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
P.O. Box 5012
Chilhowie, VA 24319
Phone (276) 646-3232
Fax (276) 646-3012
www.chilhowie.org

Town Manager: Brian Martin
Clerk/Treasurer: Felicia Eller
Police Chief: Andrew K. Moss
Director Public Works: Tyler Keen
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
Building, Street & Grounds: Christopher Johnson
Legal: Cassell & Crewe, P.C.

AGENDA

TOWN OF CHILHOWIE COUNCIL MEETING

October 9, 2025

7:00 P.M.

1. **INVOCATION – Michael Rysko, First Church of God**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF COUNCIL**

4. **APPROVAL OF MINUTES**
   Regular September 11, 2025, Council Meeting Minutes

5. **SPECIAL PRESENTATION** – Mr. Bill Rush, General Manager Berry Enterprise, Presentation for Boxwood Housing Development

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, Approval of Pay Request # 13 and Changer Order #4 - Town Manager (See Manager's Report and Attachment)

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

D. General Board of Appeals Expired Term – Town Manager

E. Discussion of Surveillance of Town Hall and Recreation Parks – Town Manager

F. Update on Town Hall Beautification – Town Manager

8. NEW BUSINESS

A. Invitation to Smyth County Chamber of Commerce Annual Dinner – Mrs. Heather Carter (See Attachment)

B. Highway Safety Initiative Quarterly Report – Chief Moss (See Attachment)

C. Discussion of Lights at Chilhowie High School Crosswalk and Additional Crosswalk at Chilhowie Middle School – Councilman Jeter

D. Approval of District Three Site Control Agreement – Town Manager (See Attachment)

E. Discussion of DEQ Correspondence – Town Manager (See Attachment)

F. Request for Two AEDs for Little League Facility – Town Manager (See Attachment)

G. Proposed Lease Agreement with Smyth County Library for Makers Space – Town Manager (See Attachment)

H. Funding Opportunity: DCR Community Flood Preparedness Funding – Town Manager (See Attachment)

9. COMMITTEE REPORTS

A. 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 – Tyler Keen
G. Water and Wastewater Chief Operators – Don Cole/Luke Lowe

H. Buildings and Grounds – Chris Johnson
I. Recreation/Special Events Coordinator – Stephen Fields
J. Town Attorney – Paul Cassell

11. ANY OTHER COUNCIL BUSINESS

12. CLOSED SESSION – None

13. Adjournment -