

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

NOVEMBER 14, 2016

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, November 14, 2016, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Wolfe called the meeting to order and led the group in opening Prayer. Operations Manager Craig Ford led the pledge to the Flag.

Upon call of the roll those present were: Mayor Kelly Wolfe, Alderman Terry Countermine, Alderman Adam Dickson (who arrived after the meeting was called to order), Alderman David Sell, and Alderman Chuck Vest. Also present were: Town Administrator Bob Browning, Town Recorder Abbey Miller, Operations Manager Craig Ford, and Town Attorney Jim Wheeler.

The next item was the Consent Agenda. Mayor Wolfe asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. There were none. Mayor Wolfe announced that Raymond Francis is retiring after thirty two years (32); he thanked Mr. Francis for his years of service to the Town. The Mayor said that Gary Lykins had a great report this month and added that Mr. Lykins started a program putting a "serviced by" sticker on each vehicle letting the employees know who serviced the vehicles. He said the employees know who serviced their vehicles and go out of their way to thank the mechanics for a job well done. Mr. Browning said that Gary Lykins had contacted him and said that Tennessee Municipal League's (TML) Town and City newspaper has contacted him and wants to do another article on the Town's fleet maintenance program.

Alderman Dickson arrived and received a standing ovation from the Board and audience. Alderman Dickson said the welcome and applause he just received was amazing and humbling. He thanked everyone for their support during his tenure as an Alderman.

Mayor Wolfe said there is a joint report included in the packet from Mike McCracken and Jon Lucas on the water system. Mayor Wolfe said the Jonesborough water system was an issue in the most recent Town election. He said water distribution, the water plant, meter department and billing department all do a fantastic job, and our employees are dedicated. He said we have improved many aspects of our water system; a few years ago we had 61% water loss and now it is between 15%-17%. He said the Town has zoned the water system, installed pressure reducing valves, installed master meters and reduced the water loss; we have a fantastic record with the State. He said we have had some difficulties with testing, but there is a check list in the Board packet that is designed to help eliminate slip ups with testing. He said everyone is

concerned about our water quality and we have exemplary employees in all the key positions. He said he is sorry that the staff had to go through the ugliness of the election, but added that we are all in this together. Alderman Countermine made the motion, seconded by Alderman Vest, and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes for the September 12, 2016, and October 10, 2016, regular BMA meetings.
2. Approve the following October bills for payment:

<u>VENDOR</u>	<u>AMOUNT</u>
A&E Machining & Fab.	1092.00
A-Z Office Resources, Inc.	691.33
Advance Auto Parts	67.21
Aggregates USA, LLC	9019.85
Air Compressor Services	91.36
Alan Ward	5.60
Allan Dearstone	124.00
Allen Weems	114.24
AlSCO	66.04
Aluminum & Glass System	680.94
American Lighting	1345.89
American Tire Distributing	7489.20
Anderson Fire, LLC	517.08
Andy Oxy Company, Inc.	435.94
Angie Sheek	9.40
Applied Maintenance	215.22
Archer Electric Service	1195.00
Aubrey Weaver	19.20
Aulick Chemical Solutions	12142.20
Auto Zone #2087	186.53
Barbara L. Bogart	144.00
Beverly Hoovens	173.00
Blue Cross-Blue Shield	81628.04
Blue Tarp Financial, Inc.	606.98
Bonnie Simmerman	12.00
Boone Street Market	112.00
Branham Corporation	130.49
Brenntag Midsouth Inc.	6130.54
Bright & Associates	800.00
Bristol Broadcasting Co.	10.00
Builders First Source	1190.52
Building Systems	360.00
Business Health	6504.08

