

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

OCTOBER 8, 2018

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, October 8, 2018, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Adam Dickson led the group in an opening Prayer, and Jim Wheeler led the pledge to the Flag.

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Virginia Causey, Alderman Terry Countermine, Alderman Adam Dickson, and Alderman David Sell. Also, present were: Town Administrator Bob Browning, Operations Manager Craig Ford, Town Attorney Jim Wheeler, and Executive Assistant Donna Freeman (due to absence of Town Recorder Abbey Miller who was on vacation).

The next item was the Consent Agenda. Mayor Vest asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. Mayor Vest said he would like to pull for discussion Consent Agenda Item 7-b – Personnel: Part-time Building Inspector. There being no further discussion for the Consent Agenda, Alderman Dickson made the motion, seconded by Alderman Countermine, and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes of the September 10, 2018, regular BMA meeting.
2. Approve the following September bills for payment:

3. <u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
90312-90453 AP	\$157,040.27		
90454-90461 AP	\$8,573.30		
90462 AP	\$326.64		
90463-90492 AP	\$15,685.58		
90493-90504 AP	\$36,894.66		
90505-90512 AP	\$2,527.09		
90513-90524 AP	\$14,678.99		
90525-90562 AP	\$15,199.91		
90563-90681 AP	\$195,995.10		
90682-90693 AP	\$5,719.72		
	\$462,641.26		
58152-58236 AP		\$244,091.66	
58237-58238 AP		\$58,652.11	
58239-58243 AP		\$3,081.52	
58244-58248 AP		\$56,036.91	
58249-58250 AP		\$371.07	
58251-58253 AP		\$5,545.55	
58254-58261 AP		\$3,103.22	
58262-58326 AP		\$209,744.87	
58327-58332 AP		\$14,135.09	
		\$594,762.00	
8077-8096 AP			\$20,107.50
8097 AP			\$3,991.17
8098 AP			\$95.00
8099 AP			\$177.26
8100 AP			\$163.76
8101 AP			\$95.00
8102-8121 AP			<u>\$28,866.51</u>
			\$53,496.20

4. Approve the following Town Administrator Report:

Wastewater

The WWTP has operated fine. We have had less rain and no issue with treatment. The new Wastewater building is up, and some of the Wastewater staff has been putting up petitions. Cobern Rasnick feels they can occupy the building relatively soon and is projecting about \$20,000 additional for materials. The Wastewater Crew has two jobs on Boones Creek Rd they will be addressing this month. There are materials coming in that have already been ordered to connect the Fleet Maintenance Facility to the sewer pump station on our Rosenbaum property. The work will be undertaken by the Wastewater Construction crew when all the materials needed have been received.

Infiltration/Inflow – The crew will start installing the bladder seals under sewer manhole covers in early winter. Cobern Rasnick feels a high percentage of inflow is coming from the street through improperly sealed manhole lids.

Pump Station Elimination – Todd Wood has begun putting the information necessary to get TDOT to allow us to install a gravity line under US-11E at College Street.

Water

Water Distribution has continued constructing extensions that have been approved and materials purchased. They have completed the waterline replacements required by TDOT projects. They only have a few of the many yards left to sow because of extensions or leaks. Mike McCracken says they are getting caught up.

Water Treatment – The high service pump that was not functioning correctly has been completely repaired so all the pumps at the Treatment Plant and Rock House Rd booster Station are all in place and operating well. As I pointed out last month, telemetry has been installed at Woodlawn Reservoir so the pumps can be activated from the Water Treatment Plant. This is a great help in our being able to keep the water fresh.

By-Products Reduction – Our test results came back, and we had no test sites over the 4-quarter maximum limit for both trihalomethanes and haloacetic acids. This is great.

Water Loss – GRW is finalizing plans to reduce pressure on the Leesburg area where we still have a number of leaks. They have been delayed because they lost the engineer working on the corrective action plan.

Transportation

Jackson Blvd – Boones Creek Rd Intersection –Summers Taylor is almost complete with the project. The 11E/SR-354 intersection is currently functioning

the way it is supposed to long term. TDOT is taking a look at ADA accessibility, but they have said the intersection does not have to accommodate wheel chairs because there is no place for a wheel chair to go once, they get across the intersection.

Persimmon Ridge Road & W. Main Street – The intersection project continues to be under construction. It was supposed to be complete by the end of October, but I'm sure they have added days due to inclement weather, and TDOT has changed the specifications in a couple of places that will result in additional construction time.

N. Cherokee St./Smith Lane – We're wanting to get a closing scheduled to complete the

purchase of the 50 foot right-of-way.

Franklin Ave – Weather stopped the completion of stabilizing the banks on Franklin, and we hope to get them completed after the Storytelling Festival weekend.

2nd Ave and Jackson Blvd – Still waiting to fit this project into our schedule. We expect to get this right turn project done before the asphalt plant closes.

Paving. – We have Franklin Ave. to pave, and a short extension of Willow Lane at Barkley Creek Park. We also want to pave the area between the Fleet Maintenance Facility and Equipment Shed.

