

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

NOVEMBER 14, 2022

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, November 14, 2022, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Alderman Dickson led the group in an opening Prayer, and Tom Pardue led the pledge to the Flag.

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Terry Countermine, Alderman Adam Dickson, and Alderman Kelly Wolfe. Absent was Alderman Virginia Causey. Also present were: Town Administrator Glenn Rosenoff, Town Recorder Robert Anderson, Operations Manager Craig Ford, and Town Attorney Jim Wheeler.

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. There were none. Alderman Wolfe made the motion, seconded by Alderman Dickson, and duly passed to approve the following items on the Consent Agenda:

1. Approve the following bills for payment:

|               | <u>GENERAL</u>   | <u>WATER</u> | <u>SANITATION</u> |
|---------------|------------------|--------------|-------------------|
| 103698-103700 | 2,281.25         |              |                   |
| 103702-103741 | 57,655.95        |              |                   |
| 103742-103756 | 13,307.52        |              |                   |
| 103583-Void   | (1,133.20)       |              |                   |
| 103757-103831 | 180,179.79       |              |                   |
| 103832-103862 | 1,600.85         |              |                   |
| 103814-Void   | (85.00)          |              |                   |
| 103863-103918 | 42,054.67        |              |                   |
| 103919-103931 | 189,496.94       |              |                   |
| 103872 – VOID | (1,481.95)       |              |                   |
| 103932-103964 | 32,089.64        |              |                   |
| 103965-103975 | 97,093.25        |              |                   |
| 103891-Void   | (560.94)         |              |                   |
| 103946-Void   | (1,002.32)       |              |                   |
| 103976-103979 | 3,714.54         |              |                   |
| 103980-103992 | 136,642.09       |              |                   |
| 103993        | 250.00           |              |                   |
| 103994        | <u>30,393.13</u> |              |                   |

**\$ 782,496.02**

GENERAL

WATER

SANITATION

|             |                       |                    |
|-------------|-----------------------|--------------------|
| 64633       | 1,713.96              |                    |
| 64634-64649 | 16,278.88             |                    |
| 64650-64654 | 3,433.07              |                    |
| 64655-64716 | 206,380.36            |                    |
| 64717-64763 | 364,824.58            |                    |
| 64764       | 1,984,450.00          |                    |
| 64765-64771 | 90,936.52             |                    |
| 64719-Void  | (1,104.30)            |                    |
| 64579-Void  | (281.59)              |                    |
| 64772-64793 | 295,477.69            |                    |
| 64794-64797 | 46,391.75             |                    |
| 64798-64799 | 874.71                |                    |
| 64800       | 113.04                |                    |
| 64801       | 87,920.00             |                    |
| 64802       | <u>25,530.76</u>      |                    |
|             | <b>\$3,065,213.52</b> |                    |
| 9766-9767   |                       | 1,519.49           |
| 9768        |                       | 750.00             |
| 9769        |                       | 1,162.00           |
| 9770-9783   |                       | 1,784.31           |
| 9784-9795   |                       | 3,368.44           |
| 9796-9799   |                       | 2,882.17           |
| 9786-Void   |                       | (102.75)           |
| 9800-9803   |                       | 14,797.11          |
| 9804-9806   |                       | 6,013.31           |
| 9807        |                       | 12.90              |
| 9808        |                       | <u>2,087.31</u>    |
|             |                       | <b>\$34,274.29</b> |

**School Fund**

1083-1084                      1,467,381.38  
**\$1,467,381.38**

2. Approve the following Town Administrator Report:

| Hire Date | Promotion Date | Employee           | Position               | Grade & Step |
|-----------|----------------|--------------------|------------------------|--------------|
|           | 7/11/22        | James Jenkins      | Sergeant               | 12-7         |
| 7/11/22   |                | Mitchell Roth      | Water Plant Operator I | 7-3          |
| 7/11/22   |                | Zachary Stonesifer | Equipment Operator I   | 5-3          |

|          |        |                         |  |      |
|----------|--------|-------------------------|--|------|
| 7/11/22  |        | Tyler Briggs            | Equipment Operator I                         | 5-6  |
| 7/25/22  |        | Chandler Bennett        | Water Plant Operator I                       | 7-1  |
| 7/25/22  |        | Ian Thompson            | Meter Reader                                 | 5-1  |
| 7/25/22  |        | Traci Ferguson          | Dispatcher                                   | 4-4  |
| 7/25/22  |        | Adam Garland            | Firefighter                                  | 9-1  |
| 7/28/22  |        | Derrick Malone          | Public Safety Officer                        | 10-6 |
| 7/28/22  |        | Caleb Couch             | Public Safety Officer                        | 10-5 |
| 8/11/22  |        | Micah Roth              | Collection System Operator                   | 3-1  |
| 8/22/22  |        | Griffin Thompson        | Water Worker I                               | 2-1  |
| 8/22/22  |        | Brian Smith             | Construction Worker I                        | 2-1  |
| 8/22/22  |        | Carolyn Blair           | Collections Maintenance Supervisor           | 9-1  |
|          | 9/5/22 | Dalton Willis           | Maintenance Technician                       | 6-1  |
| 9/19/22  |        | Matthew Gulley          | Host I (as needed)                           | 1-1  |
| 9/19/22  |        | Breanna Walker-Schadler | AmeriCorps Worker – salary set by AmeriCorps |      |
| 10/31/22 |        | Dustin Hall             | Cross-Connection Specialist                  | 5-2  |

3. Approve the following Operations Manager Report:

**Insert Report**

4. Approve the following Committee Reports: Jonesborough Board of Zoning Appeals and Jonesborough Planning Commission.
5. Approve the following Supervisor Reports: McKinney Center, MBM Program Director, Fire Department, Building Inspector, Police Department, Utility Manager, Meter Department, Water Distribution, Environmental Services/Wastewater, Water Treatment Plant, Solid Waste and Recycling, Website and Marketing Specialist, Marketing and Promotions Coordinator, Street Department, Animal Control, Visitor Center and Facilities Rental Manager, and Director of Tourism and Main Street.
6. Approve the following two Town Special Events: (1) Lighting of the Tree to be held on Saturday, November 26, 2022 at 6:00 p.m., with the street being closed on Main Street from Fox Avenue to Second Avenue beginning at 5:30 pm and ending at the conclusion of the event. (2) The Jonesborough Christmas Parade to be held on Saturday, December 10, 2022 at 6:00 p.m. The streets (parade

route and side streets) will need to be closed beginning at 5:00 PM until the end of the event and pedestrians clear the streets.

7. Acknowledgement of the Debt Obligation Report CT-0253 related to the General Obligation Bond Capital Outlay Note, Series 2022A in the aggregate principal amount of not to exceed \$1,250,000 (Water and Sewer Systems and Related Facilities).

The next item on the agenda was the approval of the Financial Report. Mayor Vest said the sales tax is up ten percent and continues to be strong. Mayor Vest asked the Aldermen if they had comments. There being none, Alderman Dickson made the motion to approve the Financial Report as presented, seconded by Alderman Countermine and duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest announced that the Lighting of the Tree will be held at 6:00 p.m., Saturday, November 26<sup>th</sup> in front of the Courthouse and the Christmas Parade will be held Saturday, December 10<sup>th</sup> at 6:00 p.m. Mayor Vest said the Shell Road project is 95% complete and is looking very good. He said there were 44 building permits issued for the month of October versus 19 issued in October 2021.

Mayor Vest asked Operations Manager Craig Ford to give an update on the East Main Street Sidewalk Project. Craig Ford said since the project was bid the price of concrete was \$100 per square yard and it has tremendously increased in price, and that has made the original contract impossible to complete for the contractor without taking a major financial loss. Mr. Ford said by the time all the easements were received from property owners needed to begin the work and finished the design work, the price of concrete has went up to around \$170 - \$200 per square yard. Mr. Ford said he Malcolm Highsmith and Todd Wood will be meeting to go over the plans to rebid the project and bring back the bid for Board approval at the December 12<sup>th</sup> meeting. Alderman Wolfe asked if all the easements had been signed. Town Attorney Jim Wheeler said all the easement have been signed but two, which have absentee owners in New York that they haven't been able to get in contact with. Mr. Wheeler said they have received a response from one person but he cannot sign by himself and is not making head way on getting the other signature. Mr. Wheeler said he met with Glenn Rosenoff and Todd Wood this morning and they have decided they can utilize a work around and essentially staying on the Town's right-of-way as much as possible, and will most likely have to reconnect the driveway with gravel due to a drop off. He said if we have to we can go back and condemn the property, but that will be a last resort. Mr. Wheeler said they do feel the project can be moved ahead at this point.

Mayor Vest said he was recommending the following committee appointments:

Historic Zoning Commission – Aaron Bible to fill an unexpired term due to a vacancy with the term ending August 2026.

Flag Committee – Allyson Wilkson due to a vacancy (Note: Flag Committee does not have term limits)

Traffic Advisory Committee – Kelly Wolfe to fill an unexpired term (BMA Co-Term)

Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Countermine made the motion to approve the committee appointments as recommended by Mayor Vest. Alderman Dickson seconded the motion and it was duly passed.

Mayor Vest said he had the pleasure of meeting a couple of people last week that have just moved to our area. Mayor Vest said they have been involved in getting license plates made for fallen police officers in other states. They live here now and are wanting to get an honor the fallen license tag for police officers. Mayor Vest said the State has approved to do this “Fallen Heroes” specialty plate and the State requires that they have to get a 1,000 orders for the license plate by June 30, 2023, and the cost of the plate is \$35. Mayor Vest said this information will be posted on the Town’s website and encouraged everyone to help promote the Fallen Heroes specialty plates.

Mayor Vest asked Jonathan Peace to come up to accept the Employee of the Month Award. Mayor Vest read the following nomination letter:

*Sergeant Jonathan Peace has been with the Jonesborough Police Department for approximately 7½ years. He has continuously proven himself and risen to the rank of Sergeant, Field Training Officer, and General Department Instructor. He has never ceased showing his knowledge, commitment, and dedication to the department and our community. On the afternoon of June 14, 2022, Sgt. Jonathan Peace responded to a motor vehicle accident call near the intersection of E. Main Street and Fox Street in downtown Jonesborough. When Sgt. Peace arrived, Michael Daniels, one of the drivers, had been pulled from his vehicle unconscious and placed on the side of the road. It was quickly determined that Mr. Daniels was in cardiac arrest. Sgt. Peace immediately jumped into action beginning CPR. He continued chest compressions as EMS personnel worked to assist in life-saving measures. Sgt. Peace continued these compressions in the blazing East Tennessee summer heat without complaint or ceasing in his efforts. When special medical equipment took over chest compressions on the patient, he helped with securing and moving the patient to a waiting ambulance. Sgt. Jonathan Peace saved Michael Daniel’s life. Without his prompt response, calm composure, and level-headedness in an emergency, this incident would have ended very differently. After the patient was transported from the scene, Sgt. Peace continued with absolute professionalism to all parties involved in the accident. He was compassionate as he contacted the next of kin of Mr. Daniels. He was sympathetic in speaking with the other driver, Sandra Stelter, who was visibly anxious given the circumstance. Sgt. Peace exemplified the definition of serving his community. He contacted the hospital to check on his welfare the following day. The Jonesborough Police Department Life Saving Award is given to those who go beyond to save a life. Sgt. Jonathan Peace is one of those*

*people. We are pleased to recommend Sergeant Jonathan Ryan Peace as the recipient of the Life Saving Commendation and wish to recognize him as the employee of the month. Submitted by Matt Rice, Police Chief*

Mayor Vest asked Sgt. Jonathan Peace if he would like to comment. Sgt. Jonathan Peace said there was a lot of people involved in that incident on that including Police Chief Matt Rice. The crash was a small and Ms. Sandra Stelter, driver of the other vehicle, helped performed CPR. It was a very hot day and shop owners of the businesses downtown provided water for the all the emergency services personnel on the scene. Sgt. Peace said everyone pitched in and worked together. He said recently he saw Mr. Daniels driving around town and it was very good to see him.

Citizens Comments was the next item on the Agenda. Mayor Vest asked if there were any citizens present that would like to comment at this time. Carol Salinas, 303 West Main Street addressed the Board in reference to the streetlight across the street in front of her property was repaired three years ago and it is now doing the same thing. Ms. Salinas said she reported the streetlight problem to BrightRidge has it not been fixed yet. Town Administrator Glenn Rosenoff said he would follow up with BrightRidge about the repair to the streetlight. Carol Salinas said that the Jonesborough Area Ministerial Association will have a Christmas program at Trinity Baptist Church as a fundraiser to benefit the Food Pantry.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had comments. Alderman Countermine said the downtown Christmas lights look great. Alderman Dickson said he appreciates all of the work done on Shell Road by Town staff. Alderman Wolfe expressed his appreciation to the Washington County Highway Department for all they continue to do for the Town. Alderman Wolfe said it is a great relationship and is one that helps to supplement one of our needs with their physical crew, the asphalt plant and equipment. He said they have talked with the Washington County Highway Department about working with the Town on the new K-8 School project this coming spring. