Virginia: **At the regular meeting of the Council of the Town of Chilhowie held at the Municipal Building, August 14, 2025, at 7:00 p.m.**

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

Absent: **Councilor Shannon Donnelly.**

Also Present: **Mr. Brian Martin, Town Manager; Mrs. Felicia Eller, CMC, Clerk-Treasurer; Messrs. Paul Cassell, Town Attorney; Andrew Moss, Police Chief; Chris Johnson, Foreman Building, Grounds, and Streets; Stephen Fields, Special Events and Recreation Coordinator, Leroy Sullivan, Wastewater Operator and Tyler Keen, Public Works Director**

Mayor Heninger called the meeting to order. Reverand Michael Brisko, Calvery Church of Southwest Virginia, gave the Invocation. The Pledge of Allegiance was recited.

Approval of Minutes:

Motion by P.J. Wolfe, second by Brent Foster Council, approves the regular July 10, 2025, Council meeting minutes as presented. The motion was approved with the following recorded vote:

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

Special Presentation:

Mr. Juan Garcia of Hicok, Brown and Company presented the 2022–2023 Audit to Council. Mr. reported that the firm encountered minimal, if any, difficulties in conducting the audit. The recommendations issued during the audit had already been addressed by the time the audit concluded, although they were not corrected during the audit period itself.

Mr. Garcia reviewed the Town's Governmental and Business-type Activities, providing an overview of the Statement of Net Position and the Balance Sheet for Governmental Funds. He also discussed the Statement of Net Position – Proprietary Funds, as well as the Statement of Revenues, Expenses, and Changes in Fund Net Position – Proprietary Funds.

Due to the Town of Chilhowie receiving over $750,000 in federal funds through the American Rescue Plan Act (ARPA), a Federal Single Audit was required. Hicok, Brown and Company reviewed the Town's compliance with Federal requirements and internal controls over those funds. Their opinion concluded that the Town complied in all material respects.

Mr. Garcia concluded by stating that Hicok, Brown and Company plans to begin the 2023–2024 Audit in the near future.

Public Hearing:

- Proposed Issuance of a Bond, by the Town of Chilhowie, Related to the Seven Mile Ford Project – Mrs. Eller presented the following:

Notice of Public Hearing on
Proposed Issuance of a Bond by the
Town of Chilhowie, Virginia

The Council of the Town of Chilhowie, Virginia (the "Council") will hold a Public Hearing on the proposed issuance of a bond by the Town of Chilhowie, Virginia (the "Town") at one time or from time to time. The estimated maximum aggregate amount of the bond is $1,155,000. The bond proceeds are expected to be used to finance capital improvements to the Town's water supply system and facilities and costs of issuance of the bond. The Public Hearing, which may be continued or adjourned, and at which persons may appear and present their views on the proposed bond issue, will be held at 7:00 p.m., prevailing local time, on August 14, 2025, before Council in the Council Room of 325 East Lee Highway, Chilhowie, Virginia 24319.

The Town of Chilhowie is committed to compliance with the Americans with Disabilities Act. If you wish to have a reasonable accommodation to participate in the public hearing, please contact Town Clerk, Felicia Eller, (276) 646-3232 at least two business days in advance of the meeting to arrange an accommodation.

Mayor Heninger opened the Public Hearing at 7:12 p.m.

No one wished to speak.

Mayor Heninger closed the Public Hearing at 7:13 p.m.

- Proposed Issuance of a Bond, by the Town of Chilhowie, Related to the Seven Mile Ford Project – Mrs. Eller presented the following:

Notice of Public Hearing on
Proposed Issuance of a Bond by the
Town of Chilhowie, Virginia

The Council of the Town of Chilhowie, Virginia (the "Council") will hold a Public Hearing on the proposed issuance of a bond by the Town of Chilhowie, Virginia (the "Town") at one time or from time to time. The estimated maximum aggregate amount of the bond is $1,862,000. The bond proceeds are expected to be used to finance capital improvements to the Town's water supply system and facilities and costs of issuance of the bond. The Public Hearing, which may be continued or adjourned, and at which persons may appear and present their views on the proposed

bond issue, will be held at 7:00 p.m., prevailing local time, on August 14, 2025, before Council in the Council Room of 325 East Lee Highway, Chilhowie, Virginia 24319.

