



**TOWN OF ABINGDON, VIRGINIA  
TOWN COUNCIL REGULAR MEETING  
MONDAY, JULY 11, 2022 – 6:30 pm  
TOWN HALL - COUNCIL CHAMBERS**

**DRAFT AGENDA**

*Please note there will be an opportunity during the meeting for citizens to address the Town Council when the Mayor declares public comments open. We request that anyone addressing the Council sign up, approach the podium when called, state your first and last name, and provide your complete mailing address.*

- A. WELCOME – Mayor Webb**
- B. ROLL CALL – Kim Kingsley, Clerk**
- C. PLEDGE OF ALLEGIANCE – Vice Mayor Donna Quetsch**
- D. PRAYER – Abingdon Community Pastor Tyler Vencill, Highlands Fellowship Church**
- E. APPROVAL OF AGENDA – Mayor Webb**
- F. PUBLIC COMMENTS** – Please place your name on the sign-up sheet provided, and comments are limited to three (3) minutes per person.
  - Town of Abingdon residents
  - Other public comments (e.g. property owners, organizations)
- G. APPROVAL OF MINUTES**
  - June 13, 2022 meeting
  - June 23, 2022 mid-month meeting
- H. PROCLAMATIONS**
- I. PUBLIC HEARING -** Please place your name on the sign-up sheet provided, and comments are limited to five (5) minutes per person.
  - 1. Public hearing to solicit public input on local community development and housing needs in relation to Community Development Block Grant (CDBG) funding for a potential project in our community.
- J. RESOLUTIONS**
- K. FIRST READING OF ORDINANCES**
- L. SECOND READING OF ORDINANCES**
- M. CONSIDERATION OF BIDS**
- N. NEW BUSINESS**
  - 1. Presentation from Virginia Highlands Festival – *Ryan Henderson, Board President* and *Deidre Cole, Executive Producer*
- O. OLD BUSINESS**
- P. MISCELLANEOUS BUSINESS AND COMMUNICATIONS FROM TOWN MANAGER**
- Q. COUNCIL MEMBER REPORTS**
- R. APPOINTMENTS TO BOARDS AND COMMITTEES**
  - 1. Recreation Advisory Commission
    - Appointment to fill vacancy for the unexpired term of Bob Howard
  - 2. Board of Building Code Appeals

- Appointment to fill vacancy for the expired term of Charlie Day, who is not eligible to serve an additional term
- Appointment to fill vacancy for the expired term of Tandy Rasnake, who is not eligible to serve an additional term
- Appointment to fill vacancy for the expired term of Michael Scott, who is not eligible to serve an additional term
- 3. Board of Zoning Appeals
  - Appointment to fill vacancy
- 4. District Three Government Cooperative
  - Appointment of Council representative to fill unexpired term of James Anderson
- 5. Sustain Abingdon
  - Appointment to fill vacancy for the unexpired term of Chelsea Goulding

*If Council so desires, closed session pursuant to Code of Virginia, 1950, as amended, Section 2.2-3711(A)(1) for the purpose of considering applications for appointment for position(s) on Recreation Advisory Commission and Board of Building Code Appeals, Board of Zoning Appeals, District Three Government Cooperative, and Sustain Abingdon*

**S. CLOSED SESSION**

**T. ADJOURNMENT**

**TOWN OF ABINGDON  
COUNCIL MEETING  
MONDAY, JUNE 13, 2022 – 6:30 pm  
COUNCIL CHAMBERS – MUNICIPAL BUILDING**

The meeting of the Abingdon Town Council was held on Monday, June 13, 2022 at 6:30 pm in the Council Chambers of the Municipal Building.

**A. WELCOME – *Mayor Webb***

**B. ROLL CALL**

Members of Council Present:

Dwyane Anderson  
Mike Owens  
Amanda Pillion  
Donna Quetsch, Vice Mayor  
Derek Webb, Mayor

**C. PLEDGE OF ALLEGIANCE**

**D. PRAYER** – Pastor Kevin Campbell, Sinking Spring Presbyterian Church

**E. APPROVAL OF AGENDA (VIDEO 10:10 – 10:36)**

**On motion of Mr. Owens, seconded by Mrs. Quetsch, approved the agenda as presented.**

**The roll call vote was as follows:**

<b>Mr. Anderson</b>	<b>Aye</b>
<b>Mr. Owens</b>	<b>Aye</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

**F. PUBLIC COMMENTS (VIDEO 10:37 – 15:34)**

- Katy Brown, Barter Theatre
- Tonya Triplett, Director of Economic Development & Tourism

**G. APPROVAL OF MINUTES (VIDEO 15:38 – 17:31)**

- May 2, 2022 called meeting
- May 2, 2022 meeting
- May 3, 2022 called meeting
- May 9, 2022 called meeting
- May 19, 2022 mid-month meeting

**On motion of Mrs. Pillion, seconded by Mr. Owens, approved the May 2, 2022 called meeting; May 2, 2022 meeting; May 3, 2022 called meeting; May 9, 2022 called meeting; and the May 19, 2022 mid-month meeting as presented.**

**The roll call vote was as follows:**

<b>Mr. Anderson</b>	<b>Aye</b> for May 9, 2022 called meeting and May 19, 2022 mid-month meeting <b>Abstained</b> for the May 2, 2022 called meeting; May 2, 2022 meeting and the May 3, 2022 called meeting as he was not a Councilmember
<b>Mr. Owens</b>	<b>Aye</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

#### **H. PROCLAMATIONS**

1. Proclamation honoring and recognizing the 250<sup>th</sup> Anniversary of the Sinking Spring Presbyterian Church (**VIDEO 17:32 – 22:43**)

Councilmember Amanda Pillion read the proclamation into the record, and Mayor Webb presented it to Pastor Kevin Campbell, Sinking Spring Presbyterian Church.

2. Proclamation recognizing June 5 -11, 2022, as National Garden Week (**VIDEO 22:52 – 27:46**)

Vice Mayor Donna Quetsch read the proclamation into the record, and Mayor Webb presented it to the Abingdon Garden Club members.

- #### **I. PUBLIC HEARING -**
- Please place your name on the sign-up sheet provided; comments are limited to five (5) minutes per person.

#### **J. RESOLUTIONS**

1. Resolution approving the Final Plat for Brooksfield Square subdivision; Owners: Richard W. and Darlene B. Hagy, Trustees, 966 Main Street: Tax Map ID 104C1-1-27 – *Mayana Rice, Director of Community Development* (**VIDEO 27:57 – 30:30**)

Mrs. Rice stated this matter was presented to Council at the May 2 meeting. She advised Planning Commission met on April 25, 2022, recommending approval of the preliminary plat. On May 23, 2022 the Planning Commission recommended approval of the final plat, with a required 10-foot sidewalk easement.

Upon receipt of final plat, language indicated a 10-foot utility easement. Staff requested, and owners agreed, language be added to include “a sidewalk installation waiver was granted by

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the Town Council on May 2, 2022”, a 10-foot sidewalk easement was required by the Planning Commission with the approval with the approval of the preliminary plat.

**On motion of Mr. Owens, seconded by Mrs. Pillion, approved the final plat for Brooksfield Square subdivision as presented.**

**The roll call vote was as follows:**

<b>Mr. Anderson</b>	<b>Aye</b>
<b>Mr. Owens</b>	<b>Aye</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

2. Resolution approving the Final Plat for Stone Mill subdivision; Owner: Light Milling Company, 1060 West Main Street: Tax Map ID 104C2-A-1 – ***Mayana Rice, Director of Community Development (VIDEO 30:30 – 31:45)***

Mrs. Rice stated the Planning Commission met on April 25, 2022 and approved. The Commission also met on May 23, 2022 and recommended approval for the final plat. The matter was presented to Council at the May 2 meeting. She advised Planning Commission recommended approval of the final plat with a required 10-foot sidewalk easement and is before Council for consideration. Mrs. Rice conveyed the final plat does include a 10-foot sidewalk easement, and the sidewalk waiver was granted.