<u>VENDOR</u>	<u>AMOUNT</u>
Cari Seaton	36.00
Casey James Hendrix	25.00
Celebrate	251.49
Celia Miles	41.52
Central Paper & Supply	2169.78
Centralized Child Support	964.38
Centurylink	694.17
Champion Chevrolet	1989.24
Chappell's Pest Control	75.00
Cindy Lees	9.60
Cintas Corporation #202	734.91
Cintas First Aid & Safe	66.96
City of Johnson City	200.00
Community Development Partners	3500.00
Consolidated Pipe & Supply	49.00
Creekside Nursery	1212.50
D.Todd Wood	3850.00
Darrell W Brinson	45.00
David Cook	150.00
David Crum	280.00
Dearborn National	579.33
Delilah Barringer	200.00
Dennis Dwayne Brooks	1050.00
Derek Justin Smithpeter	290.00
Dianne Barker	47.88
Dry Clean City	40.50
East TN Rent-Alls	3339.37
Economy Printing, Inc.	256.80
Ecosafe Landfill Ya	6587.85
Elizabethton Federal	114.67
Emblem Enterprises	227.40
Employee Security	250.00
Eric Morrow	100.00
Erwin Motors	451.94
Erwin Utilities/Water Test	175.00
Esc Lab Sciences	1254.50
ETSU/Cass	19.20
Eureka Inn	150.00
Evelyn King	11.96
Ferguson Enterprises #5	6572.00
First Tennessee Bank	4793.77
First Tennessee Bank	12421.99
Fisher Scientific Co, LLC	96.90
Fleenor Security System	1332.74

<u>Food City</u>	66.86
<u>VENDOR</u>	<u>AMOUNT</u>
Foster Signs	216.00
Free Service Tire Co.	1068.00
Gall's, LLC	1963.00
General Sessions Court	370.71
General Shale MSC 30523	4327.20
Gouge Masonry	7638.84
Grafick Touch	397.28
Grand Rental Station	187.04
Greenway Products Inc.	4242.54
Grice Industries	658.00
GRW Engineers, Inc.	17761.74
GT Distributors	68.35
Gus Palas Sales	412.00
Hach	23.36
Harbor Freight Tools	116.94
Harrington Industrial	2627.69
HD Supply Waterworks	3052.61
Heather Allen	320.00
Heisse Johnson Hand Up	128.14
Henry Schein, Inc.	49.49
Herrin, Booze & McPeak	566.20
Hicks Welding	500.00
Hoffman Fabrics	170.00
Home Depot Credit Service	86.66
Humphrey Masonry Supply	1545.16
Hungate Engineering, PC	1700.00
Hunter Curtis	520.00
Hy-Country Hydraulik	102.39
Ingles #4205	385.09
International Code	135.00
International Storytelling	463.15
J&J's Eatery	213.15
Janette Gaines	350.00
Jason Greenlee	80.00
Jasper Engines	1581.00
Jefferson Sales South	5015.00
Jeri Jones	49.60
Joe Tennis	90.00
Johnson City Power Board	50234.74
Johnson City Press	158.40
Johnson City Wofford	641.57
Johnson County Fire	150.00
Jonesborough Art Supply	41.00

<u>Jonesborough HRA</u>	9140.00
<u>VENDOR</u>	<u>AMOUNT</u>
Jonesborough Pizza Parlor	71.45
Jonesborough Storytelle	8.00
Jonesborough/Washington	8945.93
Joshua David Heltzel	370.00
JRT	190.59
Judy Farlow	11.20
K&S Property Services	750.00
Kimball Midwest	1531.78
Labtronix	1765.57
Lora Darlene Hatley	176.00
Lorianne Carver	350.00
Lowe's	4306.36
Lucas M Schmidt	350.00
Lydia Fisher Sweatt	252.00
Madelyn Rohrer	12.00
Mahoney's Sportsman's	810.25
Main Street Café	82.76
Main Street Catering	111.75
Marcia M Bechtel	30.00
Mary Brown	17.52
Mathew Byrd	19.20
McCoy Land Surveying	1400.00
Meade Equipment	393.96
Meade Tractor	823.96
Medtech Wristbands	65.40
MHC Kenworth-Kingsport	31.11
Michael Braswell	57.44
Microbac A/R	223.90
Monty Treadway, Trustee	14.87
Mountain States	210.00
Mt. States Title Co.	142.81
National Main St Center	350.00
Nationwide Retirement	1932.96
Network Fleet, Inc.	1507.65
Office Depot Credit Plan	218.69
Old School Auto Parts, Inc.	4694.35
Olde Towne Hardware	826.36
Olde Towne Small Engine	173.85
Osborne Electric Inc.	455.00
Pardue Photographics	520.00
Poorboy Lawn Care	700.00
PPG Architectural	32.28
Print Distribution Services	1862.50