Grants

LPRF Grant – TDEC has accepted our appraisal of the town garage site which is \$250,000. That is half of our match.

CDBG Façade Grant – Bids on the façade and structural steel are due October 10th.

Jackson Theatre – Steel work bids are due October 10th. A great deal of the items in the Jackson Building have been moved out.

McKinney Center Parking – There is one section of the McKinney Center property that has not been graded. That should take place after Storytelling when weather allows.

Maintenance Buildings Project – The erection crew is two days from completing the construction of the Fleet Maintenance Facility building. That crew is off until next week. Once the crew is gone, we can clean up the site and pave the surface of the Equipment Shed. Materials needed to connect the building to the sewer system should be here next week. The Wastewater staff has been

working on the interior build out of their building and have already received most of the materials they need.

Community Meetings - I have continued preparing agenda presentations for the BMA meetings, the Planning Commission, Tree & Townscape Board, Traffic Advisory Committee, JRT Board of Directors, and minutes for most.

5. Approve the following Operations Manager Report:

Work continued on the Stage Door with the inmate crew. The I-joists for the second floor are in. We also have the framing completed for the stairwell. Ken Ross's Office is currently redesigning the stairwell to accommodate a window. I am still waiting on those drawings. The interior wall studs are in place.

We now have the front elevation steel beams in place. The main beam was 900 pounds and we had to hand carry it into the building and utilize a wench/block-and-tackle system to raise it into place. We also had to have the power disconnected and re-routed to accommodate the steel beams.

I also participated in a pre-bid conference and walk-through for the sprinkler system for the entire project. It is my understanding the bids are supposed to be publicly opened on October 10.

The erection crew is about 95% complete with the installation of the sheet metal on the Fleet Maintenance Building. Basically, all they lack is the installation of the trim on the building.

The Street Department was unable to finish the Franklin Avenue project this month. We are about 85% complete with the backfill on the bank. Rain has been the factor. We simply have not been able to get the topsoil from the Rosenbaum site dry enough to continue. We will continue to monitor this situation and as soon as we can begin hauling the remainder of the topsoil, we will do so.

I pulled the inmate crew for a couple of days to complete a small project to the exterior of the Storytelling Building. The painters completed painting the exterior of the building and it was noted that we still had birds sitting around the porch area causing damage. The inmate crew installed netting in all the areas in an attempt to remedy this problem. Time will tell if it works or not.

The TDOT project at Boone and 11-E is almost complete. We have been pushing Summers Taylor and TDOT pretty hard to complete this never-ending project prior to the festival. There is still a little work remaining, but at least they have all lanes now open.

Malcom Highsmith, Street Director, met with one of Johnson City's traffic engineers to re-set the timing of the signal. We still may have some minor adjustments to make, but so far, so good.

The weather was a huge factor for us during the month. We continued to make progress where we could; however, the Fleet Maintenance Facility project fell behind.

Also during the month, I was without the inmate crew for approximately one and a half weeks.

I also guided the monthly Traffic Committee meeting while the Town Administrator was lying on the beach in South Carolina. Unfortunately, we did not have a quorum for the meeting.

PROJECTS PENDING

1. Bridge Replacement @ Main Street Café
2. Complete Franklin Avenue Project (500' of tile, 3 catch basins, move waterline to west side of street, curb, & pave)
3. Complete grade work at McKinney Center
4. Move Garage operation to Rosenbaum property and/or old Wastewater facility
5. Renovate or permanently close camp site
6. Replace or repair Visitors Center sign
7. Paving list
8. Stage Door Renovation
9. Remove any and all signage in town and/or repair
10. Replace signage on 11-E to MUTCD standards
11. Plan to replace remaining cast iron line on East Main with DI. (We should at least replace line from Clay up to Franklin and tie onto new line up Franklin prior to constructing speed table.)
12. Resolution of Public Safety radio problems
13. Resolution on County fire service
14. Resolution on RMS system for police
15. Landscape the McKinney Center
16. Pave rest of street and parking area @ Willow Creek
17. Construct new speed table for sidewalk at Main and Franklin
18. Stripe new stop configuration at Franklin and Main
19. Repaint most speed tables and intersections
20. Construct spaces at Wastewater for salt, mulch, and/or compost
21. Construct speed table on Spring Street
22. Replace speed tables on South Lincoln Avenue
23. Construct speed table on Main Street west of Second Avenue
24. Repair all speed tables downtown
25. Construct sidewalk and/or trail on Main Street from Clay Ave. to Forrest
26. Construct drainage on North Cherokee down High Street (Property flooding)
27. Construct retention wall @ Senior Center
28. Construct park @ Senior Center
29. Construct brick and granite sidewalk from Main Street down Second Avenue to Depot
30. Move Jackson sign from Oak Grove to Second Avenue
31. Re-construct Oak Grove Road after water line replacement
32. Construct or install over 1,000' of drain tile construct, various catch basin installation, stone, curbing and asphalt to widen Shell Road to County line and correct drainage issues
33. Replace or repair scales at Wastewater plant
34. Adopt Boones Street landscape plan and implement
35. Move DAR sign @ Main & Second
36. Jackson Theatre project (Personnel – cleaning)
37. JRT Renovation
38. Construct bridge in park @ Stage Road Park
39. Demolish Mears house and construct storage facility
40. Repair deep drainage basin on Forrest
41. Drainage project @ Dean Chestnut's property
42. Pave parking lot @ Persimmon Ridge park
43. Construct utilities @ Firing Range
44. Construct additional parking @ Town Hall at a minimum if we are not going to expand public safety any time soon
45. Repair and/or replace sidewalks on Main Street west of Second Avenue
46. Replace sidewalk on Oak Grove Road
47. Repair sidewalk @ Slemons House (?)
48. Restripe Parson's Table parking lot
49. Construct handicap spaces on Fox Street
50. Construct turn lane at property on West Jackson near Persimmon Ridge
51. Construct left turn lane into Meadow Creek off Hwy 81N
52. Restroom construction @ Train Depot (?)

53. Construct ramp @ Storytelling Center off Cherokee
54. Replace medians from Lowes east to Headtown Road
55. Landscape triangle on Jackson in front of Bank of Tennessee
56. Landscaping @ Barkley Creek Park entrance on Main Street
57. Replace trees in Post Office sidewalk planters
58. Design and install Town limits signs for major and minor arterial routes into Jonesborough
59. Construct connector road from North Cherokee to Smith Lane (future project)
60. Construct right turn lane on Jackson @ Second Avenue
61. Construct frontage road behind Medicine Shop
62. Drainage problem that has never been corrected at Headtown/President's Way/East Jackson
63. Construct Dog park on Rosebaum site
64. Pave parking lot and construct sidewalks and curb @ Senior Center/Town Garage
65. Repair 27' of sidewalk in New Halifax
66. Re-evaluate drainage repairs in Walnut Grove
67. Flow fill sink hole in Water Park
68. Removal of large maple tree on common area of New Halifax across from Senior Center
69. Reconstruction of A-frame roof section in Christopher Taylor Cabin
70. Construct left turn lane into Dollar Tree
71. Easement Improvements on Fourth Avenue to Wastewater pump station
72. Bridge Replacement @ Barkley Creek
73. Complete renovation of Storytelling Center (downstairs)
74. Drainage and widening project @ Woodrow & Second Avenue
75. Construct speed tables on Scott Lane
76. Construct stone shoulders on Scott Lane
77. Repair curbing for drainage issues in Timberridge Subdivision
78. Construct guardrail on Spring Street (Contract)
79. Repair guardrail @ Forrest and Old Boones Creek (Contract)
80. Curb cut at Old Stephenson House (Billington) (Brick repair by Jim Gouge)
81. Construct curbing and/or sidewalk from Central School Board office to Main Street on Dr. Kennedy's property (perimeter flooding issues)
82. Replace roof @ Visitors center (Contract)
83. Construct remaining walking trail @ Persimmon Ridge Park
84. Get truck route signage fixed
85. Comcast removal of poles @ Library (Contract)
86. Repair yard @ Nansee William's residence

COMPLETE
STARTED

Water Distribution

FYI a list of line extensions and etc. are listed below.

1. Subdivision by Wolfe Development off Vines Drive in planning stage. This project will consist of six-inch water main. **(Project Started 09/04/19)**
2. Three Inch meter connection to the JRT on Main Street. **(Materials on hand)**
3. ST. RT. 353 Water line replacement, Plans expire Dec. 21st of this year. This is a feed to the New Office location near Judge Vines Drive. This is very important connection that needs to happen. 400 feet in length.
4. Hwy. 11-E / Precision Blvd. – Stockyard Road at the Industrial Park. This connect will be connected to the Stockyard line to make another feed to the Industrial Park. These plans expire July 5th 2018. Total footage 1,800

- feet with a 12 inch bore under Hwy. 11-E. **(Had to renew permit for an additional year.)**
5. The new city garages off of Old State Rt. 34, relocating of 1,535 of six-inch water main.
 6. Carter S/D, off Slate Hill Road, 3,160 feet of six-inch water line to be installed. Plans approved. **(This project has received state approval. Town has not received payment to purchase material or begin installation.)**
 7. Roy Phillips Road, water line extension, in the design stage, total length 260 feet. **(In design)**
 8. West Hill Drive, water line extension for Abounding Grace Church. In the planning stage. We have the permit for the road bore from TDOT. Total footage 820 feet. **(Casing has been installed under road, connection has not been made as material and installation has not been paid.)**
 9. West Main Street from Oak Grove to North 3rd avenue, material purchased, plans approved. Total footage 600 feet. **(Had to apply for an extension. Plans approved, materials purchased.)**
 10. Thornburgh Hills Road off Bowmantown Road, this is a County project. Total footage 1,890 feet in length. **(Material purchased, no TDEC approval yet.)**
 11. East Main Street from Forest Drive to the 24-inch connection. Total footage 2,120 feet. Material purchased, working on plans for TDEC to approve. **(Materials purchased, awaiting plans from Nashville.)**
 12. East Main Street from Longview Ave to Forest Drive, total footage 1100 feet. **(Materials purchased working on getting approved plans through TDEC.)**
 13. East Main Street to South Lincoln Ave. water line replacement, this is in the Budget this year, total footage 1,700 feet, if approved. **(Materials in storage.)**
 14. Russell Circle galvanized replacement in this year's budget, total footage 1,020 if approved.
 15. Grandview Drive galvanized replacement in budget, total footage 360 feet, if approved.
 16. Campground, not sure what that may involve. **(Materials on hand)**
 17. We are currently working with GRW on making Zone 1 larger with a PRV installed somewhere on Old Stagecoach Road Area. **(State approval received, in budget process for 18/19)**
 18. Water line for the Jonesborough Fire / Police Department for training off Persimmon Ridge going to the water tank.