**On motion of Mrs. Pillion, seconded by Mr. Anderson, approved the final plat for Stone Mill subdivision as presented.**

**The roll call vote was as follows:**

<b>Mr. Anderson</b>	<b>Aye</b>
<b>Mr. Owens</b>	<b>Aye</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

#### **K. FIRST READING OF ORDINANCES**

#### **L. SECOND READING OF ORDINANCES**

1. An Ordinance of the Council for the Town of Abingdon, Virginia proposing a budget for the Town of Abingdon, Virginia and to make appropriation for the current expenses of the Town and to fix a tax rate upon real and personal property, for the fiscal year beginning July 1, 2022 and ending June 30, 2023. – ***Steve Trotman, Director of Finance (VIDEO 31:48 – 38:25)***

Mr. Trotman reported an amendment that included an additional \$100,000 in the Tourism department for one-half a fiscal year for Barter Theatre with a \$100,000 offset to Capital

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Improvement that was self-funded. Mr. Trotman said \$200,000 will now be a loan or lease proceeds and \$100,000 from debt services. Mr. Trotman also conveyed a 3.5% Cost of Living Allowance (COLA) was built-in with no changes except cigarette tax, presently \$0.35 to \$0.45; solid waste cans, presently \$12.48 to \$17.00; and additional solid waste cans, presently \$4.00 to \$6.00.

Mr. Trotman also discussed the possible increase of solid waste fees with the issues concerning the Bristol Virginia landfill and a recent rate study for wastewater that will include a 5% increase this year. Mayor Webb questioned whether this was at the Town's financial advisors' suggested changes.

**On motion of Mrs. Quetsch, seconded by Mrs. Pillion, approved the Ordinance of the Council for the Town of Abingdon, Virginia proposing a budget for the Town of Abingdon, Virginia and to make appropriation for the current expenses of the Town and to fix a tax rate upon real and personal property, for the fiscal year beginning July 1, 2022 and ending June 30, 2023 as presented.**

**The roll call vote was as follows:**

<b>Mr. Anderson</b>	<b>Aye</b>
<b>Mr. Owens</b>	<b>Aye</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

#### **M. CONSIDERATION OF BIDS**

#### **N. NEW BUSINESS**

1. Presentation regarding William King Museum of Art – *Betsy White, Director* (VIDEO 38:27 – 53:19)

Mrs. White provided Council information regarding upcoming events and the transformative partnership with the Virginia Museum of Animal Art.

#### **O. OLD BUSINESS**

#### **P. MISCELLANEOUS BUSINESS AND COMMUNICATIONS FROM TOWN MANAGER (VIDEO 53:25 – 53:49)**

Town Manager Mike Cochran conveyed he was happy to be in the Town of Abingdon.

#### **Q. COUNCIL MEMBER REPORTS (VIDEO 53:52 - 56:39)**

Councilmember Amanda Pillion thanked the Town's Veterans Advisory Board for placing the flags in honor of Flag Day on the lawn of the Abingdon Convention Center. Mrs. Pillion thanked the Board for working to unify the Veterans in the community and to bring recognition to all the holidays and observances.

Mayor Webb requested that the August 1, 2022 Council meeting be moved to August 8, 2022 due to a scheduling conflict. It was agreed to reschedule the meeting for August 8, 2022 at 6:30 pm. Mayor Webb agreed that the Town has an excellent staff and looked forward to working with Town Manager Cochran.

**S. APPOINTMENTS TO BOARDS AND COMMITTEES (VIDEO 56:39 – 1:09:12)**

**On motion of Mr. Owens, seconded by Mrs. Quetsch, to convene in closed session pursuant to Code of Virginia, 1950, as amended, Section 2.2-3711(A)(1) for the purpose of considering applications for appointment for position(s) on Economic Development Authority, Sinking Spring Cemetery, Recreation Advisory Commission.**

**The roll call vote was as follows:**

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Aye</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

**On motion by Mr. Owens, seconded by Mr. Anderson, reconvened in open session. (VIDEO 1:09:22 – 1:09:32 )**

**The roll call vote was as follows:**

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Aye</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

**Mr. Owens moved that the Town Council certify that, in closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in the motion. (VIDEO 1:09:34 - 1:11:48)**

**The certification was as follows:**

<b>Mr. Owens</b>	<b>I so certify</b>
<b>Mr. Anderson</b>	<b>I so certify</b>
<b>Mrs. Pillion</b>	<b>I so certify</b>
<b>Mrs. Quetsch</b>	<b>I so certify</b>
<b>Mayor Webb</b>	<b>I so certify</b>

1. Economic Development Authority  
- Appointment to fill vacancy for the unexpired term of Ernest Daniels

**On motion by Mr. Owens, seconded by Mr. Anderson, appointed William “Bear” Lloyd to the Economic Development Authority to fill the unexpired term of Ernest Daniels.**

**The roll call vote was as follows:**

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Aye</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

2. Sinking Spring Cemetery  
- Reappointment of Chris Menerick, who is eligible to serve an additional term

**On motion by Mr. Owens, seconded by Mrs. Quetsch, reappointed Chris Menerick to serve an additional term of the Sinking Spring Cemetery committee.**

**The roll call vote was as follows:**

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Aye</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

3. Recreation Advisory Commission  
- Appointment to fill vacancy for the unexpired term of Bob Howard

Appointment to the Recreation Advisory Mayor Webb requested the Clerk re-advertise the vacancy for a member on the Recreation Advisory Commission.

Mayor Webb declared the meeting adjourned.

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Mayor Derek Webb

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Kimberly Kingsley, Clerk



**TOWN OF ABINGDON  
COUNCIL MID-MONTH MEETING  
THURSDAY, JUNE 23, 2022 – 2:30 pm  
ARTHUR CAMPBELL ROOM – MUNICIPAL BUILDING**

The mid-month meeting of the Abingdon Town Council was held on Thursday, June 23, 2022 at 2:30 pm in the Arthur Campbell Room of the Municipal Building.

**A. WELCOME – *Mayor Webb***

**B. ROLL CALL**

Members of Council Present:

Dwyane Anderson  
Mike Owens  
Amanda Pillion  
Donna Quetsch, Vice Mayor  
Derek Webb, Mayor

**C. PLEDGE OF ALLEGIANCE**

**D. APPROVAL OF AGENDA (VIDEO 5:41 – 6:08)**

**On motion of Mr. Owens, seconded by Mr. Anderson, approved the agenda as presented.**

**The roll call vote was as follows:**

<b>Mr. Anderson</b>	<b>Aye</b>
<b>Mr. Owens</b>	<b>Aye</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

**E. PUBLIC COMMENTS - None**

**F. PUBLIC HEARING -** Please place your name on the sign-up sheet provided, and comments are limited to five (5) minutes per person.

1. Proposed budget amendment for Fiscal Year July 1, 2021 – June 30, 2022 – ***Steve Trotman, Director of Finance (VIDEO 6:14 – 11:18)***

Director of Finance Steve Trotman advised that the amendment was necessary as bond revenue was previously recognized as revenue in the previous fiscal year even though the construction costs were this fiscal year. That money was used from the General Fund and then transferred as an expense to the Capital Projects Fund to complete The Meadows and the Abingdon Visitors Center.

Mr. Trotman said an additional \$200,000 meals grant was awarded, and the Virginia Department of Transportation maintenance fund was collapsed into the General Fund and not reflected in Street Maintenance. Mayor Webb stated that it was just moving funds. Mr. Trotman said the result was \$7,048,056.

Mayor Webb opened the public hearing. Hearing no comments, closed the public hearing.

**G. RESOLUTIONS**

1. Resolution for application of Industrial Revitalization Funds for the United Way of Southwest Virginia – *Mayana Rice, Director of Community Development (VIDEO 11:18 – 17:15)*

Mrs. Rice advised of an industrial revitalization fund grant through DHCD. United Way of Southwest Virginia was interested in applying for a \$5,000,000 grant to create a regional headquarters.

It will also include a large warehousing facility to distribute products to other child care facilities, a child care facility and a training center for expanding child care facilities in the region, and a regional youth workforce development facility.

Mrs. Rice stated if United Way of Southwest Virginia is awarded the grant, DHCD will contract directly with United Way of Southwest Virginia; the Town will have a Memorandum of Understanding for some contractual services with United Way of Southwest Virginia. The Town will not serve as the grant's day-to-day manager or fiscal agent or provide a monetary match.

Brandon McSheehy, President of the United Way of Southwest Virginia Board, spoke in support of the proposed Resolution.