<u>VENDOR</u>	<u>AMOUNT</u>
Progression Electric	2332.00
Quality Trophy & Engraving	42.10
Rebecca Isabell	10.36
Reliance Standard (Vol)	366.86
Ricoh USA, Inc.	3682.34
Ricoh USA, Inc.	149.43
Robin B. Beals	1587.50
Robin Goodman	133.51
Robin Goodman	211.00
S.B. White Company	444.55
Saratoga	1649.31
Saratoga Financial	9078.89
Scotty Carrier	22.50
Shirt Tail Designs	69.95
Shred-It	41.40
Sir Speedy	482.00
Snap-On Tools	35.45
Southeast Tourism Society	500.00
Southern Vac	283.05
Specialized Operations	396.75
Spectrum Reach	859.00
Speedway Seat Covers	190.00
Stafford Custom Graphic	725.00
State of Tennessee	340.00
State of Tennessee	210.00
Stowers	2279.28
Summers Hardware	521.26
Summers-Taylor Inc.	4018.12
Supplyworks	895.14
Tami Moore	36.00
TBI-Fiscal Services	821.00
Tennessee Fire Chiefs	100.00
Tennessee Hills	29.00
Tennessee Logos, Inc.	1184.50
Terminix Processing Center	199.00
The Stockpot	242.04
The Womens Fund	1938.53
Theresa Hammon	43.78
Theresa Hammons	8.53
Thomson Rueters – West	159.58
TN Dept. Health F.S.	375.00
TN Dept. of Revenue	119.70
TN Dept. of Revenue	1697.85
TN Dept. of Safety	997.50

TN Local Dev. Authority	3183.61
<u>VENDOR</u>	<u>AMOUNT</u>
Tonya S Van Hook	704.00
Town of Jonesborough	7950.00
Town of Jonesborough	8.19
Tractor Supply	162.96
Transit-Mix Concrete	431.50
Tri City Waste Paper	327.00
Trublue Tactical	597.98
Truckpro LLC	1378.46
Turf Mountain Sod, Inc.	1610.00
United Parcel Service	258.34
United Utilities Inc.	124.40
United Way	357.00
USA Blue Book	783.27
Valley Equipment Co.	30.84
Verizon Wireless	3047.64
Vermeer Heartland	167276.00
Volunteer Flag & Safety	214.44
Vulcan Construction	255.61
Vulcan Materials	233.81
Wal-Mart Store/GEMB	1640.13
WAPK-TV/WKPT-TV	600.00
Wash. Co. – Johnson City	420.00
Washington County Hwy Dept.	4647.06
Washton County EMS	27.37
Washington Farmers Co-op	319.99
Washington Farmers Coop	14477.03
Waste Management	953.79
West Hills Ford Tractor	275.70
Wheeler & Seeley	5859.00
White's Auto Parts	588.75
William Beagle	715.00
Williams Electric	454.39
Wiseman's Inc.	700.00
Worldwide Equipment, Inc.	246.13
Xylem Dewatering	<u>5065.82</u>
	\$611,865.55

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
83651-83849 AP	199,109.15		
83850-83851 AP	1,065.00		
83852-83863 AP	22,103.65		
83864-83880 AP	20,849.71		

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
83881-83895 AP	7,122.01		
83896-83935 AP	74,406.27		
83936-83939 AP	7,232.46		
	\$331,888.25		
55197-55287 AP		242,742.00	
55288-Jonesborough Postmaster		4,000.00	
55289-55292 AP		32,754.58	
55293-55300 AP		13,897.33	
55301-55304 AP		9,626.43	
55305-55315 AP		6,782.73	
55316-55319 AP		777.82	
		\$310,580.89	
7317-7345 AP			21,152.42
7346-Nationwide Retirement			140.00
7347-7348 AP			334.77
7349-7350 AP			3170.50
7351-Kingsport Publishing			344.67
			\$25,142.36

3. Approve the following Town Administrator Report:

Wastewater Improvements

The diesel pump redundancy for the Wastewater influent pump station is operational. This pump kicks on if the four smaller pumps in the influent pump station get overrun with infiltration/inflow during major storm events. The influent pump station with all four pumps working can pump about 2.3 million gallons per day. The diesel pump can move about 3.5 mgd of flow. Our normal flow is just over 500,000 gallons per day, so the diesel pump can pump about 7 times our normal flow. Cobern Rasnick had to construct a larger force main from the effluent pump station to the headworks of the WWTP, but that is complete. Our guys did a great job, and it appears the project may get written up in the Tennessee Association of Utility Districts magazine. Our crew eliminated a lot of I&I in late winter earlier this year. We'll see if we can tell the impact this winter

We have purchased the spare pump that can replace any of the four pumps in the influent pump station. It has taken 3-4 months to get a replacement pump fabricated.

