIE FIRE/EMS

Description	Budget	MTD	YTD	Variance	Percent
Expenses					
50-520-01 WAGES	338,931	49,335.18	270,352.34	68,578.66	80%
50-520-02 WAGES (Part-Time)	91,990	4,449.15	38,247.53	53,742.47	42%
50-520-08 FD/EMSFRINGE	52,295	3,937.65	22,730.91	29,564.09	43%
50-520-10 FIRE EMS HEALTH INSURANCE	80,115	15,093.00	67,394.70	12,720.30	84%
50-520-12 FIRE/EMS VRS	42,135	4,754.33	28,739.05	13,395.95	68%
50-520-13 FD/EMS VRS	0	0.00	0.00	0.00	
50-520-30 OPERATIONS-FIREFIGHTING	121,183	9,164.19	58,689.89	62,493.11	48%
50-520-31 OPERATIONS-EMS	73,885	8,441.61	43,687.05	30,197.95	59%
50-520-32 VRSA INSURANCE	30,100	11,154.40	18,313.03	11,786.97	61%
50-520-33 SUPPLIES-FIREFIGHTING	9,550	22,031.57	71,376.79	(61,826.79)	747%
50-520-34 SUPPLIES - EMS	40,300	4,725.83	20,773.33	19,526.67	52%
50-520-55 UTILITIES	14,400	1,166.30	7,100.20	7,299.80	49%
50-520-65 BUILDING/FIRE VEHICLE	0	0.00	0.00	0.00	
50-520-77 FUEL	25,500	0.00	11,831.06	13,668.94	46%
50-520-78 VEHICLE SET ASIDE-FIRE APPARATUS REPLACEMENT	0	0.00	0.00	0.00	
50-520-79 HURRICANE HELENE EXPENSE	0	466.64	3,090.10	(3,090.10)	
50-520-80 CAP OUTLAY EQUIPMENT PURCHASES	0	0.00	10,641.25	(10,641.25)	
50-520-85 FIRE-RESCUE ACADEMY CONSTRUCTION	0	0.00	0.00	0.00	
50-520-88 DEBT ISSUE COSTS	0	0.00	0.00	0.00	
50-520-90 SMYTH COUNTY FIRE-RESCUE ACADEMY	13,190	363.02	43,426.50	(30,236.50)	329%
50-520-95 CAPITAL - FIREFIGHTING	9,300	0.00	0.00	9,300.00	
50-520-96 CAPITAL-EMS	0	0.00	0.00	0.00	
50-520-99 DEBT SERVICE	139,870	0.00	20,974.76	118,895.24	15%
FIRE/EMS Totals:	1,082,744	135,082.87	737,368.49	345,375.51	68%
50-530-25 PERSONNEL	0	0.00	0.00	0.00	
50-530-91 DEBT SERVICE-PRINCIPAL	0	0.00	0.00	0.00	
50-530-92 DEBT SERVICE-INTEREST	0	0.00	0.00	0.00	
50-899-90 TRANSFER FROM FD ACCOUNTS	0	0.00	0.00	0.00	
50-950-00 GAIN OR LOSS ON DISPOSAL	0	0.00	0.00	0.00	
50-999-99 TRANSFERS	0	0.00	0.00	0.00	
Totals:	0	0.00	0.00	0.00	
Expenses Totals:	1,082,744	135,082.87	737,368.49	345,375.51	68%

Budget vs Actual

Period Ending 12/31/2024

50 CHILHOWIE FIRE/EMS Totals:	(72,678.51)	(238,898.35)

Budget vs Actual

Period Ending 12/31/2024

90 WATER PROJECT

Description	Budget	MTD	YTD	Variance	Percent
Revenues					
90-300-01 VRA LOAN	0	0.00	0.00	0.00	
90-317-01 MISC INCOME	0	0.00	0.00	0.00	
90-400-01 RURAL DEVELOPMENT-FUNDING	0	0.00	0.00	0.00	
Revenues Totals:	0	0.00	0.00	0.00	

Budget vs Actual

Period Ending 12/31/2024

90 WATER PROJECT

Description	Budget	MTD	YTD	Variance	Percent
Expenses					
90-450-05 CONTRACT V-BOGGS MUNICIPAL	0	0.00	0.00	0.00	
90-450-06 SOUTHERN CORROSION	0	0.00	0.00	0.00	
WELLNESS & PARKS DEPT. Totals:	0	0.00	0.00	0.00	
90-460-01 LAND & RIGHTS	0	0.00	0.00	0.00	
90-460-02 LEGAL FEES	0	0.00	0.00	0.00	
90-460-03 BOND COUNSEL	0	0.00	0.00	0.00	
90-460-04 INTEREST	0	0.00	0.00	0.00	
90-460-06 CONTINGENCY	0	0.00	0.00	0.00	
RECREATION,ARTS & TOURISM Totals:	0	0.00	0.00	0.00	
90-470-01 ENGINEERING-BASIC	0	0.00	0.00	0.00	
90-470-02 ENGINEERING-INSPECTION	0	0.00	0.00	0.00	
90-470-03 ENGINEERING-ADDITIONAL	0	0.00	0.00	0.00	
LITTLE LEAGUE Totals:	0	0.00	0.00	0.00	
90-500-01 JUDY CONSTRUCTION	0	0.00	0.00	0.00	
90-500-02 ENGINEERING	0	0.00	0.00	0.00	
90-500-03 LEGAL	0	0.00	0.00	0.00	
90-500-04 BOND COUNSEL	0	0.00	0.00	0.00	
90-899-90 FUND TRANSFER	0	0.00	0.00	0.00	
Totals:	0	0.00	0.00	0.00	
Expenses Totals:	0	0.00	0.00	0.00	

Budget vs Actual

Period Ending 12/31/2024

90 WATER PROJECT Totals:	0.00	0.00

Budget vs Actual

Period Ending 12/31/2024

95.SEWER PROJECTS

Description	Budget	MTD	YTD	Variance	Percent
Revenues					
95-300-01 DEQ LOAN	0	0.00	0.00	0.00	
95-300-02 DEQ LOAN-SEWER INTECEPTOR	0	0.00	0.00	0.00	
Revenues Totals:	0	0.00	0.00	0.00	

Budget vs Actual

Period Ending 12/31/2024

95 SEWER PROJECTS

Description	Budget	MTD	YTD	Variance	Percent
Expenses					
95-500-02 CONTRACT IV LABOR & EQUIPMENT	0	0.00	0.00	0.00	
95-899-90 FUND TRANSTER	0	0.00	0.00	0.00	
Totals:	0	0.00	0.00	0.00	
Expenses Totals:	0	0.00	0.00	0.00	

Budget vs Actual

Period Ending 12/31/2024

95 SEWER PROJECTS Totals:	0.00	0.00

A/P Check Register

Batch - 221200, Checks - 17749 Thru 17792, Dated - 12/05/2024
Bank - 15 BANK OF MARION GENERAL FUND CHECKING GL -110-05 Acct - 04473569

Town of Chilhowie
12/05/2024 11:02 AM

Check Number	Date	Vendor	Check Amount
17749	12/05/2024	AEP AMERICAN ELECTRIC POWER	$13,186.46
17750	12/05/2024	Arc 3 Arc 3 Gases	$173.54
17751	12/05/2024	BERRY BERRY HOME CENTERS, INC	$748.67
17752	12/05/2024	BLUERA BLUE RIDGE ANALYTICAL	$920.00
17753	12/05/2024	BlueR Blue Ridge Environmental	$120.00
17754	12/05/2024	BRIBROD BRISTOL BROADCASTING CO., INC	$150.00
17755	12/05/2024	C.W. WILL C.W. WILLIAMS FIRE EQUIPMENT	$2,994.03
17756	12/05/2024	CHAMBER CHAMBER OF COMMERCE OF SMYTH C	$189.00
17757	12/05/2024	COMCAST COMCAST	$5.98
17758	12/05/2024	DJ Jones DJ Jones	$300.00
17759	12/05/2024	EMPIRE FOR EMPIRE FORD INC	$57.61
17760	12/05/2024	eso ESO	$4,299.27
17761	12/05/2024	FED LICENS FEDERAL LICENSING INC	$75.00
17762	12/05/2024	FERGUSON FERGUSON ENTERPRISES, INC.	$3,394.74
17763	12/05/2024	Food Food City	$2,813.00
17764	12/05/2024	GALLS GALL'S , LLC	$111.23
17765	12/05/2024	HENRY SCHE HENRY SCHEIN	$367.26
17766	12/05/2024	HIGHLANDSG HIGHLANDS GLASS COMPANY	$213.21
17767	12/05/2024	JJ KELLER J.J. KELLER & ASSOCIATES, INC	$108.95
17768	12/05/2024	JonBar Jones & Bartlett Learning	$463.09
17769	12/05/2024	KINGSTIRE KINGS TIRE SERVICE INC.	$2,800.84
17770	12/05/2024	MINNLIFE MINNESOTA LIFE ATTN CASH UNIT	$365.15
17771	12/05/2024	NAFECO INC NAFECO INC	$2,322.12
17772	12/05/2024	QUILL CORP QUILL CORPORATION	$101.94
17773	12/05/2024	R & R R & R ENTERPRISES	$231.00
17774	12/05/2024	TX7359 RATCLIFF GREGORY ALAN 7359	$97.32
17775	12/05/2024	TX6097 SCHWARTZ JESSICA RENEA 6097	$6.12
17776	12/05/2024	ShannonF Shannon Ford	$300.00
17777	12/05/2024	SCPL SMYTH COUNTY PUBLIC LIBRARY	$7,395.00
17778	12/05/2024	SMYTH W&S SMYTH COUNTY WATER & SEWER	$17,167.44
17779	12/05/2024	SMYTHFARM SMYTH FARM BUREAU	$177.42
17780	12/05/2024	SOUTHERN SOUTHERN SOFTWARE, INC.	$283.36
17781	12/05/2024	STORAGE STORAGE TO GO	$100.00

A/P Check Register

Batch - 221200, Checks - 17749 Thru 17792, Dated - 12/05/2024
Bank - 15 BANK OF MARION GENERAL FUND CHECKING GL -110-05 Acct - 04473569

Check Number	Date	Vendor	Check Amount
17782	12/05/2024	BANK OF MA THE BANK OF MARION	$2,698.21
17783	12/05/2024	Tri Cities Tri Cities IT Inc.	$5,368.39
17784	12/05/2024	USPCMRS-FP U.S. POSTAL SERVICE	$400.00
17785	12/05/2024	ULINE ULINE	$540.05
17786	12/05/2024	VBCOA VBCOA	$60.00
17787	12/05/2024	VERIZON 2 VERIZON	$1,711.00
17788	12/05/2024	VA St Poli Virginia Department of State Police	$20.00
17789	12/05/2024	VRSA VIRGINIA RISK SHARING ASSOCIATION	$31,827.00
17790	12/05/2024	VISA VISA	$1,939.80
17791	12/05/2024	VUPS VUPS	$46.00
17792	12/05/2024	WALMART WAL-MART COMMUNITY	$353.64
44		Checks Totaling -	$107,002.84

GL Cash Account	Checks	Voids	Total
10-110-05	$40,102.64	$0.00	$40,102.64
20-110-05	$12,849.59	$0.00	$12,849.59
30-110-05	$30,711.61	$0.00	$30,711.61
50-110-05	$23,339.00	$0.00	$23,339.00

A/P Check Register

Batch - 221292, Checks - 17793 Thru 17844, Dated - 12/26/2024
Bank - 15 BANK OF MARION GENERAL FUND CHECKING GL -110-05 Acct - 04473569

Town of Chilhowie
12/26/2024 12:56 PM

Check Number	Date	Vendor		Check Amount
17793	12/26/2024	A-Z	A-Z OFFICE RESOURCE, INC	$546.79
17794	12/26/2024	ADVANCE	ADVANCE AUTO	$838.43
17795	12/26/2024	AFLAC	AFLAC	$2,236.07
17796	12/26/2024	AMB	AMBULANCE MEDICAL BILLING	$3,690.88
17797	12/26/2024	AMERICAN C	AMERICAN COLLEGE OF EMERGENCY PHYSICANS	$84.00
17798	12/26/2024	ANTHEM	ANTHEM BLUE CROSS BLUE SHIELD	$45,864.00
17799	12/26/2024	Arc 3	Arc 3 Gases	$111.87
17800	12/26/2024	ATLANTIC E	ATLANTIC EMERGENCY SOLUTIONS,	$15,131.60
17801	12/26/2024	ATMOS	ATMOS ENERGY	$1,061.92
17802	12/26/2024	BLUERA	BLUE RIDGE ANALYTICAL	$1,700.00
17803	12/26/2024	BOGGS	BOGGS MUNICIPAL SERVICES	$2,693.00
17804	12/26/2024	CARTER MAC	CARTER MACHINERY COMPANY, INC	$367.43
17805	12/26/2024	central	Central Square Technologies	$3,540.03
17806	12/26/2024	CHIL FLOWE	CHILHOWIE FLOWER SHOP	$50.00
17807	12/26/2024	CO-OP	COOPERATIVE FINANCIAL SOLUTIONS	$848.72
17808	12/26/2024	Custom Pro	Custom Products Corporation	$5,727.19
17809	12/26/2024	CHILD SUPP	DIVISION OF CHILD SUPPORT ENFORCEMENT	$122.76
17810	12/26/2024	DJ Jones	DJ Jones	$300.00
17811	12/26/2024	FIELDER EL	FIELDER ELECTRIC MOTOR REPAIR, INC	$27.46
17812	12/26/2024	GALLS	GALL'S , LLC	$138.98
17813	12/26/2024	GFL	GFL ENVIRONMENTAL	$13,205.22
17814	12/26/2024	GRAINGER	GRAINGER	$117.40
17815	12/26/2024	GREAT AM	GREAT AMERICAN FINANCIAL SVCS.	$337.98
17816	12/26/2024	GREEVERS	GREEVER'S DRUG STORE	$13.53
17817	12/26/2024	HENRY SCHE	HENRY SCHEIN	$323.76
17818	12/26/2024	HighC	High Country Springs	$19.00
17819	12/26/2024	HUNGATE	HUNGATE BUSINESS SERVICES	$122.13
17820	12/26/2024	JOHNDEERE	JOHN DEERE FINANCIAL	$1,015.29
17821	12/26/2024	JWMARTIN	JOHN WAYNE MARTIN	$180.00
17822	12/26/2024	KVAT	K-VA-T FOOD STORES, INC.	$523.72
17823	12/26/2024	L KELL	LISA KELL	$100.00
17824	12/26/2024	MARION TIR	MARION TIRE DEALER INC.	$2,060.00
17825	12/26/2024	MARSH	MARSH PROPANE	$430.20

A/P Check Register

Batch - 221292, Checks - 17793 Thru 17844, Dated - 12/26/2024
Bank - 15 BANK OF MARION GENERAL FUND CHECKING GL -110-05 Acct - 04473569

Check Number	Date	Vendor	Check Amount
17826	12/26/2024	NAFECO INC NAFECO INC	$2,142.21
17827	12/26/2024	NEW PIG NEW PIG	$162.03
17828	12/26/2024	PAPAS PAPA'S CAFE	$1,386.75
17829	12/26/2024	PennC Penn Care	$833.31
17830	12/26/2024	POINT BROA POINT BROADBAND	$619.96
17831	12/26/2024	TX4792 POSTON ROBERT P & DEBORAH A 4792	$241.74
17832	12/26/2024	QUILL CORP QUILL CORPORATION	$1,705.94
17833	12/26/2024	gentry Shannon Gentry	$1,482.00
17834	12/26/2024	SharkCo Shark Co	$2,916.09
17835	12/26/2024	SLEMP SLEMP BRANT SAUNDERS	$4,789.00
17836	12/26/2024	SMYTH SMYTH COUNTY NEWS & MESSENGER	$84.99
17837	12/26/2024	SOUTHERN SOUTHERN SOFTWARE, INC.	$7,531.00
17838	12/26/2024	SS POLICE SOUTHERN STATES POLICE BENEVOL	$94.50
17839	12/26/2024	STORAGE STORAGE TO GO	$100.00
17840	12/26/2024	SURE-FLO SURE-FLO, INC	$1,991.70
17841	12/26/2024	Tri Cities Tri Cities IT Inc.	$189.00
17842	12/26/2024	ULINE ULINE	$831.70
17843	12/26/2024	VA Electri Virginia Electric Supply	$135.00
17844	12/26/2024	WCSA WASHINGTON COUNTY SERVICE AUTH	$9,421.65
52		Checks Totaling -	$140,187.93

GL Cash Account	Checks	Voids	Total
10-110-05	$51,692.73	$0.00	$51,692.73
20-110-05	$23,831.35	$0.00	$23,831.35
30-110-05	$15,290.85	$0.00	$15,290.85
50-110-05	$49,373.00	$0.00	$49,373.00

TOWN OF CHILHOWIE FIRE & EMS DEPARTMENT
315 EAST LEE HIGHWAY
CHILHOWIE, VIRGINIA 24319

Fire Chiefs Monthly Report

December 2024

My Activities for December:

- Performed inspections relating to the enforcement of the Uniform Statewide Building Code (USBC), the Virginia Statewide Fire Prevention Code (VSFPC) and the Virginia Property Maintenance Code (VPMC).

- Continued work on updating the Department's Standard Operations Manual. Our current Standard Operating Procedures are being reviewed to ensure we follow all applicable Occupational Safety and Health Administration (OSHA) and National Fire Protection Association (NFPA) regulations and standards.

- Attended a meeting with Governor Youngkin in Damascus to discuss the response to Hurricane Helene.

- Met with Felicia Eller concerning the OSHA hazard communication project at the Town Hall.

- Assisted with evaluating a fire drill at Valley Health Care Center.

- Met with Mr. Martin and Bill Rush concerning repairs to the fire protection system at Berry's Truss Shop.

- Attended an online meeting to discuss floodplain regulations concerning the proposed gymnasium at Chilhowie High School.

- Met with a representative from Drager Safety to look at the flood damage to the car fire prop at the Fire Training Center.

- Assisted with a hydrant flow test at the construction site on Lee Highway across from Blue Ridge Knives.

- Volunteered six shifts supporting the Salvation Army Christmas Fund Drive at Food City.

- Assisted with lining up the Christmas Parade.

- Continued work on several special projects currently underway in the Department.

Fire & EMS Department Significant Incidents and General Activities for December:

- Engine 3, Medic 3-2, Battalion 3, Chief 9, Engine 9, Tanker 9, Tanker 9-2, and Tanker 4 responded to a structure fire at 365 Sunrise Lane. Upon arrival, found a single-story, single-family-dwelling with nothing showing. The owner advised that the gas logs had malfunctioned and ignited leftover creosote in the chimney. The chimney was thoroughly checked with no extension. The owner was advised to have the gas logs checked by a qualified installer. One occupant suffered minor burns to the right hand.

- Wagon 3, Ambulance 3-2, Battalion 3, Engine 4, Engine 4-2, Tanker 4, Chief 9, Engine 9-2, Tanker 9, Tanker 9-2, Medic 4, and Public Safety 1 responded to a structure fire at 524 Greenbrier Drive in Station 4's district. Upon arrival, found a single-story, single-family-dwelling with a walk-out basement with heavy smoke showing. The crew from Wagon 3, and Ambulance 3-2 (Engineer Casey Utt, Engineer Tayler Hyatt, FF/EMT-B Brendan Donnelly, and Probationary FF Ryan Vaughan) advanced a 150', 1.50" pre-connect to the A side main entrance to attack the fire. Additional handlines were stretched from Engine 4-2. Water was supplied by a tanker shuttle operation from a fire hydrant on Campbell Drive. One patient was airlifted to a burn center with serious injuries. The cause of the fire is under investigation.

- Wagon 3, Engine 4, Engine 4-2, Tanker 4, Chief 9, Engine 9-2, Tanker 9, Medic 4, and Public Safety 1 responded to a structure fire at 549 Poor Valley Road in Station 4's district. Upon arrival, found a single-story, abandoned structure fully involved. The crew from Wagon 3 (Captain Jason Arnold, Engineer Tayler Hyatt, and FF/EMT-B Brendan Donnelly) assisted Engine 4 with fire attack and overhaul. Engine 4 laid a 3.00" supply line from a fire hydrant on Poor Valley Road for water supply. There were no injuries reported, and the cause of the fire is under investigation.

- Wagon 3 responded to a fire alarm activation at 514 Lee Highway. Upon arrival, found a sprinkler alarm indicating a water flow in the raw material storage building. A broken sprinkler drain was located in the area of the CD corner of the building. The scene was turned over to facility maintenance personnel for repairs. No additional action taken.

- Engine 3 responded to a propane leak at 286 Side Trail. Upon arrival, found a 22 gallon propane cylinder leaking from the main outlet. The valve handle was broken and unusable. A cap was placed on the opening to stop the leak. The owner was advised to have the valve repaired by a qualified propane provider. No additional action taken.