**On motion of Mr. Anderson, seconded by Mrs. Pillion, approved the Resolution as presented.**

**The roll call vote was as follows:**

<b>Mr. Anderson</b>	<b>Aye</b>
<b>Mr. Owens</b>	<b>Aye</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

**H. FIRST READING OF ORDINANCES**

1. An Ordinance of the Council for the Town of Abingdon, Virginia proposing an amended budget and to make appropriation for the amendment of current expenses and revenues for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022. – *Steve Trotman, Director of Finance (VIDEO 17:16 – 18:33)*

This matter was discussed during F- 1, Public Hearing.

**On motion of Mr. Owens, seconded by Mrs. Quetsch, adopted the Ordinance as presented and waive the second reading.**

**The roll call vote was as follows:**

<b>Mr. Anderson</b>	<b>Aye</b>
<b>Mr. Owens</b>	<b>Aye</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

**I. SECOND READING OF ORDINANCES**

**J. CONSIDERATION OF BIDS**

1. Consideration of bids for Green Spring Road culvert rehabilitation - *Michael Surret, Interim Director of Public Works (VIDEO 18:34 – 21:34)*

Michael Surret said the Town submitted an advertisement for Green Spring Road culvert rehabilitation on May 23, 2022. On June 9, 2022, three bids received were opened. AMT performed the evaluation and recommended Anglers LLC for \$105,000. Mr. Owens questioned if Anglers LLC had performed prior work for the Town, with Mr. Surret stating no; however, they perform work for VDOT on culvert repairs along the interstate. Mr. Surret advised the work would commence as soon as possible, and Mr. Trotman suggested it would be urban maintenance.

**On motion of Mrs. Pillion, seconded by Mrs. Quetsch, approved the bid from Anglers LLC in the amount of \$105,000.**

**The roll call vote was as follows:**

<b>Mr. Anderson</b>	<b>Aye</b>
<b>Mr. Owens</b>	<b>Aye</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

**K. NEW BUSINESS**

**L. OLD BUSINESS**

1. Final presentation of the Community Development fee schedule to be approved by the Town Manager – *Mayana Rice, Director of Community Development (VIDEO 21:38 – 27:04)*

Mrs. Rice reminded the Council of the significantly lower fees than anyone in the region. Mrs. Rice presented the final fee schedule and advised that a Resolution was adopted on June 7, 2021, authorizing the Town Manager to approve the final version of the fee schedule. Mrs. Rice requested a signature of approval on the proposed fee schedule. Mayor Webb requested that Mr. Cochran approve the rates as presented.

**M. MISCELLANEOUS BUSINESS AND COMMUNICATIONS FROM TOWN MANAGER (VIDEO 27:07 – 28:11)**

Mr. Cochran said he was amazed at how much we do for a community this size.

**N. COUNCIL MEMBER REPORTS (28:12 – 31:41)**

Mr. Owens thanked the staff and stated the Town was very blessed. Mayor Webb noted that the people make a difference.

Mrs. Pillion congratulated the AHS Boys Track team 3A State Champions on winning the “Triple Crown,” the only 6<sup>th</sup> school in VHSL history and the first west of Charlottesville.

Mrs. Pillion also congratulated the Boys Baseball team finishing 25-3, Class 3A runner-up, and the tennis team.

**O. CLOSED SESSION**

Mayor Webb declared the meeting adjourned.

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Mayor Derek Webb

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Kimberly Kingsley, Clerk



TOWN OF  
ABINGDON, VA  
WCWRF  
(MOR)  
Monthly  
Operating Report  
June 2022



Project Number:  
0217426.00

Date: July 06, 2022

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## EXECUTIVE SUMMARY

Woodard & Curran assumed operations and maintenance (O&M) responsibilities for the Town of Abingdon's (TOA) Wolf Creek Water Reclamation Facility (WCWRF) and collection system on January 1, 2022. We are honored and proud to be operating the town's wastewater collection and treatment systems. We will work hard every day to ensure the facility is operating efficiently and improve continuously to create a great finished product. We will strive to work with the town to provide the best services for the residents of Abingdon.

- There were no compliance issues at the WCWRF.
- There were no OSHA recordable accidents, see Health & Safety section for more details.

Current items impacting the treatment facility are:

- Carlos Garcia, the technician from Aquionics was onsite June 7, 2022. The technician assessed the Ultraviolet Disinfection system along with the issues that have been occurring with the system. The UV disinfection system has had several mechanical and performance issues, the issues include but are not limited to the following items: frequent bulb changes, intensity issues with the UVector sensors, performance life, temperature sensors and alarms. The technician's verbal assessment of the system was it was beyond its life span and many of the parts to repair the system are now obsolete. Aquionics sent a report on June 22, 2022, regarding the service tech's site assessment on the UV disinfection system.
- Both centrifuge dewatering systems have had mechanical and electrical issues. On May 30, 2022, the Westfalia centrifuge shut down due to a vibration alarm on the control panel. The operations and maintenance teams worked on diagnosing the cause for the alarm code. According to the manual, the belts were inspected because slipping belts can cause the vibration alarm code. The belts and bearings were found to be in working order, Woodward Electric was contacted to come in and evaluate the issues with the Westfalia centrifuge. Woodward Electric was onsite June 9<sup>th</sup> to address wiring issues and to install the monitor that was purchased for the Westfalia centrifuge. Woodward Electric was again onsite June 15<sup>th</sup> – 16<sup>th</sup> to address issues with the control panel that operates the Westfalia centrifuge. A new PLC was ordered for the Westfalia centrifuge on June 16<sup>th</sup>.
- The Alfa Laval centrifuge was used in the interim until the pump experienced issues with the drive chain. The chain was tightened but the problem persisted. On June 6<sup>th</sup>, the motor on the Alfa Laval centrifuge froze up rendering the centrifuge inoperable. F&R was onsite June 13<sup>th</sup> to deliver a new motor. The operations and maintenance teams removed the cover to the centrifuge and found that the check valve in the front of the centrifuge was open and allowing sludge to flow out of the centrifuge while in operation. Also, it was discovered that the main bearing inside the centrifuge was not sealing at the discharge end of the equipment. Tony Stacy reached out to Chris Gooch with FL Smidth to schedule an onsite visit for the evaluation of the Alfa Laval centrifuge. Chris Gooch is scheduled to be onsite June 21<sup>st</sup>. Paul Horigan, a W&C Maintenance Specialist from Massachusetts is also scheduled to be onsite to evaluate and work with the maintenance team addressing issues throughout the plant.

## 1. PERMIT COMPLIANCE



### 1.1 Town of Abingdon WCWRF

A summary of flow rates and certified analytical results for June 2022 are below.

**Table 1.1 | June 2022 Compliance Sampling**

Samples Analyzed	Compliant	Excursions	% Compliant
106	106	0	100%

**Table 1.2 | June 2022 Wastewater Flows**

	Monthly Total	Daily Min	Daily Max	Daily Avg.
Influent (MG)	50.04	1.37	2.28	1.67
Effluent (MG)	58.05	1.59	2.55	1.93

**Table 1.3 | June 2022 Wastewater Concentrations**

		Monthly Average	Min	Max
CBOD (mg/L)	Influent	137.70	80.60	246.00
	Effluent	2.74	2.04	4.24
NH3 (mg/L)	Influent	N/A	N/A	N/A
	Effluent	0.81	0.13	4.75
TSS (mg/L)	Influent	166.78	26.30	564.00
	Effluent	2.12	1.30	3.00

**Table 1.4 | June 2022 Wastewater Loading to WCWRF**

		Total lbs.	Min (lbs./day)	Max (lbs./day)	Avg (lbs./day)
CBOD	Monthly	57,467	921	4,678	1,918
	YTD (2022)	411,723	N/A	N/A	N/A
TSS	Monthly	69,603	300	10,725	2,323
	YTD (2022)	255,697	N/A	N/A	N/A





**Table 1.5 | June 2022 Wastewater Biosolids**

	Monthly	CYTD (2022)	Monthly Average
Wet Metric Tons Total	67.90	572.42	8.49
Dry Metric Tons Total	12.51	111.20	1.56

#### **1.1.1 Discharge Permit**

The treatment system was operated during the month of June with 100% compliance with the Virginia Department of Environmental Quality (VADEQ) discharge permit. The monthly Discharge Monitoring Report (DMR) and Biosolids Report for May was submitted to VADEQ by Woodard & Curran in June. In addition to the certified analysis listed above, pH and Dissolved Oxygen samples were collected and analyzed on site by Woodard and Curran for all 31 days of the month. All analytical results were compliant with discharge permit limits.