19. Sliger Road off Spider Barnes Road water line extension, 1,680 feet, paid in full with approved plans. Tenn. one ticket call for utilities to be located. This is for Mr. Caple who is building a home, waiting on the line to be installed.
20. Taylor Bridge Road line extension off Jackson Bridge Road, for Joe Wilson and Jason Day. Plans approve, paid in full with 300 feet of pipe.
21. Taylor Drive off Sycamore Drive, 380 feet in length. This line extension is paid in full and material has been bid out, with approved plans. Jack White has his service line installed waiting on Jonesborough. Waiting on material to arrive.
22. Sliger Road / Sliger Drive off Treadway Trail. This line extension is 4,200 feet in length. We have around 1,000 feet installed. It has two 12-inch bores on this project. It is funded by Washington County. (Appx. 70% complete.) (The crew hit rock and is going to have to rent a rock hammer.)
23. Eden Estates off Sugar Hollow Road for Kelly Wolfe. This is in the planning stage consisting of 1,345 feet of water main. Roads will be cut in the near future for this project. **(Awaiting plans.)**
24. Boones Creek / East Jackson Blvd. TDOT project. We have 400 feet to relocate, once a decision is made pertain to the bridge going to the Dollar Store. We have already relocated several water valves and water meters, on this project.
25. Fire Hydrant installation at intersection of Rhudy Lane. (County approved and paid for materials. Installation complete)

We currently have a total of 300 yards that need to be sown back due to line repairs and extensions. This doesn't include the meters, taps, work orders e t c . on a daily basis. Water Distribution began working on the yards the week o f September 04.

Complete
Started

6. Approve the following Committee Reports: Historic Zoning Commission, Jonesborough Board of Zoning Appeals, Jonesborough Planning Commission, and Traffic Advisory Committee.
7. Approve the following Supervisor Reports: Water Distribution, Fire Department, Parks and Recreation, McKinney Center, MBM Program Director, Events Coordinator, Visitor Center Manager, Solid Waste and Recycling, Building Inspector, Website Manager, Environmental Services/Wastewater, Water Plant, Director of Tourism and Main Street Program, Marketing Director, Street Department, Animal Control, and Police Department.
8. Approve the appointment of Mechanic Shane Atkins as the Interim Fleet Maintenance Director at Grade 9 Step 3 (\$33,410), retroactive to the day after former Fleet Maintenance Director Gary Lykins' last day employment
9. Approve the Outdoor Use Permit for a sandwich board sign at Gabriel's Christmas Shop, 117 East Main Street, subject to the Town Attorney's review and acceptance of the Hold Harmless Agreement and proof of insurance and the Building Inspector's acceptance of the structural safety of the sign.
9. Approve the 2018 Music-on-the-Square season report and authorize the contract payment to Steve Cook in the amount of \$12,000.