I&I Reduction - The Wastewater crew started the repair of the sewer line that is within the large culvert between the Boone Street Market and Whites Auto. It is a

very difficult job in very tight quarters (within the culvert) that requires the digging and line replacement to be done with shovels. The old pipe is clay, and there has been enough movement over the years that pipe has separated and partially filled with sediment. The diesel pump system set up at the bottom corner of the Visitor Center parking lot is a by-pass pump that pumps the flow from the 10" line behind the Visitor Center through a line on the ground and laid through the newer box culvert down to Spring Street at Mill Spring Park. There that flow empties into a manhole, so all the flow is pumped around where the Wastewater crew is working. Cobern's guys got about 100 feet replaced, and when jetting the remaining old line to clear out all obstruction so they could camera the line, the nozzle got hung up and the jetter line broke. They had cleared manpower out of the way, but Rick Duvall still got hit with the backlash of the hose which broke his nose and required 7 stitches. In order to get the nozzle and try to access the rest of the line, the crew is cutting through some the concrete floor of the box culvert, which is also tedious and time consuming. Because there is no access to a critical manhole at the corner of Main and Boone streets, Cobern is going to build a new line under the base of the culvert and eliminate the old clay pipe and manhole altogether. Cobern is determined to fix the line so none of Town crew has to deal with it again in our lifetime. This is "special forces" work.

Crockett H.S. Sewer – The right-of-way easements are being finalized which is necessary to get ECD approval of the design plans. Cobern Rasnick has all the materials and equipment to build the sewer pump station on our Rosenbaum property except the concrete wetwell. That is supposed to be delivered next Tuesday. The Sewer crew can construct the pump station and have it ready, and then if the design plan gets approved we can bid the materials through the County's grant that are needed to connect the pump station to the WWTP, and to construct the gravity sewer line from the area of Colony Brook Condos to the pump station. We will be providing the labor and equipment to install those lines.

Ashley Meadows Sewer Line – The line has been installed and is operable. There is a little surface clean-up remaining. I do not believe a court date has been set to determine the value of the sewer easement we had to condemn from Brian King in order to complete the sewer line installation. The value of the easement will not be high

Water

Water Loss – The materials needed for Phase I of the CDBG Water Loss Reduction project have been bid and are on Monday's agenda for approval. With the ECD approval as well, we can start work on water line replacement immediately. We will be using the new boring machine next week when our guys are receiving training. Everyone feels good about it. GRW has been focused on the Crockett Sewer and Water Plant pump, but will get back on the Leesburg zoning effort.

Water Treatment – Jonathon Lucas is finalizing the cost of the bleach tank and pumps needed to replace the chlorine gas operation. He expects the costs to total about \$6,000, and he is approaching the change over in a way we are not locked into one vendor with no control over product cost. We have not finalized the details on the third pump at the Rock House Road Pump Station. This will be over a \$160,000 project. The new pump will cost \$75,000 and the two variable drives another \$75,000 installed. The slowness in design comes from the piping details and electrical work that is associated with adding the new variable drive pump and adding a variable drive to the existing pump without one. We also have some old valves in the pump station that have not performed well when we have had to isolate a pump for maintenance. If a valve doesn't work we have to shut down the entire pump station, and that creates a list of other problems. Jonathon is working with GRW to change valve types to something more reliable. We will price the pump and variable drives and establish the pump and drive costs, and possibly the valves, as a set price in the bid to install the equipment.

By-Products Reduction – A THM's removal proposal for the Woodlawn reservoir is on the agenda for BMA consideration. This equipment is needed to help ensure we can use a large volume of the water in the reservoir when needed, without concern about a rising level of disinfectant by-products.

Jonathon Lucas and Mike McCracken will be adding a section to Jon's monthly report specifically related to by-product reduction. We test for by-product levels at designated locations in our system on a quarterly basis. The next testing will take place December 6th. Jonathon has created a checklist of work steps throughout the quarter that are necessary to keep by-product levels low. As I pointed out in recent correspondence, our last quarter results were outstanding, far below any maximum levels. And that was during the warmest months when the higher water temperatures generates higher levels of by-products. One variable that has been a major concern to our testing results has been the manner in which our samples are handled and how quickly the tests are run on our samples sent to the outside lab in Mt. Juliet, TN. We ice down our samples and overnight them to the lab for testing. If they do not undertake the testing for a few days after the lab gets them, the likelihood that the by-product test results will be higher is greatly increased. An example of this problem was the quarter before last where we overnighted the sample out on Tuesday and Friday the lab called and said the temperature of the Glendale sample was too high and had to be sent to them again. The samples are sent together iced down carefully, and we feel it was mishandled in the lab. To avoid our having a problem because the lab did not get to our samples in a timely manner, Jonathon Lucas has put on his checklist that he will call the lab the day after the samples are sent to see that the lab has received them and are probably processing them. We have looked for another lab to do the testing, including contacts with TDEC, and there is only one other lab available and they send out samples once they receive them to a subcontractor for testing which increases the possibility of schedule and