#### **1.1.2 Other Permit Requirements**

- Whole Effluent Toxicity Testing (WET) Permit Requirements – Testing is to be performed July 31, 2022.

## 2. TREATMENT PLANT OPERATIONS

### 2.1 Town of Abingdon WCWRF

#### 2.1.1 June Operations

A summary of events during June:

- Hiring new employees – Nathan Tyler Belcher will be added as a Class 4 Wastewater Operator starting July 5, 2022. Jim Campbell will be added as a full time W&C employee in Abingdon as an operator with an official start date of July 11, 2022. Jim currently works at the facility through a Temporary Agency.
- Shannon Turner met with Tammy Baldwin to discuss invoicing on June 9<sup>th</sup>, 2022. It was determined that a monthly spreadsheet for the septage disposal will be emailed to Tammy for invoicing. Also, going forward, permit applications are to be brought back to the Town Hall where fees will be paid, and the Town Hall will send the application with receipt of payment to the plant. The permit will be issued after notification of payment from Town Hall.
- The June 2022 EDMR and Biosolids Reports were completed and submitted.
- Data Collection & Management – All data for the treatment plant and pump stations is collected using tablets and the data is stored in Woodard & Curran's data management system (HACH WIMS). A process control sampling and analysis schedule was developed in January to monitor daily conditions of the treatment system. Analytical results are tracked, and the data is used to operate the system efficiently.
- W&C began performing E. coli analyses in the onsite laboratory on effluent samples to evaluate and develop a predictive maintenance schedule for the UV disinfection system.
- W&C began performing Volatile Acid analysis on the anaerobic digester sludge to evaluate the operational conditions of the digesters.
- Christopher Pritt and Shannon Turner attended the Mount Rogers Planning District Committee meeting in Marion, Virginia on June 15<sup>th</sup>. The focus of the meeting was to address the update of the 2005 DEQ Southwest Virginia Regional Wastewater study that was performed on addressing wastewater needs in the area. This study provides information to help determine Virginia's share of EPA funding that is vitally important for wastewater projects in the State and in Southwest Virginia, as well as provide information for future grant applications.
- The dissolved oxygen probes used for aeration blower control were recalibrated. The dissolved oxygen reading was not correct and was running the blower valve open too far. The dissolved oxygen was checked with a calibrated meter and was adjusted accordingly.
- Woodward Electric and AEP was onsite to do a power loss, backup power evaluation. AEP pulled power from each source, discovered that if the facility lost less than 3 legs of three phase power, then the alternate source must be enabled manually by onsite personnel. AEP pulled all three legs of incoming power, and the alternate source was enabled automatically. Instructions for manual switchover are posted on the front of the panel. Woodward Electric's recommendation is to evaluate the functionality of both power sources and update as appropriate. An additional recommendation is to install a backup generator on site to operate the plant during power outages.

### 3. COLLECTION SYSTEM OPERATIONS

#### 3.1 Collection System Maintenance

- The six pump stations were washed with soap and water weekly to eliminate the amount of grease build up.
- Pump station inspections were conducted every working day. Checklists for the pumpstations have been converted to digital tablet entry forms.
- Miss Utility ticket mark outs were completed as they were received during the month.

In addition to the routine tasks performed by the collections team, the following additional tasks were completed during the month:

- 6/1 – Marked 1 utility tickets. The collections team smoke tested and performed dye testing at 772 Baugh Lane to determine if the residence was tied into the sewer system, it was verified that the residence was not connected to the sewer system. The collections team was also called out to check on a sink hole that had developed near an access point at 18474 John Ashley Drive. Further action is pending concerning the sink hole development.
- 6/2 – Marked 2 Miss utility tickets. Jason Dunn met with Mike Surret concerning the sink hole at 187474 John Ashley Drive. After the sewer main line was checked by the collections team, it was determined that sink hole was not caused by the sewer line. A new throttle cable was installed on the generator that is used at the Wilson pump station. The collections team performed a sewer inspection for Jimmy Warren on Vance's Mill Road. Secondary containment was installed for the 100-gallon fuel cell in the collections shed, this closed out a safety action item.
- 6/3- Marked 5 Miss utility tickets. Marked 1 emergency locate ticket. The collections team used the sewer jet on 30 trouble spots. The collections team addressed a leak on the Mongoose sewer jet.
- 6/4 – Brandon Singleton was called out due to a power failure at Westwood pump station. Appalachian Electric Power was contacted, and power was restored to the pump station. Jason Dunn and Tommy Garland was called out to a sewer blockage at 100 East Valley Street. The blockage was removed by Complete Contractors.
- 6/6 – Marked 4 Miss utility tickets. A sewer odor complaint was received by a resident at 223 King Street. The collections team arrived at the location and used the sewer jet to flush the line. The collections team was called out to a sewer blockage at 18204 Stone Mill Road. The blockage was located at the homeowner's lateral. A blockage was called in at 334 East Valley Street. The collections team used the CCTV line with the push camera to view the blockage and found that roots were in the sewer line. The collections team was called out to locate a sewer tap at 26151 Lee Highway, no tap was found.
- 6/7 – Marked 3 Miss utility tickets. The collections team installed safety anchors at the Southview pumpstation for fall protection safety. The collections team performed dye testing at 250 Sunset Drive to determine if the location was tied into the sewer system, it was verified that the location was connected.
- 6/8 – Marked 2 Miss utility tickets.
- 6/9 – Marked 4 Miss utility tickets. The collections team performed routine maintenance on the air conditioning unit inside the collection's office. The collections team was called out to 383 Deadmore Street to speak with a contractor concerning the location of a sewer tap replacement.

- 6/10 – Marked 3 Miss utility tickets. The collections team went back out to the 383 Deadmore Street location to install a cleanout for Mark McGlothlin, a contractor at the site. **Mark McGlothlin called to thank Shane Wright and the collections team for the way they addressed the issue of finding a sewer tap at the residence. He said that Shane and the collections team were there early and were able to help locate the sewer tap in a timely manner and was extremely helpful. He also mentioned that they were a great group of guys.**
- 6/12 – Brandon Singleton was called out to a sewer blockage at 453 Circle Drive. The blockage was in the homeowner's lateral and was cleared using the sewer jet.
- 6/13 – Marked 3 Miss utility tickets. The collections team used the CCTV camera at 100 East Valley Street to examine the sewer tap connection in the main line. The collections team also cut the asphalt at the middle entrance to the WCWRF due to the road settling creating a hole in the asphalt. The collections team was called out to a blockage at 469 Walden Road. A wet spot was found in the backyard of the residence, the sewer line was checked, and no blockage was found.
- 6/14 – Marked 8 Miss utility tickets. Storms came through the area during the morning and at 5:15 a.m., Wilson pumpstation had a "High Water Alarm". Jason Dunn arrived at the pumpstation to find it was operating as normal. At 5:31 a.m., the JMH pump station had a generator alarm. Jason Dunn restored the main power and the generator shut off. The collections team performed dye testing at 469 Walden Road to locate the sewer connection for a cottage located at the rear of the homeowner's property. Jason Dunn met with Rick Statzer at the new carwash located in the Meadows shopping center to discuss the upcoming sewer tap location.
- 6/15 – Marked 10 Miss utility tickets. The collections team performed an emergency locate at 221 Mason Place for a sewer line main for the homeowner. The muffin monster was replaced at the Westwood pumpstation. The collections team was called out to 511 White's Mill Road for a blockage. The blockage was in the lateral under the road.
- 6/16 – Marked 2 Miss utility tickets. The collections team worked on the middle entrance to the WCWRF to repair the holes created by the settling roadway. The asphalt was dug up, and the entrance was repaired with gravels until the asphalt can be replaced. The team worked on the portable CAT generator located at the facility. The collections team performed a sewer inspection at 16325 Worthington Way and 20300 Yeary Trail.
- 6/18 – Tommy Garland was called out to a sewer blockage at 334 Gibson Street. The blockage was in the customer's lateral and was cleared.
- 6/20 – Jason Dunn took the portable CAT generator to Carter CAT for evaluation and repairs. The collections team repaired a sewer lateral at 100 East Valley Street. Due to a broken downpipe, the line was replaced from the right of way cleanout to the main line.
- 6/21 – The collections team repaired a 6" sewer main at 334 East Valley Street. The sewer line was replaced from the original cleanout to the 8" main line. The pipe was clay which had cracked from root growth. The team then went to Wyndale Road to assess the property for sewer accessibility.
- 6/22 – Marked 5 Miss utility tickets. The collections team installed a new dual roller hose guide on the jet truck. Jason Dunn met with James Ferreria to discuss issues at 469 Walden Road. The homeowner has called previously about a wet spot in his yard.
- 6/23 – Marked 5 Miss utility tickets. The collections team jetted 30 trouble spots. The team also performed an emergency locate of a sewer connection at 490 North Court Street and an inspection for a sewer upgrade project located at 424 East Valley Street.
- 6/24 – The collections team installed a new sewer tap at 26151 Lee Highway. The team



also responded to a sewer blockage at the intersection of King Street and Reservoir Street. The blockage was caused by root growth in the main line. The blockage was removed with the sewer jet.