Mayor Vest addressed the part-time Building Inspector position, Item 7-b which was pulled for discussion from the Consent Agenda, and asked the Town Administrator for his recommendation. Mr. Browning said he is recommending that JW Greene be hired as part-time Building Inspector at the same compensation level Mr. Greene was paid when he retired in May, 2018. He said the reason to hire Mr. Greene is that Scott Mays is taking a lot of class work and study sessions that take him out of the office all day long. Mr. Browning said when contractors call for an inspection, they usually need those inspections as quickly as possible, and the Town has always tried to be proactive in doing our part to move developments along. He said Mr. Green can't perform building inspection functions without being a Town employee because of liability issues. Mayor Vest asked how many hours per week Mr. Greene would need to devote to the job. Mr. Browning said it would just depend on what is going on during the week, but he does not think it would be more than a couple of times per month. He said having Mr. Greene available to just fill in the gap is not going to be a lot of money. Mayor Vest said when Scott Mays was hired he wasn't certified in many areas and asked if Mr. Greene would be available to help tutor him. Bob Browning said that he and Craig Ford had talked with Mr. Greene about mentoring Scott Mays, and Mr. Greene is willing to help Scott with some study sessions which would be at the same compensation level for Mr. Greene. Mayor Vest asked Board members if they had any feedback concerning this recommendation. Alderman Causey said she feels it is a good idea to bring JW Greene back and is very glad he is willing to mentor Mr. Mays. She said sometimes when we hire new people, we expect them to not only complete their work but to also study if they have to be certified, all in a day's time, and sometimes it is a lot to put on a new employee's plate. Alderman Causey said she would make the motion to hire JW Greene as part-time Building Inspector. Alderman Sell said he disagrees because he doesn't think the General Fund can stand bringing in another employee. He asked about the criteria that was in the job description and how long Mr. Mays has been on the job. Mr. Browning said Mr. Mays has worked for the Town for six months, and the State requires six areas of certification that a Building Inspector has to pass within a year. He said Scott has been studying but has not passed the residential test yet which is the first one, and at this point in time he would have six certificates to obtain within the next six months which is a significant challenge. Mr. Browning said whether Scott can do that or not remains to be seen. He said Mr. Greene came into the job with a pretty substantial inspection background because he worked in Johnson City. Alderman Sell asked if Mr. Greene had stayed a significant period of time to work with Mr. Mays after Mr. Mays was hired. Mr. Browning said for about a month, but he cannot say how much time was put into actual tutoring and studying for tests because there were a lot of inspections going on at that time. Alderman Sell said he wasn't trying to short-change Mr. Mays, but it seems to him in hiring Mr. Mays in this position, he wasn't fully qualified. Mr. Browning said he and Craig Ford are planning to talk with Mr. Mays to see where he thinks he is mentally on this, but until they talk with Scott there is no need to pull the plug immediately. Alderman Sell said he was not advocating that. Bob Browning said his recommendation is that JW Greene could be helpful and regardless whether that turns out to be a good idea, he feels we need to have Mr. Greene in a back-up capacity. He said he is not talking about a whole lot of money for Mr. Greene, but the Town needs to meet its obligation to developers and contractors in our community and feels this is a sound way to approach it. Mr. Browning said in terms of the budget, Mr. Mays is not making nearly as much as Mr. Greene was making before he retired. Mayor Vest said cost-wise he does not see this as much of an issue as it's on a limited basis, and when you have employees who are struggling with tests, you want to be sensitive to that. Mr. Browning said some of our best employees, who are great workers, have not been very good at taking tests, and the Town has supported them. Mayor Vest asked about the cost for these tests and if the Town is obligated to pay for them. Mr. Browning said no policy has been established concerning this issue. He said when employees in the Water Department have taken certification tests, the Town has paid for the first test and the employee pays if they have to take it again. Mayor Vest said he feels everybody should be treated the same, and is probably something that Mr. Browning should discuss with the Building Inspector. Alderman Sell asked how many tests are required. Alderman Countermine said six. Craig Ford said Mr. Mays has taken the residential test four times. Alderman Causey said when JW Greene was working for the Town, he

mentored the Building Inspectors from Erwin and Greeneville who had taken their tests several times and not passed them; after Mr. Greene tutored and worked with them, they passed their tests. Mayor Vest said we probably are only looking at a couple of months of costs, and when we hire someone, we should stick with them and we should use all options to make sure Mr. Mays is given the opportunity to pass these tests because he has a pretty high hurdle before him. He said he is in favor of bringing JW Greene back on a part-time basis to help with inspections as needed and devote time to tutoring Mr. Mays; there will be some cost to this plan, but it will pay off in the long run. Mayor Vest said we should be conscious of how much we are using Mr. Greene for that purpose. Craig Ford addressed the Board to clarify the issue of Mr. Greene's pay. He said when meeting with Mr. Greene, he and Bob agreed that we would bring him back at the rate of pay he was making when he retired plus the 3% increase he would have received in July like the rest of the employees. Mr. Ford said he just wanted to make sure there were no issues as to what Mr. Greene agreed to and what the Board agrees on. Mayor Vest asked Mr. Ford if Mr. Greene understands the pay rate would be on an hourly rate. Mr. Ford said he does. Alderman Countermine said he is for supporting Mr. Mays because if we let him go, there will be a big cost in searching and hiring someone new and bringing them up to speed. He said we already have money invested because we felt Mr. Mays would be good and we still do; hopefully he will pass the tests and be successful. There being no further discussion, Alderman Causey made the motion to approve JW Greene as the part-time, on-call as needed, Building Inspector to be paid on an hourly basis at Grade 16 Step 11 (\$28.63 per hour). The motion was seconded by Alderman Countermine and upon call of the roll, the following Aldermen voted Aye: Alderman Causey, Alderman Countermine and Alderman Dickson. Those voting Nay: Alderman Sell. The motion carried.

The next item on the agenda was the approval of the Financial Report. Mayor Vest asked the Aldermen if they had any comments concerning the Financial Report. Alderman Sell said it looks like there has been a modest sale tax increase compared to past years. He said it appears there is still more going out than coming into the General Fund. Alderman Sell expressed the need to concentrate on producing more revenue or cutting expenses. Bob Browning said property taxes are a major part of the Town's revenue source. There being no further discussion, the motion was made by Alderman Dickson, seconded by Alderman Causey and duly passed to approve the Financial Report as presented.

Communications from the Mayor was the next item on the agenda. Mayor Vest presented the Washington County-Jonesborough Library Board with a proclamation proclaiming October 21-28, 2018, as Friends of Libraries Week in the Town of Jonesborough.