temperature issues even more. We are doing what we can to make sure the lab process is not one of our problems.

Transportation

Persimmon Ridge Road and W. Main Street – TDOT is finalizing their plans, and TDOT R.O.W. has to purchase a small area of the Cloyd property to have enough room for a right turn lane from Persimmon Ridge Road westbound onto Main Street. TDOT expects to bid the project in early summer 2017.

Jackson Blvd - 354 – TDOT is requiring BMA approval to move the project forward, and a resolution is on the Board agenda.

Woodrow Ave/2nd Ave – No change.

E. Main Street Improvements – The project was completed this week except for the speed table near Clay Ave. We have had a plan to put up a couple of bollards in the sharp curve between the curb and the brick sidewalk, and we will be reviewing the situation after the speed table to see if they are needed other than that the job is complete. Our staff did a great job!

Speed Table at 2nd Ave – We had talked about doing this right after the Methodist Church lots, but we are likely to run into the holidays and inclement weather.

North Cherokee Street / Smith Lane – No change.

Truck Route – Natalie Hilton was working on the acquisition of signage, and I have to shift gears to get the signage ordered and installed.

Library Lot – Project is complete – looks great.

Paving – We are currently working on the paving of our leased property with the Methodist Church. We are trying to get as much done as possible before the end of November. A major patch on the Old Boones Creek Road, W. Main Street at 3rd Ave, and the right turn at Boone Street and 11E are complete.

Grants

T-21 Walkway Grant – The signage is complete and landscaping planted, however, there are some adjustments in landscaping that are supposed to be made next week. The painting/stripping behind the Courthouse is complete. We have to be complete by the end of November.

LPRF Grant – The environmental review has been submitted, and we are working on meeting Title VI and other requirements necessary before contracts are addressed. We are still looking at an August, 2017 start date.

CDBG Façade Grant: Jackson Theatre – We were notified 2 weeks ago that we had a strong application but were not funded. We were encouraged to submit one more time. We'll have to see if the timing works.

Recycling Equipment Grant – We are supposed to be notified on this application in January.

5310 Bus Grant – We are going to apply again for this funding which will allow for the purchase of a 16 passenger bus with wheelchair accessibility for the Senior Center. It is a TDOT program, and they have pushed back the application cycle until spring.

Chuckey Depot

The caboose was set in place, and all that went fine. The inmate crew is finishing up the Depot reconstruction which looks great. The crew has built a large number of display cases and interpretive pieces for the museum inside the Depot building. We are working to get the parking area curbed and paved.

Jackson Theatre

Charles Allen wants to close on the purchase of his building at the end of the month. C.W. Parker will be meeting with us next week to update us on design work, and we have electrical and mechanical contractor consultants lined up to look over the plan with the design team to ensure we have the most cost-effective design, and nothing is specified that is not needed. This process must be completed before the plans are ready to go to the State Fire Marshall and the BMA for review.

McKinney Center Parking

We were hoping to get to the McKinney Center right after we complete the leased parking lot paving on the Methodist Church property. The weather will determine our ability to undertake parking lot construction at the McKinney Center. We may be able to get tile work and grading done along Franklin Ave, and start getting the initial grading and infrastructure work done in the larger new parking area.

Committee Meetings

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

4. Approve the Operations Manager Report:

As you are aware, we were able to move the caboose this month from the rail yard on Spring Street to its new home at the Chuckey Depot. The Street Department did an excellent job in constructing the rails for the caboose to sit on. The move went flawlessly and the project was finished off with Gary Lykins welding wheel stops in place to keep it permanently in place.

Work is still progressing on the Chuckey Depot. We are very close to completing this project. The inmate crew is building the metal railing that will be utilized on the deck. Work has stalled on the Depot this month as the prison guard has been on vacation for the last two weeks. I am hopeful that we can finish the Depot in November.