- 6/27 – Marked 7 Miss utility tickets. The collections team responded to a blockage located at 354 Roberta Street. The blockage was determined to be in the customer's lateral line and was cleared. The CCTV camera was used to inspect the 6" sewer main line located at the intersection of King Street and Reservoir Street.
- 6/28 – Marked 4 Miss utility tickets.
- 6/29 – Marked 7 Miss utility tickets.
- 6/30 – Marked 4 Miss utility tickets. Jason Dunn responded to an overflow at 324 Cummings Street. A blockage was reported by The Lane Group while smoke testing the sewer line and connections. The blockage was cleared. The jet hose was damaged while clearing the blockage. A BOD sample was collected for analysis and an overflow report was sent to DEQ.

### **3.2 Emergency Callouts**

There were three (3) emergency callouts during June related to the pump stations and collection system.

### **3.3 Water Reconnects / Disconnects**

Reconnected water service to 41 customers.

There were 54 water disconnects completed for the month of June.

#### 4. MAINTENANCE MANAGEMENT

Woodard & Curran's current staffing includes a maintenance supervisor and a mechanic. The following is a summary of maintenance activities that were conducted at the treatment plant and pump stations during June.

- Completed work orders for routine preventive maintenance activities.
- Worked on restoring power to the Westfalia centrifuge on June 2, 2022, the breaker controlling the centrifuge had tripped causing loss of power. The power was restored the same day and the centrifuge was operational.
- Checked oil levels on polymer mixers.
- Continued to address housekeeping and organizing items in the maintenance shop. This is an ongoing task.
- Tony Stacy used a backhoe to clean rags and other debris from the septage hauler disposal site.
- The backhoe was greased as part of the preventative maintenance schedule.
- Tony Stacy used the backhoe to help the operations team empty the grit bag containers located at the headworks of the plant
- Tony Stacy adjusted the packing nut on Pump 401 in the UV Disinfection building.
- Tony Stacy placed signs on the front gate for assistance and that the facility is a smoke-free workplace.
- The Westfalia centrifuge shut down due to a vibration alarm on the control panel. Belts were inspected as slipping belts can be the cause of the vibration alarm code. The belts and bearings were found to be in working order. Woodward Electric was contacted to come and evaluate the issues with the centrifuge. Woodward Electric addressed the wiring issues, installed a new monitor, and a new PLC was ordered for the control panel. A PLC was ordered from Indiana Industrial LLC on Thursday, 06/16/2022. In the meantime, Peter Obuchowski from W&C SCADA department was able to temporarily bypass the sensor remotely to allow the Westfalia centrifuge to operate in an emergency mode in order to process sludge.
- The Alpha Laval centrifuge experienced pump issues with the drive chain. The chain was tightened but the problem persisted. The motor froze up rendering the centrifuge inoperable. F&R delivered a new motor on June 13th. The cover was removed and found the check valve in the front of the centrifuge was open allowing sludge to flow out. June 20th, Chris Gooch with FL Smidth was onsite to evaluate the Alfa Laval centrifuge.
- Paul Horgan, a W&C Maintenance Specialist was onsite from June 20<sup>th</sup> through June 24<sup>th</sup> to help with maintenance issues throughout the plant.
- Maintenance changed the air filters on the electrical panels in the MCC room.
- Woodward Electric was onsite June 29, 2022, to evaluate the electrical controls for the 802 blower in the UV disinfection building. After the installation of the new blower motor by F&R, the blower would not operate. Woodward Electric and the maintenance team determined new wiring from the electrical panel to the blower was needed.
- Maintenance team is identifying parts needed to repair the golf carts that are used in the plant.



- 
- Maintenance helped the collections team replace the hose on the sewer jet.

## 5. INDUSTRIAL PRETREATMENT

IPP activities for the month of June consisted of the following:

- Septage – 76 loads (69,650 gallons) of septage received at WCWRF during June.
- Egg Wash Waste – 12 loads (72,000 gallons) received during June. Sent out applications for permit renewals and new septage disposal guidelines, including new fee schedule, for septage and grease haulers.
- Contacted Conspec Controls on June 16, 2022, concerning the methane sensors for the digester buildings.
- Completed 18 annual Food Service Establishment (FSE) inspections.
- Storm water samples were collected per the permit requirements
- Continued to manage and oversee haulers to dispose of septage at WCWRF.



## 6. HEALTH & SAFETY

Woodard & Curran's H&S Manager (Steve Lindemann) will return to WCWRF in August to provide additional in-person H&S training for new Woodard & Curran employees that were not on site in February. This training consisted of H&S Onboard Training, First Aid/CPR, Fall Protection, Qualified Electrical Worker (NFPA 770.E) Training, and Confined Space Entry. An H&S Audit conducted in January, identified 274 items needing action, for compliance with Woodard & Curran H&S standards. The Abingdon site has closed 134 of these items, 49%, were resolved by the end of June. Metrics regarding the status of the audit items are summarized below.

### Safety Audit – June Status



Many of the action items identified in the audit deal with easily remedied conditions such as proper signage, fire extinguisher location, safety data sheets (SDS), etc. However, there are also more serious H&S situations that need to be addressed in the coming months such as electrical designation of certain areas of the treatment plant. A full audit report will be provided to TOA.

In addition to the inspection tasks, the following health & safety items were completed during June:

- Ensure employees performing hot work are following Hot Work Procedures (section 16 of chapter 23 in H&S Manual): 1. Hot work permitting system is in use 2. Hot work permits are maintained for 1 year 3. Hot work permits are sent to the safety office as part of annual tasks 4. Fire watch posted and maintained for 30 minutes after operation 5. Fire extinguishers are present at all welding and cutting operations. Additionally, for employees performing welding, try to locate a vocational certificate or other documentation of welding experience. Review hot work requirements with staff and submit a sign-off sheet.
- Complete the required pre-shift powered industrial truck / heavy equipment inspections and implement a system to ensure the examinations are documented. Appendix B of chapter 17 in the W&C Health & Safety Manual can be used as an inspection checklist. Inspections should be documented, and the records retained. H&S recommends using DoForms.



There were no safety related incidents at the treatment plant or pump stations during the month of June 2022.

A pertinent health & safety topic is reviewed by Woodard & Curran's team during the morning kick off meeting each day. Topics are typically chosen based on the scheduled work for the day or current conditions at the treatment plant.

## 7. CAPITAL IMPROVEMENTS

Woodard & Curran has been involved in reviewing the existing capital improvement plan (CIP) for the collection and treatment systems and making recommendations/revisions to the plan. Our role in developing the five-year CIP and assisting the Town in implementing the capital improvements will continue to increase as we become more involved in the project.

## 8. ADMINISTRATIVE ACTIVITIES

### 8.1 Plant Staffing

Table 6.1   Onsite Staffing	
Name	Title
Christopher Pritt	Project Manager
Shannon Turner	Chief Operator
Tony Stacy	Maintenance Supervisor
Jason Dunn	Foreman, Collections
Doug Carey	IPP, H&S, Compliance
Robert Jarrells	Lead Operator
James Campbell	Operator
Evan Jago	Operator In Training
Samantha Sink	Operator In Training
Brandon Singleton	Collections
Shane Wright	Collections
Tommy Garland	Collections/Laborer
Ben Perry	Maintenance Mechanic
VACANT	Administrative Assistant

## 8.2 O&M Support Staffing

Onsite support in June.