Mayor Vest said that the Town had lost two valuable employees in the past two weeks due to their untimely deaths and asked everyone to remember the families of Ben Grizzle and Bobby Oliver. Mayor Vest commented that the Storytelling Festival was a great success this year. He said he spoke with several people who attended for the very first time, and they just loved the festival and Jonesborough. Mayor Vest said he would like to schedule an economic development meeting with the Board before the end of the year to talk about the direction the Town needs to take. Mayor Vest said the Boone Street/11-E intersection looks good and asked if the 45-mph speed limit sign could be moved past the turn onto Old Boones Creek Road. He said that vehicle speed should be kept at the 30 mph from the traffic light past the right turn into the back way to Food City. Mr. Browning said that the Traffic Advisory Committee (TAC) would need to look at speed limit signage and give their recommendation to the BMA for approval. Mayor Vest asked that speed limit signs be placed on the TAC agenda. Mr. Browning said they are supposed to meet on the fourth Thursday of this month.

Mayor Vest said the JAMSA Board has a vacancy and is requesting that Melinda Copp be appointed to serve on their Board; Ms. Copp would serve a two-year term as the Mayor's representative. Alderman Countermine made the motion to appoint Melinda Copp to the JAMSA Board, seconded by Alderman Dickson and duly passed.

Mayor Vest said there are four members up for reappointment on the Historic Zoning Commission: Ruth Verhegge, Zac Jenkins, Rebecca Moss, and Wes Langley. He added that the Historic Zoning Commission has five-year terms. Alderman Causey made the motion to reappoint the following members to the Historic Zoning Commission: Ruth Verhegge – September, 2022, Zac Jenkins – September, 2022, Rebecca Moss – March, 2023, and Wes Langley – March, 2023. The motion was seconded by Alderman Countermine and duly passed.

Mayor Vest asked Dustin Fleming to come forward to accept the October, 2018, Employee of the Month Award. Mayor Vest read the following nomination letter:

We would like to take this opportunity to thank the many town employees who have helped to make the first annual Paws In Blue fundraiser a success. These include Craig Ford, Donna Freeman, Sheila Watson, Lorena Craddock, Abbey Miller, Rachel Conger, Melinda Copp, Chief Phil Fritts and members of the Fire Department, members of the Police Department including Major Jamie Aistrop, Major Matt Rice, and Sgt. Chad Reece. We would like, however, to give special thanks and recognition to Officer Dustin Fleming and Loki. Officer Dustin Fleming gave many hours of his own time to help make the event on September 8th a success. On Monday, September 3rd they (Officer Fleming with Loki) went to WJHL to help with providing publicity for the event after working all night Sunday night and getting one (1) hour of sleep. Officer Fleming remained until he was certain that he was not needed for anything else. On Wednesday he attended our committee's planning meeting and remained until he was sure he didn't need to do anything else. On Thursday morning, they (Officer Fleming and Loki) were available for WCYB to film, interview and see Loki's skills in tracing and narcotics detection. On Friday, Fleming and Loki were at Food City all day for our Celebrity Bagging event and as a result many people stopped and asked questions and then gave a donation. After completion of the event at Food City, Officer Fleming went to Persimmon Ridge Park and set up the obstacles that would be used on Saturday to demonstrate skills of the area K-9's. When Saturday arrived, Officer Fleming and Loki were at the park bright and early to help run the K-9 events. (Loki is area champion for article search!!!) After the event was completed, Officer Fleming helped to transport the obstacles to their more permanent location. Officer Fleming (and Loki) gave many hours of their own time and significant effort to making the Paws In Blue fundraising event a success. As a result, we would like to recommend that Officer Dustin Fleming be considered for the Employee of the Month recognition. Submitted by: Ruth Verhegge, Chair – Paws In Blue, and Chief Ron Street, Jonesborough Police Department

Mayor Vest said Paws In Blue was a very successful event and expressed his appreciation to Officer Fleming for his hard work and dedication to the Department and to the Town. Officer Fleming said that the credit should go to Ruth Verhegge for all that she has done in raising funds for the K-9 program. Chief Street introduced the Department's new K-9 Officer Segan and his handler Officer Hannah Fleming. He said Segan was trained in tracking, apprehension and explosives detection. He added that they had used Segan to search the tents during the Storytelling Festival.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had anything they would like to address.

Alderman Dickson said he would like for the BMA to have a brain storming session concerning what can work for Jonesborough and fit Jonesborough's identity. He expressed sympathy for the employees the Town recently lost, Ben Grizzle and Bobby Oliver, who passed so closely together. Alderman Dickson said a few years ago that Board members toured the different Town departments, and he feels that would be a good thing to do again because it builds good relationships with employees.

Alderman Causey said an employee breakfast is scheduled for Wednesday, October 10th, at 7:30 a.m., at the Visitor Center for a "group hug time" and invited the BMA to attend.

Alderman Sell said when Bob Browning called last week to tell him the Town had lost another family member, Bobby Oliver, it hit him hard, and the loss of two great employees is difficult. He said our hearts go out to their families.