We have finally completed the East Main Street underground project. The Sells family finally decided on brick steps instead of concrete steps. The brick option was also cheaper. The steps have been completed and backfilled.

The Street Department also finished the last of the paving projects with the Washington County Highway Department for the year. I will submit an updated paving list to the Board of Mayor and Alderman during the budget process for 2017/2018.

The Street Department is currently working on the Methodist Church parking lot. All but one catch basin has been installed. Once that is complete, final grade, binder, then asphalt will be applied.

I also attended the Smokey Mountain Law Enforcement Conference the month of October. It was the best law enforcement conference I have attended in my career. The conference was necessary in order to get my 40-hour law enforcement in-service for calendar year 2016.

I worked the Halloween Haunts and Happenings event with the Police Department. Obviously by the crowd present, it was one of the most attended special events of the year. I also participated in the Veteran's Day service at the Visitor's Center on November 06.

5. Approve the following Committee Reports: Keep Jonesborough Beautiful Committee, Historic Zoning Commission, and Jonesborough Planning Commission.

6. Approve the following Supervisor Reports: Visitor Center Manager, Director of Tourism and Marketing, Building Inspector, Fire Department, McKinney Center, Police Department, Animal Control, Water Distribution, Water Plant, Water Park, Website Manager, Solid Waste and Recycle, Fleet Manager, Senior Center, JRT

Artistic Director, Event Coordinator, Promotions Coordinator, Environmental Service Director, and Park and Recreation.

7. Approve the Wellness Bonus Program for employees for December, 2016.
8. Accept the retirement of Raymond Francis, who has worked for the Town for thirty two (32) years, with regrets. Mr. Francis' retirement will be effective January 27, 2017.
9. Approve the hiring of Charles Highsmith as Director of the Street Department at Grade 20, Step 1 (\$53,862), subject to all pre-employment conditions including Worksteps.
10. Approve the hiring of Hannah Mesh as a Police Officer, beginning December 12, 2016, at Grade 10 Step 2 (\$34,059), subject to all pre-employment conditions including WorkSteps.
11. Approve the hiring of Ron Street as Police Chief at Grade 20 Step 6 (\$62,441) with eligibility for annual leave based on 20 (+) years of direct experience in the role of Police Chief and on the condition TCRS authorizes his employment without suspending his current retirement income.
12. Approve the purchase of water line materials from the low bidders on individual items resulting in the following breakdown:

Ferguson Enterprises	\$ 13,448.21
Hayes Pipe Supply, Inc.	\$ 4,420.50
Supply Waterworks	\$ 36,046.78
Consolidated Pipe & Supply Co.	\$ 40,351.00
G&C Supply Co., Inc.	<u>\$ 35,502.50</u>
Total	\$129,768.99

Materials will be paid for on a reimbursement basis through the CDBG program with the TN Department of Economic and Community Development for the Town's water loss project.

13. Approve closing of Main Street and associated side streets from Fox Street to 2nd Avenue, from approximately 5:45 p.m. to 7:30 p.m., on Saturday, November 26, 2016, for the Lighting of the Tree Christmas kickoff event.
14. Approve closing Main Street and associated side streets from Fox Street to 2nd Avenue from approximately 11:00 a.m. to 2:30 p.m. for Christmas in Olde Jonesborough on Saturdays, November 26th, December 3rd, and December 10th, with the option to keep Main Street closed through the Tree Lighting ceremony on November 26th.
15. Approve closing Main Street and Boone Street and associated side streets where necessary for the Jonesborough Christmas Parade on Saturday, December 10,

2016, beginning at approximately 5:30 p.m. or such time as determined by the Police Department to ensure public safety.

16. Approve the appointment of Jonesborough ADA Compliance and Advisory Committee as follows:

Jeff Dupre, 205 W. Woodrow Avenue Jonesborough, TN
Ned Stacey, 411 W. Main Street, Jonesborough, TN
Phil Fritts, Jonesborough Fire Chief/Safety Officer – Chairman
Mary Sanger, Consulting Staff
Rachel Conger, Consulting Staff
Todd Wood, Consulting Staff

17. Approve the use of up to \$3,000 from the Litigation Tax Fund for purchase of new holsters in the Police Department.
18. Approve the Special Event Permit issued to the American Cancer Society to hold the Community Luminaries Service in downtown Jonesborough, Saturday, November 19, 2016, closing Main Street from Fox Street to 2nd Avenue and associated side streets from approximately 5:30 p.m. to 8:30 p.m., subject to the Town Attorney's review and acceptance of the Hold-Harmless Agreement and proof of insurance.