**Table 6.2 | O&M Support Staffing**

Name	Title	Home Office/Site
Paul Horgan	Sr. O&M Specialist	Massachusetts

## 8.3 Corporate Support

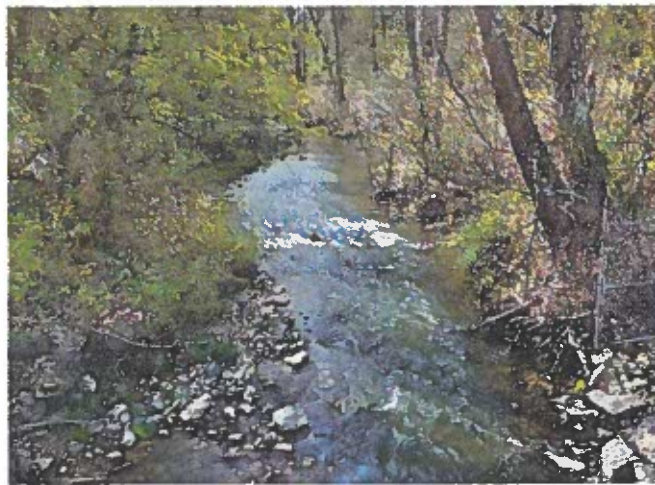
- All the Woodard & Curran staff listed below have already been or will be involved in the support and ongoing management of the operations of the Town's wastewater collection and treatment facility.

**Table 6.3 | Corporate Support**

Name	Title	Function
David Dedian	SR. VP - Area Manager	Management Support
Ryan Sullivan	Area Manager	Management Support
Brian Bzdawka	Operations President	Management Support
Paul Roux	Operations Leader	Operations Support
Jackie Smith	Executive Administrative Assistant	Project Support Specialist
Alan Fabiano	Technology Manager	IT Support
Shannon Eyler	VP Health & Safety	Health & Safety
Steve Lindemann	Health & Safety Manager	Health & Safety
Rob Laird	Practice Leader	IT Services
Adam DeFranco	Project Manager	SCADA Support
Linsay McAuliffe	Talent Management Partner	Human Resources
Samantha Robbins	Recruiting Specialist	Human Resources
Nate DeCotis	Project Engineer 1	IT Services
Edward DiPasquale	Project Engineer 1	IT Services
Jeannie Dubois	O & M Infrastructure Manager	SBU Leadership O & M
Gregory Parks	National Innovation and Technical Support Manager	SBU Leadership O & M
Kelly Saikkonen	Project Manager 2	Water Infrastructure Municipality



**Woodard  
& Curran**



[woodardcurran.com](http://woodardcurran.com)

## RECREATION ADVISORY COMMISSION

**The terms of office of the members of the Commission shall be for three year or until their successors are appointed and qualified. Vacancies in such Commission occurring otherwise than by expiration of the term shall be filled by the Council for the unexpired term.**

Staff Contact: Jennifer Johnson, Director of Recreation

Phone Number: 276-623-5279

Updated 2021.10.05

<b>Name</b>	<b>Address</b>	<b>Phone #</b>	<b>Appointment Date</b>	<b>Term Expiration Date</b>	<b>Eligible for Another Term</b>
Derek Webb (Council Member)	390 Winterham Drive Abingdon, VA 24210	276-791-0284	July 2, 2018	July 2021	
David Childress	130 Longview Drive Abingdon VA 24211	276-628-5303	Sept 2019	Sept 2022	Yes
Amanda Pillion	205 Stonewall Heights NE Abingdon VA 24210	276-623-3022	Sept 2019	Sept 2022	Yes
Robert “Bob” Howard	122 Valley Street Abingdon VA 24210	276-696-9203	April 2020	April 2023	Yes
Don Yates	216 Hassinger Street Abingdon, VA 24210	276-451-8450	Sept 2018 Second term: October 2021	October 2024	No
Travis “Brock” Hawkins	761 Mosby Street Abingdon, VA 24210	276-356-2051	Sept 2018 Second term: October 2021	October 2024	No
Steven Bednar	16386 Middlewood Drive Abingdon VA 24210	817-729-1463	April 2020	April 2023	Yes
Eddie Ramirez	21380 Sheffield Court Abingdon, VA 24210	276-608-9219	Sept 2018 Second term: October 2021	October 2024	Yes
Jimmy Woods	1085 Canterbury Lane Abingdon, VA 24210	276-356-2857	Sept 2018 Second term: October 2021	October 2024	No



PUBLIC DOCUMENT –  
SUBJECT TO FREEDOM OF INFORMATION ACT

APPLICATION EXPIRES DECEMBER 31, 2022

Board and Commission Application

The Abingdon Town Council has adopted this application for use by individuals interested in appointment to any of the Town's advisory boards and commissions. To ensure your application will receive full consideration, please answer all questions completely. Questions? Call 276-492-2149

Please return this application either:

- In person (3<sup>rd</sup> floor of the Town Hall), 133 West Main Street, Abingdon, VA;
- By mail, Boards and Commissions, Town of Abingdon, P.O. Box 789, Abingdon, VA 24212; or
- [kkingsley@abingdon-va.gov](mailto:kkingsley@abingdon-va.gov)

\*\*\*PLEASE PRINT OR TYPE\*\*\*

Name Doris C. Shuman Date: 6-28-2022

Address 164 VALLEY ST NW City/State Abingdon Zip 24210

Do you live inside the Town limits of Abingdon? Yes ☒ No ☐

Telephone: 276-698-8882

Email Address: (required) dorissshuman@gmail.com

Place of Employment: CPA

Address: Same -

Description of job duties: Preparation of tax returns & bookkeeping

Educational background:  
J.S. BATTLE High School, Emory+Henry College BA, UVA at Wise B.S.  
CPA exam - 1986 - Practiced since then.

Rec. 6/28/2022

Are you currently serving on a board or commission of the Town of Abingdon? Yes ☒ No ☐

If so, which Board(s) or Commission(s)? Business Incubator

When do(es) your present term(s) expire? (mm/yy) 6/23

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?  
Yes ☒ No ☐

If so, name and date(s) of service? 85 to 94 Planning Comm., 90 to 96 Board of Arch. Review

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

I am an avid exercise person and use the town facilities often.

I also use the VA Creeper Trail several times a week.

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes ☐ No ☒

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE Doris Chenderen Shuman

**Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. \*\***

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Please circle any other committees you are willing to serve on:

Board of Building Code Appeals **	<u>Planning Commission */**</u>
Board of Zoning Appeals	<u>Recreation Advisory Commission</u>
<u>Economic Development Authority</u>	Sinking Spring Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee
Historic Preservation Review Board */**	<u>Tourism Advisory Committee **</u>
Housing and Redevelopment Authority	Tree Commission
Abingdon Arts Commission	Virginia Highlands Small Business Incubator
Veterans Advisory Board	<u>already serving</u>

**\*May be required to attend training and/or obtain certification during term**

**\*\*Appointment contingent upon residency, qualified voter, or other qualifications as set forth in Ordinance and/or bylaws**

**Note: All applicants are subject to background verification.**



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- [kkingsley@abingdon-va.gov](mailto:kkingsley@abingdon-va.gov)

**\*\*\*PLEASE PRINT OR TYPE\*\*\***

Name Evie J. Hunt Date: 2/1/22

Address 22638 Remington Drive City/State Abingdon Zip 24211

Do you live inside the Town limits of Abingdon? Yes ☐ No ☒

Telephone: 276 608 1883

Email Address: (required) eviejhunt@gmail.com

Place of Employment: Self employed Realtor at United Country Blue Ridge

Address: 629 W. Main St., Abingdon, VA 24210

Description of job duties: Sales, Customer Service & Interaction, Advertising

Educational background:

Some College



Are you currently serving on a board or commission of the Town of Abingdon? Yes \_\_\_\_\_ No X

If so, which Board(s) or Commission(s)? \_\_\_\_\_

When do(es) your present term(s) expire? (mm/yy) \_\_\_\_\_

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?