- SRG Engineering Solutions worked at the Fire Training Center installing the new temperature monitoring system in the burn building. The temperature monitoring system was funded by a grant from the Virginia Department of Fire Programs.

- Captain Jason Arnold, Engineer Tayler Hyatt, and FF/EMT-B Brendan Donnelly assisted with the installation of conduit for the new temperature monitoring system into the classroom building at the Fire Training Center.

- Deputy Chief Josh Davidson, Lieutenant Jeannie Haynes, Engineer Tayler Hyatt, and FF/EMT-B Brendan Donnelly assisted with lining up the Christmas Parade.

- FF/EMT-B Brendan Donnelly continued working toward attaining EMT: Paramedic certification.

- Probationary FF Cody Young continued working toward attaining EMT: Basic certification.

- Probationary FF Ryan Vaughan continued working toward attaining EMT: Basic certification.

- Engineer Casey Utt completed the Vehicle Rescue Technician class in Wytheville, Virginia.

- The Department welcomes Stephen Earley and Aaron Blevins who were hired as part-time firefighters.

Volunteer Activity Report for December:

- Six (6) volunteer members responded 5 times and provided 193.33 hours of duties during December. The current value of a volunteer hour in Virginia, based on the public policy group Independent Sector, is $30.80. This means that the total value of the time donated by Department volunteers during December was $5,954.56.

Respectfully submitted,

Charles D. Haynes
Chief of Department

December 2024 Activity Report – Incidents

Incidents	Month	Year
Fire	29	379
EMS	101	1,245
Total	130	1,624

Incident Type	Month	Year
EMS	101	1,245
MVA	15	121
Physical Rescue	0	12
Structure Fires	3	33
Other Fires	0	30
False Alarms	4	50
Hazardous Condition	2	37
Vehicle Fires	1	12
Good Intent Calls	2	55
Service Calls	2	29
Total	130	1,624

Mutual Aid Given	Month	Year
Adwolfe Fire	0	9
Damascus Fire	0	0
Damascus Rescue	0	2
Glade Spring Fire	0	1
Glade Spring Rescue	0	3
Marion Fire & EMS	2	9
Mt. Rogers Fire	0	0
Mt. Rogers Rescue	0	0
Saltville Fire	2	11
Saltville Rescue	4	63
Abingdon Ambulance	0	0
Other (Atkins Fire)	0	1
Total	8	99

Response Times	(/)	Month
Town of Chilhowie	111/25	4.44
Smyth County	1045/105	9.95
Combined Average	1156/130	8.89

Location	Month	Year
Town of Chilhowie	25	449
Smyth County	105	1,167
Washington County	0	8
Other	0	0
Total	130	1,624

Transports	Month	Year
Smyth County	42	475
Johnston Memorial	30	417
Bristol Regional	0	2
Med Flight II	0	1
H.E.A.R.T.	0	9
Other Facility	0	1
Treated/No Transport	18	181
Refusal	4	62
Total	94	1,148

Mutual Aid Received	Month	Year
Adwolfe Fire	1	16
Damascus Fire	0	0
Damascus Rescue	0	0
Glade Spring Fire	0	0
Glade Spring Rescue	0	0
Marion Fire & EMS	1	44
Mt. Rogers Fire	0	1
Mt. Rogers Rescue	0	0
Saltville Fire	1	13
Saltville Rescue	6	52
Abingdon Ambulance	0	0
Other	1	3
Total	10	129

Response Times	(/)	Year
Town of Chilhowie	2030/449	4.52
Smyth County	11259/1167	9.65
Combined Average	13289/1616	8.22

Equipment	Month	Year
1.00" Forestry Hose	0	725'
1.50" Forestry Hose	0	800'
1.50"/1.75" Hose	150'	4,900'
2.00" Hose	0	400'
2.50" Hose	0	300'
3.50" Hose	0	420'
4.00" Hose	0	510'
Ground Ladders	14'	136'
Aerial Ladder	0	5
Aerial Master Stream	0	1
Deck Gun	0	4
Water	750	240,249
A Foam	0	70
B Foam	0	0
Hydraulic Tools	0	8
Air Bags	0	0
Struts	0	0
Cribbing	0	3
Air Chisel	0	0
Sawzall	0	2
K-12 Saw	0	1
Chain Saw	1	5
Water Vac	0	0
Salvage Covers	0	0
Salvage Runners	0	0
Carry All	0	0
TIC	3	32
SCBA	11	57
Cylinders	19	79
PPK Extinguisher	0	2
CO_2 Extinguisher	0	0
P/W Extinguisher	2	8
Sta-Dri (Buckets)	0	23
5-Gas Meter	0	13
Booms	0	0
Pads	0	31

December 2024 Activity Report – Incidents

Man Hours	Month	Year
Incident Responses	292.90	3,828.70
Training	112.00	2,729.75
Fire Inspections	0.33	14.33
Public Education	0.67	8.41
Plan/Permit Reviews	0.33	5.92
Stand-Bys	0	143.00
Volunteer Duty Hours	193.33	2,811.46
Career Duty Hours	2,414.50	27,775.92
Community Service	11.00	73.00
Total	3,025.06	37,390.49

AIC	Month	Year
Arnold, J.	12	150
Ashlin, L.	25	344
Blevins	2	6
Crawford, C.	0	0
Davidson, J.	0	1
Deskins, A.	0	0
Deskins, N.	-	-
Donnelly, B.	14	197
Hawks, C.	0	1
Haynes, D.	0	1
Haynes, J.	1	30
Hyatt, T.	8	37
Mason, A.	0	31
Moore, B.	0	7
Parris, M.	0	0
Prater, G.	-	-
Prater, J.	1	88
Ridge, C.	-	0
Utt, C.	27	245

Code Enforcement	Month	Year
Annual Inspections	1	15
Re-inspections	0	4
New Violations	0	24
Corrected Violations	0	23

Open Burn Permits	Month	Year
Permit Requests	1	18
Site Inspections	1	18
Permits Issued	1	18
Warnings	0	3
Citations	0	0

Public Education	Month	Year
Pub Ed Presentations	0	2
Fire Station Tours	0	0
CPR Classes	0	0
First Aid Classes	0	0
Extinguisher Classes	0	0
CSS Inspections	2	25
Detector Installations	0	0
Battery Installations	0	0
Adult Participants	2	413
Juvenile Participants	2	991

Unit Responses	Month	Year
Battalion 3	19	156
Truck 3	13	91
Wagon 3	5	115
Engine 3	3	64
Medic/Ambulance 3	0	1,043
Medic/Ambulance 3-2	114	325
Rescue Boat 3	0	9
Rescue Boat 3-2	0	9
EMS Bikes	0	0
Total	154	1,812