Mayor Wolfe said the Town just appointed Ron Street as Police Chief. Mr. Street thanked the Board for its vote of confidence. He said he is honored to be appointed Police Chief for Jonesborough and looks forward to serving the citizens of Jonesborough and Town employees.

The next order of business was the approval of the Financial Report. Ms. Miller said that tax revenues are coming in very well and all revenues are in line with where they should be for this time of year. She said the auditors are at Town Hall and all is going well with the audit. Motion was made by Alderman Sell, seconded by Alderman Dickson, and duly passed to approve the Financial Report as submitted.

Communications from the Mayor was the next item on the agenda. Mayor Wolfe read a letter from Myra Kinley thanking the Town for the information that was sent out on the water system. She said she appreciates the Jonesborough Water Department staff and said they are very helpful, pleasant and go above and beyond to provide excellent service. She said their professionalism is appreciated and recognized.

Mayor Wolfe read a note from Marion Light thanking the Town staff for assisting in the Veterans Musical Tribute. Mayor Wolfe said this was great program.

Mayor Wolfe said Made Around Here Craft Show was this past weekend and was a great success. He added that the proceeds from the craft show will go back into the At Home with Santa program.

Mayor Wolfe read the following prayer request list: Theresa Hammons' father has cancer; David Gillenwater's mother has problems with blood pressure and is in Quillen Rehab; Jimmy Nease will be having surgery November 21st on his spinal cord; Jimmy Nease's dad has cancer and is having treatments; Ricky Duvall had an accident and is doing a little better; Dan Miller is recovering from surgery; Michael Hudson's mother-in-law passed away; and Tammy Williams passed away.

Mayor Wolfe said he has been blessed for eight years to be Mayor of Jonesborough and it has taken him eight years to convince his wife to come to a BMA meeting. He thanked his wife Jennifer for attending.

Mayor Wolfe asked Mary Sanger to come forward and read the following Employee of the Month nomination letter:

When Mary Sanger was hired as Director of the Jonesborough Senior Center, you had the immediate sense that the program was in for major positive changes. While all the publicity about the new Senior Center was focused on contractor problems, Mary Sanger worked on having the quality furnishings that would establish a wonderful new environment for our seniors. She worked on new programs that would start when the Center opened its doors, and she helped lead a new Advisory Committee to a much more effective and meaningful role in the Center. The new Senior Center has been open almost a year now, and when you take a minute to look at what has happened, it is amazing. The Center is a wonderful facility, the membership has almost doubled, programs and activities have improved and expanded, and there is still an excitement that permeates the facility that has never diminished since opening day. Mary initiated a new emphasis on the Center's Wellness Program, and just recently the program won the Community Service Award given out at the Area Agency on Aging's Southeast Conference in Mississippi. As part of the Wellness Program and the fight against Alzheimer's, Mary insisted that Jonesborough enter the Tennessee Area Agency on Aging's "Brain Games" competition, and Jonesborough's team won the state competition last month. If you talk to people about what is going on in Jonesborough, residents are proud of the Senior Center, and it is a constant topic of conversation. When you look at all the successes, the one you hear most often is how wonderful the staff is, and how great they treat their members. As the Center approaches its one year anniversary, I am proud to nominate Mary Sanger for Employee of the Month. She is an inspired leader, and it shows in Jonesborough's outstanding Senior Center program. Submitted by Rachel Conger, Recreation Director

Mary said she is very honored to be the Senior Center Director; it is a dream come true, and she is very blessed to be here.

Mayor Wolfe said Alderman Dickson has been a great BMA member. He said he appreciates his many contributions to the Town and wants him to be aware of our love

for him and to remain involved in Jonesborough. The Mayor said the Board, staff and citizens love and appreciate Alderman Dickson.

Alderman Comments was the next item on the agenda. Alderman Dickson thanked the audience for the ovation when he came in the meeting room. He said he truly appreciates the genuine love of his fellow Board members. He said he realized it during this campaign; Kelly and Jennifer Wolfe and Terry and Sandy Countermines have been dear friends and very kind to him. He said it has been a pleasure serving the people of Jonesborough and his service will not end just because he is not an Alderman, and he will be willing to participate in any way he can. He said it is good to see Jerome Fitzgerald come back into the spot that he was in before and try to move Jonesborough forward.