Yes X No \_\_\_\_\_

Served on SWUAR Board for 6 years (2012 - 2017)  
Served as SWUAR President in 2016  
If so, name and date(s) of service? Served on Family Resource Committee (Pike Co, Kentucky (1998 - 2002))

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

I have vast investments in our community due to the current job I hold. I hear and see things through the eyes of those outside of SW Va and that has helped me understand some of Abingdon's strong points as well as our weaknesses!

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes \_\_\_\_\_ No X

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE

Lucy J Hunt

**Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. \*\***

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Please circle any other committees you are willing to serve on:

Board of Building Code Appeals **	Planning Commission */**
<u>Board of Zoning Appeals</u>	<u>Recreation Advisory Commission</u>
<u>Economic Development Authority</u>	Sinking Spring Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee
Historic Preservation Review Board */**	<u>Tourism Advisory Committee **</u>
<u>Housing and Redevelopment Authority</u>	Tree Commission
Abingdon Arts Commission	Virginia Highlands Small Business Incubator
<u>Veterans Advisory Board</u>	

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- **kkingsley@abingdon-va.gov**

**\*\*\*PLEASE PRINT OR TYPE\*\*\***

Name Christine Fields Date: 02/16/2022

Address 188 Lauren Drive, Apt 7 City/State Abingdon, VA Zip 24210

Do you live inside the Town limits of Abingdon? Yes X No       

Telephone: 276-274 5663

Email Address: (required) cfields@vhcc.edu

Place of Employment: Virginia Highlands Community College

Address: PO Box 828, Abingdon, VA 24212

Description of job duties: VP of Finance & Administration *Responsibilities include overseeing Facilities, Grounds, Campus Safety, Business office,*  
Educational background: *Budget & Finance, etc.*

Bachelor's in Public Administration, Master's in Higher Education Leadership

Are you currently serving on a board or commission of the Town of Abingdon? Yes \_\_\_\_\_ No ☒

If so, which Board(s) or Commission(s)? \_\_\_\_\_

When do(es) your present term(s) expire? (mm/yy) \_\_\_\_\_

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?  
Yes \_\_\_ No ☒

If so, name and date(s) of service? \_\_\_\_\_

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?  
I want to be able to give back to the community in which I live.

I would like to contribute my knowledge and skills to my community and make it a better community for all citizens.

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes \_\_\_\_\_ No ☒

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE

**Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. \*\***

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Abingdon Arts Commission	Virginia Highlands Small Business Incubator
Veterans Advisory Board	

**\*May be required to attend training and/or obtain certification during term**

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APPLICATION EXPIRES DECEMBER 31, 2022

**Board and Commission Application**

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**Please return this application either:**

- In person (3<sup>rd</sup> floor of the Town Hall), 133 West Main Street, Abingdon, VA;
- By mail, Boards and Commissions, Town of Abingdon, P.O. Box 789, Abingdon, VA 24212; or
- [kkingsley@abingdon-va.gov](mailto:kkingsley@abingdon-va.gov)

\*\*\*PLEASE PRINT OR TYPE\*\*\*

Name Pamela Stone Date: May 4, 2022

Address 270 Ruth St SW City/State Abingdon, VA Zip 24210

Do you live inside the Town limits of Abingdon? Yes X No     

Telephone: 205-657-7262

Email Address: (required) pamelastone302@gmail.com

Place of Employment: homemaker

Address:     

Description of job duties: financial planning & scheduling

Educational background: University of Alabama - B.A. History, Computer science

University of Alabama - master Library & Information Science

Real Estate License - Alabama Real Estate Commission, exp. 10.2022



Are you currently serving on a board or commission of the Town of Abingdon? Yes \_\_\_\_\_ No X

If so, which Board(s) or Commission(s)? —

When do(es) your present term(s) expire? (mm/yy) —

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?

Yes X No —

If so, name and date(s) of service? Junior Achievement Board of West Alabama (2015-2016)  
West Alabama Food Bank Council (2016-2017)

Alpha Beta Pi (Eta Chapter) House Corporation Board  
2015-present

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

I want to actively contribute to the success of Abingdon. my skills include:  
property management, community outreach & engagement, budgeting, grant  
writing, community art program development, and historical preservation &  
access.

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes \_\_\_\_\_ No X

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE Pamela Stone

**Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. \*\***

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Please circle any other committees you are willing to serve on: \*O

<input type="radio"/> Board of Building Code Appeals **	<input type="radio"/> Planning Commission */**
<input type="radio"/> Board of Zoning Appeals	<input type="radio"/> Recreation Advisory Commission
<input type="radio"/> Economic Development Authority	<input type="radio"/> Sinking Spring Cemetery Committee **
<input type="radio"/> Infrastructure Advisory Committee	<input type="radio"/> Sustain Abingdon Committee
<input type="radio"/> Historic Preservation Review Board */**	<input type="radio"/> Tourism Advisory Committee **
<input type="radio"/> Housing and Redevelopment Authority	<input type="radio"/> Tree Commission
<input type="radio"/> Abingdon Arts Commission	<input type="radio"/> Virginia Highlands Small Business Incubator
<input type="radio"/> Veterans Advisory Board	

**\*May be required to attend training and/or obtain certification during term**

**\*\*Appointment contingent upon residency, qualified voter, or other qualifications as set forth in Ordinance and/or bylaws**

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Revised 2021.01.04

\*O I am open to all committees and defer to the Town Council to select where my skill set will be most impactful. I am open to serving on more than one committee.



TOWN OF ABINGDON  
**BOARD OF BUILDINGS CODE APPEALS**

CURRENT MEMBERS  
ADDRESSES & PHONE NUMBERS  
APPOINTMENT DATES & EXPIRATION  
5 YEAR TERMS  
Staff Contact: Rick Statzer, Building Official  
Phone Number: 276-628-3167

**Updated: March 2020**

<b>Name</b>	<b>Address</b>	<b>Phone #</b>	<b>Appointment Date</b>	<b>Term Expiration Date</b>	<b>Eligible for Another Term</b>
<b>Vacant –</b> (to fill expired term of Charlie Day)				March 1, 2020	
<b>Michael Weaver</b> (to fill the expired term of Bob Baker)	610 Colonial Road SW Abingdon VA 24210	276-698-9522	March 2020	March 2025	Yes
<b>Mike Mason</b>	173 Hillside Drive Abingdon VA 24210	540-230-9409	November 2019	November 2024	Yes
<b>Nathan Berg</b>	254 Valley Street NE Abingdon VA 24210	276-206-9989	November 2019	November 2024	Yes
<b>Ed Fuqua</b>	839 Wolf Creek Trail Abingdon, VA 24210	276-492-3705	May 6, 2019	April 2024	Yes
<b>Tandy Rasnake</b>	20157 Woodland Hills Road, Abingdon, VA 24210	276-628-3237	March 6, 2012 (Reappt 4/2017)	March 2022	No
<b>Michael Scott</b>	18071 Jeb Stuart Highway Abingdon, VA 24211	276-623-0047	March 6, 2012 (Reappt 4/2017)	March 2022	No



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- [kkingsley@abingdon-va.gov](mailto:kkingsley@abingdon-va.gov)

**\*\*\*PLEASE PRINT OR TYPE\*\*\***

Name Daniel C. Swanson, P.E. Date: June 10, 2022

Address 15514 Branch Street City/State Abingdon, VA Zip 24210

Do you live inside the Town limits of Abingdon? Yes \_\_\_\_\_ No X

Telephone: (276) 608-1095

Email Address: (required) SwansonDanC@aol.com

Place of Employment: Self Employed

Address: \_\_\_\_\_

Description of job duties: Home Builder

Educational background:  
Bachelor of Science in Civil Engineering from Virginia Tech

Licensed Professional Engineer in Virginia

Are you currently serving on a board or commission of the Town of Abingdon? Yes \_\_\_\_\_ No X

If so, which Board(s) or Commission(s)? \_\_\_\_\_

When do(es) your present term(s) expire? (mm/yy) \_\_\_\_\_

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?  
Yes \_\_\_ No X

If so, name and date(s) of service? \_\_\_\_\_

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?  
I am very civic minded and public service oriented. I have over (20) years of experience in home building and

land development.