The Town of Chilhowie is committed to compliance with the Americans with Disabilities Act. If you wish to have a reasonable accommodation to participate in the public hearing, please contact Town Clerk, Felicia Eller, (276) 646-3232 at least two business days in advance of the meeting to arrange an accommodation.

Mayor Heninger opened the Public Hearing at 7:14 p.m.

No one wished to speak.

Mayor Heninger closed the Public Hearing at 7:15 p.m.

Citizen Time:

Mrs. Kristen Haynes, Smyth County 4-H, addressed the Council, expressing appreciation for the financial support provided by the Town, which helped make it possible for local youth to attend the annual 4-H Congress held at Virginia Tech.

She reported five students from Chilhowie and seven additional students from across the County were able to attend, thanks in part to donations from the Town and the Smyth County Board of Supervisors. This year's group included Jayden Austin, Sadie Paine, Lucas Haynes, Ryan Haynes, and Kadence Hilton.

Mrs. Haynes noted that this was the largest group from Chilhowie to attend the 4-H Congress since the late 1990s. She explained that during the week-long event, students participated in various activities with Delegates from across the state, including a mock legislative session where they voted to elect representatives for the State 4-H Congress.

Ms. Jayden Austin, Smyth County 4-H, appeared before Council to express appreciation for their generous donation, which made it possible for local 4-H members to attend the Virginia 4-H State Conference at Virginia Tech.

Ms. Austin shared that the experience was unforgettable and provided opportunities beyond a simple trip, including hands-on learning workshops, competitions, and the chance to explore the Virginia Tech campus. She noted that her favorite part of the conference was the talent show, where she enjoyed seeing the creativity of fellow 4-H members.

Ms. Austin also competed in a state-level event and was awarded a blue ribbon. She highlighted that the conference offers many categories for competition and serves as a valuable opportunity for youth to challenge themselves and develop public speaking skills.

Ms. Sadie Paine, Smyth County 4-H, shared her experience attending the 4-H Youth Congress at Virginia Tech over the summer. She expressed gratitude to the Council for their generosity, which made it possible for many students to participate in the event.

While at the Congress, Ms. Paine had the opportunity to take classes designed to help students explore potential career interests. One of the classes she attended involved hands-on environmental science activities, including visiting a creek on campus to collect and examine aquatic creatures using nets, as well as testing water quality to understand its impact on the ecosystem.

Mr. Lucas Haynes, Smyth County 4-H, expressed his appreciation to the Council for their generous support, which made it possible for him to attend the 4-H Youth Congress at Virginia Tech.

Mr. Haynes shared that the experience allowed him to grow as a leader, meet peers from across Virginia, and build valuable real-life skills. He highlighted the impact of hands-on workshops and inspiring speakers, which provided him with meaningful knowledge and personal development.

He concluded by stating that it meant a great deal to know the Town of Chilhowie believed in him and supported his opportunity to attend the 4-H Youth Congress.

Mr. Devin Karriker introduced himself as Chilhowie's newest business owner with the upcoming opening of Smyth County Barbell. Mr. Karriker shared that he has over a decade of experience in personal training, having worked at the Wellness Center for the past eight years and trained for two years prior.

Smyth County Barbell will be located between the Family Dollar Store and Goodman Jewelers and will offer base memberships, personal training, group fitness classes, and tanning services. Mr. Karriker noted that he has plans for future expansion and encouraged community members to visit and join. The gym is scheduled to open in mid-September.