Town Attorney Comments was the next item on the agenda. Attorney Jim Wheeler said there was no new litigation to report.

Mayor Vest asked if there were any citizens who would like to make comments at this time.

Dona Lewis, 116 Franklin Avenue, thanked Town staff for getting work started on Franklin Avenue. She said it is looking good and appreciates everyone's efforts.

Ruth Verhegge, 601 West Main Street, said the Flag Retirement Ceremony is scheduled for 2:00 p.m., Sunday, October 28, 2018, in the parking lot next to the Post Office. Ms. Verhegge said that Mayor Vest will be the guest speaker and invited everyone to the ceremony. She said over 20,000 flags have been retired since they began this ceremony in 2003.

Carol Salinas, 301 West Main Street, said the Jonesborough Senior Center has won State Brain Games competition for the past two years. Ms. Salina said this year's Senior Brain Games competition will be held in Jonesborough at the McKinney Center at 10:00 a.m., Wednesday, October 17th. Ms. Salinas said they have a great group to work with at the Senior Center, and hope to win again this year.

The first item under Old Business was the Miller Drive (Wakefield Village) Townhomes sewer pump station. Mayor Vest said the BMA had a good discussion at the last meeting about this issue of a sewer pump not operating properly and confusion as to who was responsible for pump maintenance. Mayor Vest asked Cobern Rasnick, Director of Environmental Services/Wastewater, what his recommendation is to resolve this issue. Mr. Rasnick said the pump station is not operating properly because the number two pump is inoperable and needs to be replaced and there is also an electrical malfunction and no current is being directed to the pump controller. He said he recommends replacing the number two pump with a hydromatic HVS200M2-2-20 pump, replacing the start-run capacitor and Pot (potential) relay with hydromatic components, troubleshooting electrical components and troubleshooting and repairing the alarm circuit, for an estimated total cost of \$1,870, not including labor costs. Mr. Rasnick said in the event the pump controller is damaged beyond repair and a new unit has to be purchased, there would be an additional cost of approximately \$600. He said replacing the inoperable Barnes pump with a hydromatic HVS200M2-2-20 pump to return the station to proper operation as required by TDEC and ordering a spare hydromatic pump and cap kit to keep in inventory would be an additional cost of \$1,570. Mr. Rasnick said the station does not have a locking mechanism on the control panel which leaves the components open to intrusion and damage; the station top is bolted in place but does not have a locking mechanism for the wet well; a fence will need to be installed around the station with a six-foot gate. Mr. Rasnick said access point from the road is only partially graded and graveled and will need to be wide enough for the pump and service trucks and other equipment and should be a minimum of twenty-five feet by forty-five feet wide; the estimated gravel amount for the access area is around 40 tons. He said the station will require telemetry and the estimated cost for inclusion on the Town's monitoring system will be between \$10,000 to \$15,000; the installation of a SCADA panel, antenna, alarm monitoring modification to the Town's FCC radio communications permits and modification to the Town's SCADA software at the WWTP are required for this to occur. Mr. Rasnick said he has spoken with Sandra Vance with TDEC at the Johnson City Field Office and she has no issue with the Town assuming ownership and maintenance of the lift station. He said Ms. Vance stressed that the transfer of ownership of all components located at the station would need to be in a written agreement, and easements for access and maintenance of the station would need to be granted and properly filed. Mr. Rasnick said based on the duplex design, the station's construction will require it to be monitored utilizing the same telemetry and maintenance schedule as the other lift stations within the sewer collection system. Mr. Rasnick said

in summary, if the Town assumes responsibility of the lift station today, it would cost between \$15,240 to \$21,591 to bring the station up to operating standards and this cost does not include any fees associated with securing easements or ownership. Mr. Rasnick said that even if the station were returned to proper operation prior to assuming ownership, the Town would still need to invest between \$11,800 to \$16,800 primarily due to the monitoring requirements by TDEC of Public Utilities. Alderman Sell asked Cobern Rasnick what are the chances of that station being eliminated in the future. Mr. Rasnick said in order for that station to come off line, it would have to be relocated to another location because it is at a low point on the property and that would be very costly. Bob Browning said his recommendations for the Town taking ownership of the pump station are as follows:

1. The Homeowners' Association initially incurs the cost of materials in the amount of \$5,300 necessary to bring the station up to proper operating condition with the Town making repairs and taking over responsibility for future maintenance. This should include a spare pump because we have no idea how long the pump will last that is currently operational.
2. The Town incurs the significant expense of installing telemetry at the station that will alert staff at the WWTP that a malfunction has occurred as well as the number of hours of use.
3. The Homeowners' Association incurs the expense of providing the Town with the necessary permanent easements for access to the pump station and for the pump station site and initially gravels the access to the station in the proper manner. The Town takes over the maintenance of the access drive in the future.
4. The Town Attorney prepares an agreement to be executed by the Homeowners' Association and the Town outlining the responsibilities of both the Town and the Homeowners' Association.
5. The Town will incur the electrical expense to operate the pump station.