Alderman Chuck Vest said Alderman Dickson has the kind of community service mindset that we need in Jonesborough. He said he has been a blessing to the Board and to the Town; and he hopes and prays that this will not be the last time we see Alderman Dickson behind the microphone.

Alderman Countermines thanked Kelly and Jennifer Wolfe for all they endured during the election and said Alderman Dickson knows how he feels about him.

Mayor Wolfe said they had a great sermon at church on Sunday. He said there are a lot of people upset about the outcome of the election, including his Pastor. He said his Pastor asked how a person deals with loss, ugliness, adversity and reacts in a way pleasing to God. Mayor Wolfe said it is easy to act in an unbecoming manner, but if you are really here to serve the people of the Town, you have to show where your heart is.

Alderman Sell said Alderman Dickson has been an inspiration to him, and he admires and respects Alderman Dickson. He said Alderman Dickson has helped him get through these last two years as a novice on the Board, and no one has a bigger heart than Alderman Dickson for the Town. He said he had one comment about the election: it is astounding how uninformed people are and how they assume things that are not true, and it is also astounding that people read the newspaper and yet have no clue what the real story is. He added that if those same people would sit through BMA meetings, they would be truly amazed at the progress that has been made in Jonesborough.

Attorney Comments was the next item. Attorney Wheeler congratulated Mayor Wolfe and Alderman Countermines on their re-elections. He added that he had nothing new to report.

Citizen Comments was the next item on the agenda. Ruth Verhegge, W. Main Street, addressed the Board and reported that the Flag Retirement Ceremony on October 30th was a success. She thanked Park and Recreation, the Visitor Center, the Fire Department, the Police Department, and Daniel Boone Junior ROTC for their help

and support. She said 1,800 flags were retired at the Ceremony and over 20,000 flags have been retired since the program started. She added that there is a new flag collection box in Gray.

The next item on the agenda was the purchase of equipment for by-product removal in the water system. Motion was made by Alderman Vest, seconded by Alderman Countermine, and duly passed to approve the purchase and installation of Grid Bee/Solar Bee trihalomethane removal equipment from Medora Corporation for the Woodlawn Reservoir at a cost of \$99,230 and any minor associated costs, to be paid from the Water/Sewer reserve funds.

The next item on the agenda was the approval of a Resolution supporting the purchase of right-of-way and the construction of intersection improvements at US-11E (Jackson Blvd) and SR-354 (Boones Creek Road), to be bid summer of 2017. Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to approve the Resolution acknowledging and approving the intersection improvement plans at US-11E and SR-354 in Jonesborough to be constructed by TDOT, approving the project proposal prepared by TDOT establishing terms for implementation, and authorizing the Mayor to execute the document(s).

Insert Resolution

The next item on the agenda was the approval of a Resolution authorizing a TML Pool Property Conservation Matching Grant application to be used to purchase and install a security camera system at the Chuckey Depot. Motion was made by Alderman Countermine, seconded by Alderman Vest, and duly passed to approve the Resolution authorizing a Tennessee Municipal League Pool Property Conservation Matching Grant application to enhance security at the Chuckey Depot.

Insert Resolution

The next item on the agenda was the approval of the Resolution revising Jonesborough's non-discrimination personnel policy, and establishing an overall policy related to non-discrimination in the provision of services and the Town operation. This item was deferred pending review by TML Counsel.

The next item on the agenda was the approval of a Resolution revising the sexual harassment personnel policy. Motion was made by Alderman Vest, seconded by Alderman Sell, and duly passed to approve a Resolution revising Section XII Miscellaneous Policies – Sexual Harassment of Jonesborough's Personnel Policy establishing a written complaint requirement, clarifying the investigation and review/corrective action process, and forming a Title VI Advisory Committee.

Insert Resolution

The next item on the agenda was approval of a Resolution amending the starting salary and annual leave section of the Jonesborough Personnel Policy. Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to approve the Resolution amending the starting salary and annual leave section of the Jonesborough Personnel Policy to allow more compensation flexibility when hiring applicants with substantial experience in the duties of the position being considered. Alderman Vest said any increased salary level needs to be within the grade level established for the position. Mr. Browning said the revised policy allows for only a higher compensation step, not a higher grade.

Insert Resolution

The meeting was adjourned.

ABBEY MILLER, RECORDER

KELLY WOLFE, MAYOR