Old Business:

- Update on Removal or Repair of Identifies Unsafe (Burned Out) Structures - The Town continues to make progress in addressing burned-out and overgrown properties. The burned structure located on Sanders Avenue is scheduled for demolition by the end of Summer. The lot located on Chilhowie Street behind Fiesta Jalisco is classified as overgrown rather than blighted. The property owner has until August 16, 2025, to clean up the property. The property at 319 Vance Drive is posted for demolition, with the owner given until August 16, 2025, to remove any wanted items. There is a current interest in the potential purchase of the property. The property located at 1487 Old Stage Road was previously granted an extension to clean up; however, no action has been taken. Mr. Martin will issue another certified letter to the property owner. The property owners of the property on Popular Avenue are actively working to clean up the house and trailer.

Mr. Vernon Sturgill reported that while the property owners on Poplar Avenue have begun cleaning up the house, no progress has been made on the trailer located on the property. He expressed concern about the potential for vagrants occupying the trailer during the winter months and stated he would not tolerate such conditions.

Mr. Foster recommended the Town send a letter to the property owner requesting clarification on their intentions regarding the trailer. It was noted that the trailer does not meet current setback requirements under the Zoning Ordinance; however, it was placed on the property prior to the Ordinance's adoption, therefore grandfathered in. The Town's hands are tied with this property. A discussion ensued.

- Update on Sewer Infiltration and Inflow Project - The original scope of work has been completed. The Infiltration and Inflow Project is under the anticipated budget. Town staff is working with Hurt and Proffitt to identify additional areas within the Town to utilize the remaining funds to further improve the sewer collection system.

  The Town is in the process of preparing Change Order Number Three, which will include the relining of 700 feet of sewer line, rehabilitation of manholes on Skyview Drive, and the replacement of two manholes. Change Order Number Four will involve replacing a manhole on Highway Eleven, adjacent to the new Utility Trailer site. Change Order Number Four will serve as the final change order for the Sewer Infiltration and Inflow Project.

- Update on Hurricane Recovery – The Town staff continues to work with Federal Emergency Management Agency (FEMA) to achieve full restoration of infrastructures impacted by Hurricane Helene. The Town's water system repairs have been completed. The final amenities to complete the repairs at the Town Park have been ordered, including four park benches and a pitching screen for use at the ball field. Chief Haynes is developing a plan to complete final repairs of a metal storage building, at the Fire and EMS Training Center.

  After an extensive review process by both state and federal agencies, the Town received approval to move forward with building the reconstruction of the three Aerial Crossings. A Pre-Bid Conference was held on Thursday, June 26, 2025, and bids were due by Wednesday, July 16, 2025. Two bids were received, with the contract awarded to Portland Utilities Construction Company.

  A Pre-Construction Conference will be held on Wednesday, August 20, 2025, to finalize planning. Portland Utilities Construction will begin staging in preparation for construction

to commence in September. This schedule aligns with the October 1, 2025, access to the Middle Fork of Holston River date approved by the U.S. Army Crops of Engineers.

Work will begin at the Aerial Crossing behind Chilhowie Middle and Chilhowie High School, followed by the crossing just below Tattle Branch Road. Reconstruction of these two Aerial Crossings will eliminate the need for the current temporary wastewater bypass, which costs the Town approximately $17,000 per month.

Councilman P.J. Wolfe exited meeting at 7:40 p.m.

Mr. Alan Cornett, Department of Environmental Quality is a strong advocate for the Town of Chilhowie. As a result of his efforts, the Town is hopeful of receiving $2.2 million in grant funding to assist with the cost of the Aerial Crossing reconstruction project.

- Beautification of Front of Town Hall – During the July 10, 2025, Council meeting, Council recommended reaching out to staff and Council members for suggestions on ways to improve the front of Town Hall. As a result, four improvement suggestions were submitted and presented to Council for review.

Motion by Brent Foster, second by Bill Clear, Council refers the Beautification of Front of Town Hall to the Public Works Committee. The motion was approved with the following recorded vote:

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

Motion by Julie Sturgill, second by Bob Jeter, Council recommends removing the shutters and painting the columns white. The motion was approved with the following recorded vote:

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

- Presentation of Expenses to Install Surveillance at Police Department, Town Hall and Recreation Park – Zack Harless, President Tri-Cities I.T., appeared before Council to present a proposal for surveillance system installations at the Police Department, Town Hall, and Recreation Park. Mr. Harless reported that the estimated cost to install surveillance with a 360-degree peripheral view at the Town Hal and Police Department is $13,777. The proposed cameras are Department of Criminal Justice Services (DCJS) certified, include a three-year warranty, and will be professionally installed.

  Mr. Harless reported the estimated cost to install surveillance cameras at the Recreation Park and Dog Park is $27,852. The higher cost is due in part to the need for additional equipment that will allow the cameras to operate using internet service extended from

Town Hall. The proposed system will allow for live camera footage viewing via iPad or mobile phone app. The cameras will be motion-activated and configured to alert Town staff when activity is detected after hours in the Recreation and Dog Park.

Motion by Brent Foster, second by Bill Clear, Council recommends referring to the Expense of Installation of Surveillance at the Police Department, Town Hall, and Recreation Park to the Public Works Committee. The motion was approved with the following recorded vote:

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

- Presentation of Expense to Live Stream Council Meeting – Due to the anticipated expense of implementing live streaming for meetings, Council agreed to refer the matter to the Public Works Committee for further review. Mr. Zach Harless, President of Tri-Cities I.T., will be invited to present to the committee at that time to provide additional information and answer questions.

Motion by Brent Foster, second by Bill Clear, Council refers the Live Stream Council Meetings to the Public Works Committee. The motion was approved with the following recorded vote:

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

- Discussion of Council Chambers Renovation – Council discussed the potential removal of the sink and cabinets at the back of the Council Chambers to install a glass display case for showcasing historical artifacts and memorabilia related to the Town of Chilhowie. Mr. Martin expressed interest in dedicating one wall to photographs of elected officials and plaques honoring past mayors. Mrs. Sturgill recommended retaining the sink and cabinets for the time being, until discussions regarding the live streaming of Council meetings have been completed.

Motion by Bob Jeter, second by Brent Foster, Council approves to move forward with honoring past and current Mayors of Chilhowie via plaque to be installed in the Council Chambers. The motion was approved with the following recorded vote:

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

New Business:

- Adoption of Resolution for Bond for Seven Mile Ford Project – Council reviewed the Resolution authorizing the issuance and sale of a bond of the Town of Chilhowie in an

amount not to exceed $1,155,000, providing for the form, details and payment of the bond, and authorizing certain related actions.

Motion by Brent Foster, second by Bob Jeter, Council adopts the Resolution authorizing the issuance and sale of a bond of the Town of Chilhowie in the amount not to exceed $1,155,000. The motion was approved with the following recorded vote:

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

- Adoption of Resolution for Bond for Seven Mile Ford Project – Council reviewed the Resolution authorizing the issuance and sale of a bond of the Town of Chilhowie in an amount not to exceed $1,862,000 providing for the form, details and payments of the bond, and authorizing certain related actions.

Motion by Brent Foster, second by Bill Clear, Council adopts the Resolution authorizing the issuance and sale of a bond of the Town of Chilhowie in an amount not to exceed $1,862,000. The motion was approved with the following recorded vote:

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

- Adoption of Resolution for 2025 Mount Rogers Water/Wastewater Funding Application – Mrs. Eller presented the following:

RESOLUTION

WHEREAS, Mount Rogers Planning District Commission (PDC) has funding available through the Southwest Virginia Water/Wastewater Funding Program and;

WHEREAS, the PDC is soliciting applications for this money with a deadline for applications of August 29, 2025 and;

WHEREAS, The Town of Chilhowie, with approximately 2,500 customers, is not only a provider of potable water to the Town of Chilhowie but also a direct provider to customers in Smyth and Washington Counties, and;

WHEREAS, The Town sales wholesale water to Smyth County at four master meter locations, and;

WHEREAS, the Town and Washington County Service Authority (WCSA) jointly operate a three Million Gallon (3.1) per Day facility at

its Mill Creek Regional Water Treatment Plant, and;

WHEREAS, The Town and WCSA finished a $3,704,000 loan and grant project to substantially upgrade the regional plant in 2019 and 2024, and;