Mr. Raymond Marney, representative of the Homeowners Association, said that they have an extra pump in stock and requested that cost of that pump be subtracted from the \$5,300.

Alderman Sell made the motion, seconded by Alderman Causey and duly passed to approve the Town taking ownership of the Wakefield Village pump station, located on Miller Drive, as follows:

1. The Homeowners' Association initially incurs the cost of materials in the amount of \$5,300 necessary to bring the station up to proper operating condition with the Town making repairs and taking over responsibility for future maintenance. This should include a spare pump because we have no idea how long the pump will last that is currently operational.
2. The Town incurs the significant expense of installing telemetry at the station that will alert staff at the WWTP that a malfunction has occurred as well as the number of hours of use.

3. The Homeowners' Association incurs the expense of providing the Town with the necessary permanent easements for access to the pump station and for the pump station site and initially gravels the access to the station in the proper manner. The Town takes over the maintenance of the access drive in the future.
4. The Town Attorney prepares an agreement to be executed by the Homeowners' Association and the Town outlining the responsibilities of both the Town and the Homeowners' Association.
5. The Town will incur the electrical expense to operate the pump station.

The first item on the agenda under New Business was first reading of an Ordinance to rezone a 40-acre portion of Parcel 53, Washington County Tax Map 052, owned by Jim and Dan Eldridge, located off Hillrise Drive from R-1 (Low Density Residential) to PRD (Planned Residential Development). Mayor Vest said Dan Eldridge, owner of the property, was present and asked him to come forward and give details on the proposed development project. Mr. Eldridge said he is looking at developing a lower density residential development than the previous developer had proposed. He said because the walking trail is already there, they want to retain the current green space. Mr. Eldridge said the homes will be in the upper \$200,000 to the mid-\$300,000 range. Mr. Browning said the rezoning has been approved by the Jonesborough Planning Commission. There being no further discussion, Alderman Countermine made the motion to approve on first reading an Ordinance to rezone a 40-acre portion of Parcel 53, Washington County Tax Map 052, owned by Jim and Dan Eldridge, located off Hillrise Drive from R-1 (Low Density Residential) to PRD (Planned Residential Development). The motion was seconded by Alderman Causey and duly passed.

The next item on the agenda was first reading of an Ordinance to annex certain property located adjacent to Mill Creek subdivision and the Meadows subdivision into the corporate boundaries of the Town of Jonesborough, Tennessee, being Parcels 162 and 163, Washington County Tax Map 051, at the request of Wolfe Development, located adjacent to the Mill Creek and the Meadows Subdivisions. There being no discussion, Alderman Countermine made the motion to approve on first reading an Ordinance to annex certain property into the present corporate boundaries of the Town of Jonesborough, Tennessee, being Parcels 162 and 163, Washington County Tax Map 051, located adjacent to the Mill Creek and the Meadows subdivisions. The motion was seconded by Alderman Causey and duly passed.

ORDINANCE NO. _____

AN ORDINANCE TO ANNEX CERTAIN PROPERTY LOCATED
ADJACENT TO MILL CREEK SUBDIVISION AND THE MEADOWS
SUBDIVISION INTO THE PRESENT CORPORATE BOUNDARIES
OF THE TOWN OF JONESBOROUGH, TENNESSEE

Be it ordained by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee as follows:

SECTION 1. That the Town of Jonesborough has received a request by Kelly Wolfe, Wolfe Development, to annex this property into the corporate limits of the Town of Jonesborough, and the property is both almost adjacent to Jonesborough's current city limits, and in Jonesborough's Urban Growth Boundary.

SECTION 2. That the Jonesborough, Tennessee Zoning Ordinance Map which was adopted and enacted as part of the zoning ordinance be amended as follows:

Parcels 162 and 163 as shown on Washington County Tax Map 051 and located adjacent to Mill Creek Subdivision and the Meadows Subdivision is hereby annexed into the corporate limits of the Town of Jonesborough.

SECTION 3. This ordinance shall be effective thirty (30) days after its passage on second and final reading, the public welfare requiring it.

SECTION 4. The property is hereby zoned PRD (Planned Residential Development) upon annexation.

Approved by the Planning Commission _____

Passed on First Reading October 8, 2018

Public Hearing Held _____

Passed on Second Reading _____

Approved and Signed in Open Meeting _____
MAYOR

Attest: _____
TOWN RECORDER

Approved as to Form: _____
TOWN ATTORNEY

The next item of business was first reading of an Ordinance amending Title 2, Chapter 2, of the Jonesborough Municipal Code, the Jonesborough Beer Ordinance, establishing an On-Premise Boutique Beer Permit and guidelines for the issuance of the small restaurant-oriented permit. After much discussion and deliberation concerning the proposed On-Premise Boutique Beer Permit Ordinance, the consensus of the BMA was to defer this item to a future meeting and invite Deb Cruse, owner of The Corner Cup, to discuss her intended use of the permit.

There being no further business, Mayor Vest adjourned the meeting.

ABBEY MILLER, RECORDER

CHUCK VEST, MAYOR