Level of Care	Month	Year
BLS	60	635
ALS	29	445
Total	89	1,080

Hydrants	Month	Year
Inspected/Serviced	0	0
Painted	0	0
Tested	0	0
Flushed	0	0

December 2024 Activity Report – Personnel

Member	Fire (Month)	Fire (Year)	EMS (Month)	EMS (Year)	Total Runs	Creditable Training		Creditable Training		Total Training	Duty Hours	
						Fire (Month)	EMS (Month)	Fire (Year)	EMS (Year)		Month	Year
Bruzzo, P.	0	0	0	0	0	0	0	0	0	0	-	0
Arnold, J.	11	109	23	306	415	0	0	208.50	0	208.50	-	0
Ashlin, L.	12	144	33	434	578	0	33.50	116.50	165.50	282.00	-	0
Blevins, A.	1	16	2	9	25	0	0	33.00	0	33.00	-	0
Brown, G.	-	84	-	263	347	-	-	57.00	130.00	187.00	-	0
Crawford, C.	0	19	0	2	21	0	0	185.50	0	185.50	-	0
Davidson, J.	1	22	0	9	31	0	0	13.75	0	13.75	-	0
Deskins, A.	1	2	2	5	7	0	0	0	0	0	12.00	49.00
Deskins, N.	-	1	-	0	1	-	--	0	0	0	-	0
Donnelly, B.	13	150	44	422	572	0	21.00	245.00	97.00	342.00	-	0
Hawks, C.	0	55	0	92	147	0	0	15.25	0	15.25	-	0
Haynes, D.	10	166	3	123	289	0	0	320.75	14.00	334.75	142.83	1,815.46
Haynes, J.	2	55	0	133	188	0	0	18.00	0	18.00	36.50	945.00
Hyatt, T.	16	91	27	168	259	0	0	119.00	0	119.00	-	0
Keen, J.	-	1	-	0	1	-	-	0	0	0	-	0
Mason, A.	2	39	7	93	132	0	0	107.50	0	107.50	-	0
Moore, B.	1	36	0	30	66	0	0	63.00	0	63.00	-	0
Parris, M.	-	0	-	0	0	-	-	0	0	0	-	0
Prater, G.	0	5	0	1	6	0	0	32.00	0	32.00	-	0
Prater, J.	0	102	2	200	302	0	0	180.00	16.00	196.00	2.00	2.00
Ridge, C.	-	0	-	0	0	-	-	0	0	0	-	0
Roberts, J.	-	1	-	8	9	-	-	0	0	0	-	0
Smith, A.	0	0	0	0	0	0	0	0	0	0		0
Utt, C.	9	157	35	483	640	24.00	0	218.00	98.00	316.00	-	0
Vaughan, R.	13	16	32	40	56	0	33.50	0	33.50	33.50	-	0
Young, C.	5	86	30	214	300	0	0	167.00	76.00	243.00	-	0
Total						**112.00**				**2,617.75**	**193.33**	**2,811.46**

Town of Chilhowie Fire & EMS Department

Fuel Log – FY 2024-25

	BATTALION 3	UTILITY 3	TRUCK 3	WAGON 3	ENGINE 3	MEDIC 3	MEDIC 3-2	TOTAL
July	$59.00	$52.00	$57.03	$101.00	$67.50	$1,467.05	$355.00	$2,158.58
August	$91.00	$51.01	$192.00	$107.00	$134.00	$1,063.97	$51.00	$1,689.98
September	$208.94	$96.00	$219.00	$135.80	$0.00	$1,133.51	$100.00	$1,893.25
October	$133.50	$48.00	$121.00	$111.02	$134.00	$894.01	$457.66	$1,899.19
November	$73.00	$51.25	$78.00	$109.01	$39.00	$429.00	$849.01	$1,628.27
December	$69.00	$39.00	$103.00	$103.59	$55.25	OOS	$1,069.21	$1,439.05
January								
February								
March								
April								
May								
June								
Total	$634.44	$337.26	$770.03	$667.42	$429.75	$4,987.54	$2,881.88	$10,708.32

Battalion 3	Chevrolet 2500HD Command/Fire Marshal Unit
Utility 3	Ford F-150 Pick-Up
Truck 3	Pierce 100' Type I Aerial Ladder
Wagon 3	Pierce 2000/700/30A Type I Engine
Engine 3	Seagrave 2000/675/20A/30B Type I Engine
Medic 3	Ford/Wheeled Coach Type I 4x4 ALS Ambulance
Medic 3-2	Ford/Wheeled Coach Type I 4x4 ALS Ambulance

Building Inspections Department Activity Report – December 2024

Fees	Month	Year
Residential (New Construction)		$347.76
Additions		
Remodeling		$210.00
Garage/Carport		
Commercial (New Construction)		
Additions		
Remodeling		
Electrical		$390.00
Mechanical	$35.00	$315.00
Plumbing		$230.00
HVAC		
Fire Protection		$100.00
Tanks		
Demolition (Residential)		
Demolition (Commercial)		
Demolition (Industrial)		
Signs		
Communication Tower		
Roof Replacement		
Swimming Pool		
Accessory Building		
Deck or Porch		
Moving a Building		
Foundations		
Extra Inspections		
Elevator		
CO		
Renew Expired Permit		
Amend a Permit		
Amusement Devices		$315.00
State Training Levy	$0.70	$38.85
Penalties		
Total	$35.70	$1,946.61

Permits Issued	Month	Year
Residential Building	0	3
Commercial Building	0	2
Mechanical	1	9
Electrical	0	14
Plumbing	0	6
Elevator	0	0
Amusement Device	0	10
Fire Protection	0	1
Total	1	45

Plan Reviews	Month	Year
Residential	0	2
Commercial	0	0
Mechanical	0	0
Electrical	0	0
Plumbing	0	0
Fire Protection	0	0
Total	0	2

Inspection (Performance)	Month	Year
< 30 Minutes	4	44
> 30 Minutes - < 2 Hours	1	33
Same Day	1	4
> 24 Hours	6	7

Inspections	Month	Year
Footing/Foundation	0	4
Structural/Framing	1	9
Rough-In Electrical	5	32
Rough-In Mechanical	0	3
Rough-In Plumbing	2	7
Energy Conservation	3	5
Fire Protection	0	0
Elevator	0	0
Accessibility	0	0
Tank Install/Remove	0	0
Demolition	0	0
VPMC Inspection*	0	0
Amusement Device	0	20
Signs	0	0
Communication Tower	0	0
Final Inspections	1	12
Total	12	92

Plan Review (Performance)	Month	Year
< 3 Days	0	2
> 3 Days - < 7 Days	0	0
> 7 Days - < 10 Days	0	0
> 10 Days	0	0

* **VMC Inspections not included in Inspection Performance section.**

TOWN OF CHILHOWIE

Mayor: Gary L. Heninger

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

325 East Lee Highway
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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
Special Events/Recreation: Stephen Fields
Legal: Cassell & Crewe, P.C.

December/January 2024/2025

Chief's activities:

- Assisted with Officer Survival Training at the Southwest Virginia Criminal Justice Training Academy.
- Attended statewide Zoom meeting in reference dealing with UAVs flying over critical infrastructure.
- Attended statewide Zoom meeting to join Silence Shattered: An Anti-Human Trafficking Joint Initiative.
- Attended a nationwide conference call for information about the Mass Casualty Events in New Orleans and Las Vegas.
- Began working 12-hour shifts to fill in for MPO Prater while he is out for Paternity leave.
- Completed NCIC and VCIN recertification training.
- Conducted Interviews to fill the vacant Police Officer position. We were happy to be joined by Chilhowie community member and business owner Cliff Burnett to assist with the Interviews.
- Please welcome our new Police Officer Chance Sessor.

Department Activities:

- Lt. Perry completed recertification training for General, and Firearms Instructor.
- Deputy Chief Smith completed recertification training for Field Training Officer.
- MPO Millsaps completed his regular in-service training for his recertification.
- All officers assisted with conducting interviews for the vacant Police Officer Position.

Reports Attached:

- Media Log
- Activity Log

Incident Media Log

Chilhowie Police Department

Incident Number:	Incident Date:	Inc. Time:	Location:	Offense:	Reporting Officer:
24-1207-145	12/07/2024		145 West Lee Highway, Chilhowie, VA 24319	90F - Family Offenses, Nonviolent	971 - Deputy Chief Aaron J. Smith
24-1209-147	12/09/2024	11:11	325 Whitetop Road, Chilhowie, VA 24319	WS - Warrant Service WS - Warrant Service WS - Warrant Service	971 - Deputy Chief Aaron J. Smith
24-1210-148	12/10/2024	14:45	440 East Lee Highway, Chilhowie, VA 24319	WS - Warrant Service	971 - Deputy Chief Aaron J. Smith
24-1211-146	12/09/2024	5:48	409 Whitetop Road, Chilhowie, VA 24319	23H - All Other Larceny	972 - Lieutenant Benjamin J. Perry
24-1212-149	12/12/2024	16:16	160 Highway 107, Chilhowie, VA 24319	WS - Warrant Service WS - Warrant Service WS - Warrant Service	971 - Deputy Chief Aaron J. Smith
24-1217-147	12/16/2024	16:18	145 West Lee Highway, Chilhowie, VA 24319	23H - All Other Larceny	972 - Lieutenant Benjamin J. Perry
24-1217-148	12/17/2024	5:20	209 West Lee Highway, Chilhowie, VA 24319	PI - Police Information	972 - Lieutenant Benjamin J. Perry
24-1220-149	12/20/2024		216 Pendleton Ave, Chilhowie, VA 24319	220 - Burglary/Breaking & Entering 23H - All Other Larceny 290 - Destruction/Damage/Vandalism of Property	971 - Deputy Chief Aaron J. Smith
24-1222-150	12/20/2024	12:00	325 East Lee Highway, Chilhowie, VA 24319	WS - Warrant Service	971 - Deputy Chief Aaron J. Smith
24-1227-151	12/26/2024	16:30	258 W. Lee Hwy, Chilhowie, VA 24319	250 - Counterfeiting/Forgery	974 - Master Officer Austin B. Millsaps
24-1229-152	12/27/2024	21:00	805 Old Stage Road, Chilhowie, VA 24319	PI - Police Information	970 - Chief Andrew K. Moss
24-1229-153	12/29/2024	23:46	Shell - 440 E Lee Hwy, Chilhowie, VA 24319	PI - Police Information	970 - Chief Andrew K. Moss
24-1231-155	12/27/2024	13:09	153 Highway 107, Chilhowie, VA 24319	26B - Credit Card/Automated Teller Machine Fraud	971 - Deputy Chief Aaron J. Smith

Total Incidents: 13

Activity Log Event Summary (Cumulative Totals)

Chilhowie Police Department

(12/06/2024 - 01/04/2025)

911 Hang Up	3	Academy Training	4
Accident	7	Administration	30
Advice to Citizen	12	Alarm Activation	9
Animal Complaint	2	Area Check	42
Arrest	15	Assist FD	1
Assist Motorist	6	Assist Saltvile PD	1
Assist SCSO	23	Assist VSP	5
Back up CPD Officer	6	BOLO	8
Business Check	74	Consenual Encounter	1
Court	5	Courtesy Ride	1
Department Training	6	Disturbance	4
DMV Enforcement	2	Domestic	2
Follow Up Investigation	4	Funeral Escort	2
IBR Report	9	Investigation	10
Meet Person	19	Mental Health Complaint	1
Off Duty	76	On Duty	78
Patrol	68	Protection Order Served	1
Radar / Lidar	16	Residence Check	44
Return Phone Call	15	School Traffic	12
School Walk Through	3	Shoplifting	1
Special Assignmernt	21	Speed Enforcement	14
Summons	78	Suspicious Person	4
Suspicious Vehicle	3	Towed Vehicle	1
Traffic Stop	82	Unlock Car	4
Update Report	3	Vehicle Maintenance	3
Visit Town Properties	15	Walk Town Park	35
Warning Citation	3	Warrant	4
Welfare Check	2		

Total Number Of Events: 900

METER CREW
Daily Work Log

Date: December 2024

Daily and Weekly activities include the following
Reading Meters
Completing any workorders from Town Hall

December 2 – Workorders, read books 11 & 2
December 3 – Workorders, read books 12 & 1
December 4 – Workorders, 91 citizens on the cut off list, 42 citizens were cut off, cut 8 citizens back on
December 5 – Workorders, cut 7 citizens back on, read book 1
December 6 – Workorders, read books 1 & 15, cut 5 citizens back on
December 9 – Workorders, read books 15 & 3, replaced 2 bad meters
December 10 – Workorders, read books 4 & 5
December 11 – Workorders, read books 5, 6, & 7
December 12 – Workorders, read books 7 & 14, replaced one meter lid
December 13 – Workorders, read books 13, 8, & 9
December 16 – Workorders, read book 9
December 17 – Workorders, read book 16
December 18 – Workorders, checked meters, replaced 3 meters
December 19 – Workorders, checked meters
December 20 – Workorders, checked meters
December 23 – Workorders, helped assist the Sewer Department
December 26– Workorders, assisted in removing Christmas lights
December 27 – Workorders, assisted with the security fence at the Wastewater Treatment Plant
December 30 – Workorders, assisted with the cleanup at the Farmer's Market, assisted with cleanup at the Sewer Plant
December 31 – Workorders, flagged during patching of the road

Thank you for the Food City gift cards and the Christmas Dinner

Water Operations Report
Daily Work Log

Date December 2024

Daily and Weekly activities include the following

Daily Tasks

- Run the "Water Route", This includes reading System Meters, visiting all Pump Stations, Recording Chlorine Residual at Widener Spring Pump Station, Raking Bar Screen at WWTP Influent
- Monitor Distribution System Tank Levels and communicate with Washington County Service Authority to establish Daily Pumping Rates.
- Liasson with TOC Maintenance for any potential leaks determined by flow and pressure DATA.
- Visit Mill Creek Membrane Plant for Flow Numbers and discuss plant issues with Operational Staff/WCSA

Weekly Tasks

- Collect and ship Routine Bacteria Samples to lab
- Perform any maintenance or cleaning required at Pump Stations
- Check Chlorine Level and Water Quality at Pathway Park Waterline
- Check Lift Station at Longwall Associates Property
- Assist WWTP with any needed projects
- Communicate with Health Department and Hurt and Profitt

Special Projects

- Continued Discussions with VDH about PFAS
- Monitored BWA on water leak at Berry's
- Went to Smyth Co. Court House with Town Manager
- Continued Investigation of Grosses Spring as potential future use

WWTP
Daily Work Log

Date: December, 2024

Daily and Weekly activities include the following

Daily Tasks

- Document PH levels in Digesters, Splitter Box, Influent, and Effluent
- Document Dissolved Oxygen levels in Digesters, Oxidation Ditches, and Effluent
- Document runtime hours in Digester Blowers, Grit Blowers, RAS Pumps, UV Lights, and Wet Well Pumps
- Wash both Clarifiers with a high-pressure hose
- Measure and document MLSS, SSV, and SVI of Splitter Box and RAS Mixed Liquor Samples
- Adjust return and wasting rates based on the results from our daily test, and observations to ensure the highest quality effluent possible

Weekly Tasks

- Pressure wash both Clarifiers
- Apply grease to Bearings on Oxidation Ditches, Clarifiers, and RAS Pumps
- Measure and document Alkalinity of samples taken from Influent, Effluent, and each Oxidation Ditch
- Start the Effluent Sampler first thing in the morning each Wednesday
- Measure and document the MLVSS of samples from Clarifiers and Each Oxidation Ditch
- Measure and document the Influent TSS

Special Projects

Continued to work on storm projects
Worked on Aqua Guard Project

PUBLIC WORKS CREW
Daily Work Log

Date: December 2024

Daily and Weekly activities include the following
Get and complete any Workorders from Town Hall
Complete any Miss Utilities that may come in
Picking up trash in Park as needed
Monitoring Telemetry (Water Computer) make adjustments as needed
Water Route
Chlorine Residual test
Collect Bac-T Samples (5 per month)
Help WCSA pin filters as needed
Bac-T Samples taken
THM and HAA5 samples taken

December 2 – Marked Miss Utilities, work orders, winterized the lawn mowers, changed oil in the service truck, stored the flowerpots, fixed the door at the Police Department, removed brush and trash

December 3 – Marked Miss Utilities, workorders, installed the salt spreader, assisted in spreading salt, worked on the Trail Blazer, cleaned the Trail Blazer, cleaned the salt spreader and stored, worked on safety data sheets, removed brush and trash

December 4 – Marked Miss Utilities, workorders, prepared the Trail Blazer for Gov Deals, attended a meeting on the sewer lines, worked at the Police Department, removed brush and trash

December 5 – Marked Miss Utilities, workorders, fixed the heater in the bathroom, changed the oil Jo's work car, attended a meeting on the water meters, worked on safety data sheets, removed brush and trash

December 6 – Marked Miss Utilities, prepared for the Christmas parade, installed a shelf in the Police Department, checked a water leak, cleaned the building, removed brush and trash

December 9 – Marked Miss Utilities, workorders, checked a water leak, worked at the Bonham House, worked on the exit signs at the Shop, removed brush and trash

December 10 – Marked Miss Utilities, finished working on the exit signs at the Shop, checked a water leak, assisted on installing safety rails for the Sewer Department, removed leaves, brush, and trash

December 11 – Marked Miss Utilities, attended a Zoom meeting for 811, cleaned and organized the work building, checked a water leak, removed brush and trash

December 12 – Marked Miss Utilities, worked on safety in the Shop, worked on organizing the shop, removed brush and trash

December 13 – Marked Miss Utilities, worked on organizing the building, assisted the Sewer Department in installing a safety fence, removed brush and trash

December 16 – Marked Miss Utilities, worked on new Public Work's vehicle to ensure it is safe for employees to drive, worked in the Shop building, removed brush and trash

December 17– Marked Miss Utilities, assisted the Sewer Department in installing a safety fence, worked on the building, removed brush and trash

December 18 – Marked Miss Utilities, unclogged a sewer line, assisted the Sewer Department in installing a safety fence, removed brush and trash

December 19 – Marked Miss Utilities, created a water tap for the school, assisted the Sewer Department in installing a safety fence, removed brush and trash

December 20 – Marked Miss Utilities, assisted the Sewer Department in installing a safety fence, checked a water leak, removed brush and trash

December 23 – Marked Miss Utilities, workorders, assisted the Sewer Department in installing a safety fence, removed brush and trash

December 26 – Marked Miss Utilities, removed the Christmas lights, removed brush and trash

December 27 - Marked Miss Utilities, workorders, assisted the Sewer Department in installing a safety fence, removed brush and trash

December 30 - Marked Miss Utilities, workorders, assisted the Sewer Department in installing a safety fence, removed brush and trash

December 31 - Marked Miss Utilities, worked on the building, checked a water leak, maintenance a vehicle, removed brush and trash

INFORMATION

TOWN OF CHILHOWIE, VIRGINIA

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

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Building Official: C. David Haynes
Wastewater Operations: Luke A. Lowe
Water Operations: Don Cole, II
Special Events/Recreation: Stephen Fields
Legal: Cassell & Crewe, P.C.

December 19, 2024

Senator Travis Hackworth
Delegate Jed Arnold

RE: TOWN OF CHILHOWIE TRAFFIC ISSUES

Senator Hackworth and Delegate Arnold:

I'm writing you at the request of the Chilhowie Town Council to ask for your assistance with looking into options to address the congested traffic patterns and pedestrian safety hazards in our town at the intersection of Interstate 81's Exit 35 and Whitetop Road (State Route 107).

As both of you have used this interchange, I'm sure you've seen firsthand the challenging and dangerous situation that is faced daily by citizens of Chilhowie, as well as our neighbors in surrounding communities that use this exit as they travel to work and back home.

The town presented our concerns to VDOT earlier this year. Specifically, I corresponded with Mr. Jeff Harrison, the Residency Administrator. Mr. Harrison and his staff were very prompt in scheduling a meeting with the town and were extremely professional and helpful. As a result of our on-site meeting, a VDOT traffic study was quickly undertaken and the need for a safe route for pedestrian passage was forwarded to VDOT's Bridge Division for consideration.

While the town is tremendously grateful for the assistance provided to us by Mr. Harrison and his local staff, we were also disappointed that the results of the traffic study determined that a traffic light at this extremely congested intersection was found to be not warranted.

That being said, the town's request to has nothing to do with our local VDOT partners…they're great folks to work with! Our request is that as our representatives in the General Assembly that you please look into possible options to work toward placement of a traffic light at this dangerous intersection, as well as assist the town in our goal of seeing a sidewalk constructed in order for our pedestrian residents to have a safe way to travel from their homes into the town's central business district, where they walk to obtain their food, prescriptions, banking needs, etc.

I'm aware that you are both going into your busiest time of the year as we approach the New Year, but I am always available at your convenience to give you a tour of Chilhowie and show you the issue that worries our Town Council members. Thank you and please let me know if you have any questions.

J. Brian Martin
Town Manager

DECEMBER 2024 Monthly Statistics for Chilhowie Library					
	Present Month	Previous Year	% Change	YTD 23-24	YTD 24-25
Total People Count for the Month	1524	1350	12.89%	8,609	10,148
Average Daily People Count	102	84	21.43%		
Total Curbside Appointments for the Month	4	3	33.33%	22	25
Average Daily Appiontments	0	0	0.00%	0	0
After Hours Locker Usage	6	4	50.00%	19	27
New Patrons Registered	11	9	22.22%	85	74
Total **Number** of **Synchronous** Program Sessions	12	10	20.00%	54	72
Chilhdren Ages 0-5	4	4	0.00%	22	20
Children Ages 6-11	3	4	-25.00%	17	15
Children Ages 12-18	0	0	100.00%	1	0
Adults 19 and over	4	1	300.00%	7	29
General Interest	1	1	0.00%	7	8
Total **Attendance** of **Synchronous** Progam Sessions	271	224	20.98%	2066	2757
Children Ages 0-5	144	107	34.58%	595	578
Children Ages 6-11	44	44	0.00%	655	856
Children Ages 12-18	0	0	100.00%	20	0
Adults 19 and over	31	18	72.22%	148	271
General Interest	52	45	15.56%	648	1057
Number of Synchronous (live) In-Person Onsite Programs	12	10	20.00%	51	1057
Number of Synchronous (live) in-Person Offsite Programs	0	0	0.00%	3	67
Number of Synchronous (live) Virtual Programs	0	0	0.00%	0	5
Synchronous (live) In-Person Onsite Program **Attendance**	271	224	20.98%	1608	1678
Synchronous (live) In-Person Offsite Program **Attendance**	0	0	100.00%	458	1084
Synchronous (live) In-Person Virtual Program **Attendance**	0	0	0.00%	0	0
Total **Number** of Asynchronous (not live) Program Presentations	0	0	100.00%	1	0
Total **Views** of Asynchronous (not live) Program Presentations within 7 days	0	0	100.00%	150	0
Total Ciculation of Kits & Playaways	0	6	-100.00%	38	26
Total Circulation Hotspots & Tablets	4	6	-33.33%	53	42
Hotspots	2	4	-50.00%	28	20
Tablets	2	2	0.00%	25	22
Total Circulation of Books	816	684	19.30%	5,290	5,718
Adult	571	477	19.71%	3027	3306
Children	245	207	18.36%	2262	2405
Interlibrary loan	0	0	0.00%	1	2
Total Circulation of AV	319	246	29.67%	1551	1566
Adults	283	196	44.39%	1082	1311
Childrens	36	52	-30.77%	469	255
Equipment	0	0	0.00%	0	0
Total Circulation of All Materials	1139	944	20.66%	6,932	7,353
Number of Xerox Copies	193	29	565.52%	319	898
Number of Computer Copies	307	149	106.04%	2346	1766
Faxes Sent	6	7	-14.29%	38	46
Reference Questions:					
Week of Nov. 15-22 X 52				1664	2652
Computer					
Internet Use by Patrons	37	38	-2.63%	333	244
Meeting Room Attendance	0	14	-100.00%	96	78

DECEMBER 2024 PROGRESS REPORT FOR CHILHOWIE LIBRARY

Chilhowie Library was open 19 days during December and received 1524 visitors through our doors. We were closed for three days during the Christmas holiday and one day for snow. 11 new patrons were registered this month which is a 20% increase as compared to last December, and 1139 total items were circulated which is a 22% increase as compared to December of 2023.

Our public programs continue to do very well. Overall attendance has increased 20% as compared to last December and Pre-K aged attendance has increased 35% as compared to this time last year. Four children's storytimes were presented this month for both the public as well as Chilhowie Head Start. At the beginning of the month, we hosted a cookie decorating evening which was well attended and much enjoyed by our patrons despite the cold weather. We continue to host sewing classes for youth in conjunction with Smyth County 4-H. The kids in this program are learning practical skills and creating beautiful quilts. We also hosted our regular Homeschool Connection program this month where we made Christmas ornaments. Our "Magical Morning" Christmas program was well attended and included special guests Santa and the Grinch. We would like to thank our Friends group for providing the books that we gave away to all the kids at our programs this month as Christmas gifts.

Our adult programs this month included our regular chair yoga classes and art history lunch and learn sessions. We also hosted a fun Christmas ornament making evening where participants created crocheted Christmas trees and cork ornaments. These classes have been very popular, and we are planning to offer additional crochet classes in the coming months. Participation in our adult programs has increased 72% as compared to this time last year.

On the first Saturday of December, library staff, Friends members, and patrons rode on the Smyth County Public Library float in the Chilhowie Christmas parade. The theme of our float was the Polar Express and we were awarded the "Green Prize" and $150 by Sweet Lipsey's Bakery for our use of recycled materials. We would like to thank the Friends of Chilhowie Library for purchasing candy to hand out to kids during the parade as well as books that were given out in exchange for "golden tickets" that were handed out to kids along the parade route. Several children brought these tickets back to the library to exchange them for free books.

We wish everyone a Happy New Year and look forward to an upcoming fresh season at the library in 2025.

Heather Carter
Branch Supervisor, Chilhowie Library

I am happy to report that we had a total of 57 girls sign up to play basketball for the 2024 season. This wonderful turnout gave us 2 First/Second Grade teams, 2 Third and Fourth Grade Teams, and 2 Fifth and Sixth Grade basketball teams. We were able to host multiple weekly practices for each team, as well as successfully host 2 Saturday tournaments in Chilhowie.

I appreciate the opportunity to be the 2024 Girls Basketball Director and have learned a great deal this past season.

Thank You
Cathy Taylor





The 2024 basketball rec season was a success! I want to express my gratitude for the opportunity to be part of the Chilhowie Rec Program. It's been a pleasure watching these kids progress throughout the season and seeing their development over the years.

This year, we played against Patrick Henry, John Battle, Holston, and Northwood. This expanded our program's reach, allowing us to compete against more local teams and experience a greater variety of opponents.

Games were hosted at four different locations, giving our teams the chance to play in various gyms and against diverse competition. The 3rd, 4th, 5th, and 6th grade age groups played on Saturdays, while the 1st and 2nd graders played during the week. Weekend games allowed for more practice time, enabling us to focus on fundamental skills and development.

A huge thank you goes out to CHS, CMS, and CES for allowing us to use their facilities for practices and games. Their cooperation and the support of their staff were crucial to our success. They also provided us with the opportunity to host two tournaments. We had volunteer coaches, parents, and even the Boys a Girls Varsity Team helping out. We deeply appreciate everyone's contributions to making the tournaments so successful.

While I'm sad to see the season end, I'm confident it was a successful one. Thank you again for the opportunity to be part of the Chilhowie Rec Program.

W Matthew Henderson





COUNCIL MEETING RULES AND REGULATIONS

Sign-In

All persons entering Council Chambers shall sign in and state whether they wish to speak and the topic.

Citizen Time

Citizens must speak at the podium.
State name and address.
Direct comments only to Town Council.
Limit speaking time to a maximum of three minutes.
The speaker must be signed in and speak on topic.
Speak only once during a specific hearing or comment period.

Citizen Time is for citizen input, not question and answer session.

Citizen Time may be reopened later in meeting if needed.

Interruptions will not be tolerated to provide smooth operation of the Council in accordance with Robert's Rules of Order.
The first interruption will be given a warning.
Second interruption will result in removal from meeting.

Please silence cell phones, show respect for all speakers, and allow all opinions to be expressed in a tolerant atmosphere.