WHEREAS, the Town operates and maintains five water tanks to distribute the potable water throughout its regional system, including the 623,000 gall Widener Springs Tank build in 1998, and;

WHEREAS, the Widner Tank has been identified as the tank most needed for painting/rehabilitation by the Public Works Department, Health Department and engineering studies, and;

NOW THEREFORE LET IT BE RESOLVED, that the Chilhowie Town Council by this resolution formally requests funding from the PDC's Southwest Virginia Water/Wastewater Program in the amount of $93,752 with the Town contributing $2,000 for a hydraulic Study, and;

LET IT BE FURTHER RESOLVED, that the Chilhowie Town Council authorizes its Town Manager Brian Martin to submit and sign all authorized documentation to Mount Rogers PDC to that end. This resolution is approved by the Chilhowie Town Council at its August 14, 2025 Meeting.

Adopted this 14TH day August 2025.

_____
Mayor

Attest: _____
Clerk

Motion by Bob Jeter, second by Brent Foster, Council hereby adopts the Resolution for 2025 Mount Rogers Water/Wastewater Funding Application. The motion was approved with the following recorded vote:

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

- Declaration of Surplus Office Supplies - Mrs. Eller reported that, over the years, multiple printer models have been used within the Town offices, resulting in an accumulation of unused ink cartridges that are now incompatible with the current printers. Given the high

cost of ink cartridges and their lack of utility, Mrs. Eller requested that the existing ink inventory be declared surplus and listed for sale on GovDeals.

Motion by Brent Foster, second by Julie Sturgill, Council hereby declares the ink inventory presented as surplus and place on GovDeals. The motion was approved with the following recorded vote:

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

- Approval of HVAC Expense for Public Works – The Town budgeted funds in the Fiscal Year 2025-2026 Budget for the installation of a split HVAC unit at the Public Works Department. Currently, the department relies on a window unit, which causes the lights to dim when in use, and electric heat during the winter. The installation of a split unit is expected to reduce electricity usage and generate long-term savings.

  Mr. Martin presented three quotes to Council for installation. However, due to the unexpected failure of the upstairs HVAC unit at the Bonham House last month, a significant portion of the HVAC line item in the Fiscal Year 2025-2026 Budget was used to fund its replacement. Council recommends using funds from the contingency line item of the Fiscal Year 2025-2026 Budget to move forward with the split unit installation at the Public Works Department.

Motion by Brent Foster, second by Julie Sturgill, Council accepts low bid of $9,600 from Glade Heating and Air for the purchase of a HVAC split unit. The motion was approved with the following recorded vote:

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

- Approval of Water Line Detector Expense – Council discussed the need for a water line detector to assist the Public Works Department to be more efficient when locating underground water lines. It was noted that when a water leak occurs, Town staff can experience delays in locating the affected lines.

  A water line detector would help protect the Town's infrastructure by accurately identifying line locations prior to excavation or repairs, thereby reducing the risk of accidental damage especially to aging or undocumented lines. This would also help prevent service outages and costly emergency repairs.

The equipment would minimize the need for exploratory digging, allowing staff to respond more quickly to leaks or breaks. In addition, the detector could assist with mapping and updating underground utility records, aiding in the planning of future infrastructure projects and utility upgrades. Currently, the Town relies on an outside contractor for water line locating. Mr. Keen presented quotes to Council for the purchase of a new water line detector.

Motion by Brent Foster, second by Bob Jeter, Council approves purchase of a water line detector from Mt. Electron in the amount of $6,690. The motion was approved with the following recorded vote:

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

- Approval of Bid for Reconstruction of Aerial Wastewater Crossing – The Town received two bids for the reconstruction of the three Aerial Sewer Crossings. The highest bid was submitted at $3,230,000 and the lowest bid came in at $2,854,700. When combined with the costs for design, engineering, inspection, and permitting totaling $273,000, the total project cost for $3,127,700 based on the low bid.

Motion by Brent Foster, second by Julie Sturgill, Council approves Portland Utilities Construction Company low bid of $2,854,700 and award Notice to Proceed for the Emergency Sanitary Sewer Repair. The motion was approved with the following recorded vote:

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

- Town and Country Dinner – The Smyth County Chamber of Commerce will be holding the Town and Country Dinner on Thursday, September 6, 2025, at 6:00 p.m. at the Chilhowie Airplane Hanger.

Committee Report:

Mr. Daniel Caldwell, Air Med Care, provided an overview of the Air Med Care Plan to the Finance and Personnel Committee. He explained that Air Med Care is a membership-based program that offers coverage for emergency air medical transport in the event of a serious injury or medical emergency. The plan is a subscription service that covers out-of-pocket costs for medically necessary air ambulance transport when the service is provided by an affiliated Air Med Care provider.

Mr. Caldwell also noted that under an Air Med Care Network membership, any person residing at the physical home address of the enrolled Town employee is covered under the subscription,

regardless of relation. A discussion followed regarding whether the Town should fund the Air Care membership or responsibility should fall to individual employees. After thorough deliberation, the Committee reached a consensus to provide Air Med Care membership to each full-time employee at the Town's expense for a period of three years. This benefit will be offered as an employee incentive to enhance the Town's employee benefits package.

The Finance and Personnel Committee recommended approval of a three-year plan to be funded by the Town and provided as a benefit for full-time employees and elected officials.

Motion by Brent Foster, second by Julie Sturgill, Council approves the three-year subscription plan to Air Med Care paid by the Town, and serves as a benefit for full-time employees and elected officials. The motion was approved with the following recorded vote:

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

Department Report:

Mr. Martin, Town Manager, reported that the drainage issue related to the damaged metal grate on Whitetop Road has been repaired. Replacing the grate has resulted in a significantly improved drainage system and enhanced traffic safety. At the request of Mayor Heninger, Mr. Martin contacted the Virginia Department of Transportation (VDOT) to obtain the most recent traffic count data for the Town. The data indicates a high volume of daily travelers. Mr. Martin has also requested that Virginia Department of Transportation (VDOT) explore signage options to better highlight the Town's Historic District and its local business.

The Town continues to attract a nationally recognized restaurant. Mr. Martin will continue marketing the Town to potential business. On Monday, August 11, 2025, Mr. Martin met with representatives from Virginia Energy to discuss potential of supplementing solar power at the Wastewater Treatment Plant, installation of electric vehicle charging stations, and conducting an energy audit of Town facilities. AAA Paving is scheduled to begin milling and paving work on Aker Avenue starting Monday, August 18, 2025. The project is funded through the Fiscal Year 2024-2025 budget.

Motion by Bob Jeter, second by Brent Foster, Council approves AAA Paving to mill and pave Aker Avenue in the amount of $44,000 from the Fiscal Year 2024-2025 Budget. The motion was approved with the following recorded vote:

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

Mrs. Felicia Eller, Clerk/Treasurer, reported that one of the delinquent business owners has provided the requested documentation, including gross receipts, and has agreed to pay the full arrearage by September 30, 2025. Mr. Martin and Mrs. Eller reported that a second local business owner did not pick up his certified letter. However, they were able to speak with him directly. The business owner was unaware of his delinquent status and has been given ten days to provide the Town with his gross receipts.

Mr. Tyler Keen, Public Works Director, reported that Portland Utilities was in the process of installing a sewer crossing on Lyons Gap Road. While on site, Mr. Keen observed a hydro-excavating truck on Old Stage Road connecting a hose to a Town fire hydrant. He was able to identify the contractors and contact their company. The Town has since communicated to the company that while unauthorized use is not permitted, the Town is happy to sell them water through proper channels in the future.

Chief Haynes reported that he is exploring the use of a generic third-party nut that fits over hydrant operating mechanisms and requires a special hydrant wrench to access. This is being considered as a way to better secure the Town's water system.

While Chief Haynes does not believe theft of water is currently a concern within Town limits, he noted that there are several hydrants located in less visible areas, which could be vulnerable to unauthorized use. Chief Haynes expressed concern about the potential for someone to access and contaminate the water system. He will continue researching effective hydrant security solutions and evaluate which hydrants may be most vulnerable.

Chief Moss Thanked the Town for support of the Police Department's Cop and Rodders event as well as National Night Out. He reported that both events had strong community turnout and were very successful.

Mr. Keen, Public Works Director, reported that the Public Works Department repaired 17 water leaks and cleared 5 sewer line blockages. Chief Haynes provided a list of fire hydrants connected to outdated 4-inch water lines, which negatively affect the Town's ISO ratings. Mr. Keen's team successfully removed these lines. The system is now expected to be ISO compliant. The Public Works Department installed four new water tap installations and marked 52 Miss Utility tickets.

During the month of July, the department conducted its annual water and sewer inventory for fiscal year-end closeout. While reviewing the inventory, Mr. Keen discovered outdated part pricing. After discussions with the water supplier, prices were corrected, resulting in the water inventory value increasing from $113,708.87 to $418,000.89 and the sewer inventory value increasing from $9,038.37 to $18,278.74. These corrections allow the Town to more accurately reflect its assets, which will benefit the annual audit.

Thirteen Public Works employees completed Occupation Safety Health Administration (OSHA) 10 Training. As a result, all employees at both the Wastewater Treatment Plant and Public Works Department are now Occupational Safety Health Administration (OSHA) 10 certified.

Mr. Chris Johnson, Foreman Building, Grounds, and Streets, reported his team completed repairs to storm damage in the Recreation Park. He noted that the electrical system in the Recreation Park requires attention following Hurricane Helene, with concerns raised about potential corrosion.

Mr. Stephen Fields, Special Events and Recreation Coordinator, reported that the Chilhowie Baptist Church cancelled the Upward Flag Football Program. In response, the Town extended registration for its own football and cheer programs to allow affected children the opportunity to participate. Due to the extended signup period, team jerseys will not be available in time for the first game of the season. Lebanon and Virginia High have been added to this year's recreation football schedule.

After discussion, Council agreed to keep the Splash Pad open through the Chilhowie Apple Festival. Mr. Fields reported there are 18 computers located at the Old High School that he would like to declare surplus and list for sale on GovDeals. The GED classes, which were cancelled earlier this year, have now been reinstated. The Chilhowie Christmas Parade will be held on Saturday, December 6, 2025, at 11:00 a.m.

Any Other Council Business:

Councilor Brent Foster gave a shout-out to the Public Works Department, Police Department, and Fire Department for their teamwork and complimented on them as being the best in Southwest Virginia.

It was noted the Farmer's Market was originally established to provide a space for local farmers to sell their produce. Currently, the market is only open on Thursdays from 4:00 p.m. to 7:00 p.m. Mayor Heninger expressed interest in expanding the market's availability to five or six days a week to allow farmers more flexibility to sell at their convenience.

Motion by Brent Foster, second by Bob Jeter, Council approves to open the Farmers Market to produce only sales for times the Town Manager deems appropriate. The motion was approved with the following recorded vote:

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

A notice will be distributed informing the public that the Farmer's Market will be open for produce only sales more often than just Thursdays. The announcement will be shared via social media, the Town's marquee, and published in the Smyth County News and Messenger.

Mayor Heninger requested that Mr. Martin contact the Virginia Department of Transportation (VDOT) regarding a drain on Main Street that is deteriorating and falling in.

The Public Works Committee agreed to meet on Thursday, September 11, 2025, at 6:15 to discuss the agenda items referred to them. In previous years, Council has expressed interest in an active shooter training. A date for the training will be set during the Council meeting on September 11, 2025,

Chief Moss reported that he contacted Historical Preservation regarding a sign located on the westernmost end of Town that was falling over. A contractor was sent out to repair the sign.

Councilor Bob Jeter requested Chief Moss to install a radar sign at Chilhowie High School and another on the west end of Town to help slow down motorists.

Motion by Julie Sturgill, second by Brent Foster Council adjourns this meeting at 9:06 p.m. The motion was approved with the following recorded vote:

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

_____Mayor
Gary L. Heninger

_____Clerk
Felicia Eller, CMC