TOWN OF CHILHOWIE

Mayor: Gary L. Heninger

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

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Town Manager: 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

November 13, 2025

7:00 P.M.

1. **INVOCATION – Matthew Chapman, Calvary Church Southwest Virginia**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF COUNCIL**

4. **APPROVAL OF MINUTES**
   Regular October 9, 2025, Council Meeting Minutes

5. **CITIZEN TIME**

6. **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 Changer Order #5 - Town Manager (See Manager's Report and Attachment)

   C. Update on Hurricane Recovery, Approval of Funding Agreement, Change Order #1 and Pay Request #1 – Town Manager & Clerk Treasurer (See Attachment)

D. General Board of Appeals Expired Term – Town Manager

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

7. NEW BUSINESS

A. Invitation to Celebrity Bagging Event – Clerk Treasurer (See Attachment)

B. Request to Surplus Two Public Works Vehicles – Town Manager (See Attachment)

C. Discussion of Liability of Town Leases – Town Manager
D. Discussion of Cross Contamination Prevention Program – Town Manager

E. Approval of Police Mutual Aid Agreements – Town Manager & Chief Moss (See Attachment)

F. Scheduling of Finance & Personnel Committee for Discussion of Two AEDs for Little League Facility – Town Manager

G. Discussion Capital Outlay Funds – Town Manager & Clerk Treasurer

H. Approval of Christmas Bonuses – Clerk Treasurer

I. Town Christmas Celebration and Christmas Dinner – Stepehen Fields

8. COMMITTEE REPORTS

A. None.

9. 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

10. ANY OTHER COUNCIL BUSINESS

11. CLOSED SESSION –

A. Discussion of Personnel Matter in Fire & EMS Department – Justification 2.2-3711 (A)(1) of the Code of Virginia, as Amended

B. Discussion of Public Contract – Justification 2.2-3711 (A)(6), of the Code of Virginia, as Amended

12. Adjournment -