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes \_\_\_\_\_ No X

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE Daniel C. Swanson

**Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. \*\***

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Please circle any other committees you are willing to serve on:

<input checked="" type="checkbox"/> Board of Building Code Appeals **	Planning Commission */**
Board of Zoning Appeals x	Recreation Advisory Commission
Economic Development Authority	Sinking Spring Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee
Historic Preservation Review Board */**	Tourism Advisory Committee **
Housing and Redevelopment Authority	Tree Commission
Abingdon Arts Commission	Virginia Highlands Small Business Incubator

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- **kkingsley@abingdon-va.gov**

**\*\*\*PLEASE PRINT OR TYPE\*\*\***

Name Cullen M. Barker Date: 6/16/2022

Address 32231 Ramblewood Drive City/State Glade Spring, VA Zip 24340

Do you live inside the Town limits of Abingdon? Yes        No X

Telephone: 276-591-6379

Email Address: (required) cullen@inlandcon.com

Place of Employment: Inland Construction, Inc.

Address: 18172 Black Wolf Dr. Abingdon, VA 24211

Description of job duties: Project Management

Educational background: B.S. Business Management - Virginia Tech

Are you currently serving on a board or commission of the Town of Abingdon? Yes \_\_\_\_\_ No X

If so, which Board(s) or Commission(s)? \_\_\_\_\_

When do(es) your present term(s) expire? (mm/yy) \_\_\_\_\_

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?  
Yes \_\_\_\_\_ No X

If so, name and date(s) of service? \_\_\_\_\_

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

I have 17 years of experience as a general contractor and would like to use this if it can be of benefit to my local community.

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes \_\_\_\_\_ No X

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE *L. H. M. Baker*

**Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. \*\***

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Please circle any other committees you are willing to serve on:

<input checked="" type="checkbox"/> Board of Building Code Appeals **	Planning Commission */**
Board of Zoning Appeals	Recreation Advisory Commission
Economic Development Authority	Sinking Spring Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee
Historic Preservation Review Board */**	Tourism Advisory Committee **
Housing and Redevelopment Authority	Tree Commission
Abingdon Arts Commission	Virginia Highlands Small Business Incubator

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# TOWN OF ABINGDON BOARD OF ZONING APPEAL

Staff Contact: Director of Community Development

Phone Number: 276-628-3167

Meeting: 2<sup>nd</sup> Tuesday each month at 6:00 pm, Arthur Campbell Room

**UPDATED: November 2, 2021**

Name	Address	Phone #	Appointment Date	Term Expiration Date	Eligible for Another Term
John P. Kelly	215 Longview Dr. Abingdon, VA 24211	276-206-0842 <a href="mailto:johnpeterkelly@gmail.com">johnpeterkelly@gmail.com</a>	September 2016 1 <sup>st</sup> term September 2019 2 <sup>nd</sup> term	September 2022 (3-year term)	No
Kenny Shuman, Rep for Planning Commission	164 W Valley St Abingdon VA 24210	276-698-5368 <a href="mailto:Kennyshuman09410@gmail.com">Kennyshuman09410@gmail.com</a>	November 2021 1 <sup>st</sup> term	September, 2023 (2-year term)	Yes
Vacancy				(3-year term)	Yes
Richard Macbeth	1139 Panorama Dr Abingdon VA 24210	276-492-3088 <a href="mailto:richardmacbeth@gmail.com">richardmacbeth@gmail.com</a>	June, 2015 1 <sup>st</sup> term September 2019 2 <sup>nd</sup> term	September, 2023 (4-year term)	No
Heather Howard	416 Fairway Dr Abingdon, VA 24211	276-356-4430 <a href="mailto:hhoward@bvu.net">hhoward@bvu.net</a>	December, 2017 1 <sup>st</sup> term (replaces Jan Reeves)	September, 2022 (5-year term)	Yes

Sustain Abingdon  
 2-year term with exception of town staff  
 Staff Contact: Rick Statzer  
 Phone Number: 276-628-3167  
 2<sup>nd</sup> Wednesday every other month at noon, Arthur Campbell Room  
 Updated: April 2022

Name	Address	Phone #	Appointment Date	Term Expiration Date	Eligible for Another Term
Robyn Raines	124 ½ Wall Street Abingdon VA 24210	276-619-1238 <a href="mailto:robynraines@gmail.com">robynraines@gmail.com</a>	August 2020	August 2023	Yes
Laura Pennington (filled expired term of Sherrie Leab)	19467 Old Jonesboro Road Abingdon VA 24211	828-508-9419 <a href="mailto:laurapennington@gmail.com">laurapennington@gmail.com</a>	October 2020	October 2022	Yes
Kevin Worley	P. O. Box 789 Abingdon VA 24212	276-492-2144	Town Staff		
Elizabeth Hill Gardner (filled unexpired term of Erin Bond)	27378 Osceola Rd Abingdon VA 24210	276-623-7393	April 2022	April 2024	Yes
Ashby Dickerson (filled unexpired term - Doane)	305 Fairway Drive Abingdon VA 24211	276-628-6308 <a href="mailto:hdickerson@pennstuart.com">hdickerson@pennstuart.com</a>	Sept 2019 1 <sup>st</sup> term January 2021 2 <sup>nd</sup> term	January 2023	No
Ricky Bray (filled expired term of Tim Wade)	135 Bogey Drive Abingdon VA 24210	276-698-1564 <a href="mailto:Ricky.bray@edwardjones.com">Ricky.bray@edwardjones.com</a>	October 2020	October 2022	Yes
Rick Statzer <b>Not a voting member</b>	P O Box 789 Abingdon VA 24210	276-628-3167	Sustainability Coordinator –		
Deborah Robinson (filled unexpired term of Melissa Kalb)	269 Morningside Lane Abingdon VA 24210	724-244-1109 <a href="mailto:debbierobinson@outlook.com">debbierobinson@outlook.com</a>	August 2020	March 2022	Yes
Sydney deBriel (filled expired term of Bradley Conkle)	363 Nicholas Street SE Abingdon VA 24210	(910) 526-5189 <a href="mailto:sydneydebriel@gmail.com">sydneydebriel@gmail.com</a>	November 2020	November 2022	Yes

Tom McMullen (fill unexpired term of Joel Taylor)	267 Whites Mill Rd Abingdon VA 24210	276-623-2308 <a href="mailto:Mcmullen423@bvu.net">Mcmullen423@bvu.net</a>	April 2022	April 2024	Yes
(fill unexpired term of Chelsea Goulding)			February 2019 1 <sup>st</sup> term February 2021 2 <sup>nd</sup> term	February 2023	No

Not less than 7 members, but not more than 11 members, one of whom can be the Town Manager



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- **kkingsley@abingdon-va.gov**

**\*\*\*PLEASE PRINT OR TYPE\*\*\***

Name Chris Brewer Date: 5/6/22

Address 212 Whites Mill Road City/State Abingdon Zip 24210

Do you live inside the Town limits of Abingdon? Yes X No       

Telephone: 276-698-1651

Email Address: *(required)* cbrewer@berryhomecenter.com

Place of Employment: Berry Homecenter

Address: 1090 Ole Berry Drive, Abingdon VA 24210  
purchasing and inventory manager

Description of job duties:       

Educational background:

BA in Economics - University of Richmond, VA; Masters in Finance - DePaul University (Chicago)

Are you currently serving on a board or commission of the Town of Abingdon? Yes \_\_\_\_\_ No ☒

If so, which Board(s) or Commission(s)? \_\_\_\_\_

When do(es) your present term(s) expire? (mm/yy) \_\_\_\_\_

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?  
Yes \_\_\_ No \_\_\_

If so, name and date(s) of service? Yes, Building and Zoning in Town of Chilhowie when we lived there

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

I have a strong interest in supporting the growth of the economic base of the town

My educational background and employment in building materials has provided me with a great background to serve in this role.

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes \_\_\_\_\_ No ☒

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE Christopher Brewer

**Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. \*\***

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Please circle any other committees you are willing to serve on:

Board of Building Code Appeals **	Planning Commission */**
Board of Zoning Appeals	Recreation Advisory Commission <small>yes</small>
Economic Development Authority <small>yes</small>	Sinking Spring Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee
Historic Preservation Review Board */**	Tourism Advisory Committee **
Housing and Redevelopment Authority <small>yes</small>	Tree Commission
Abingdon Arts Commission	Virginia Highlands Small Business Incubator
Veterans Advisory Board	

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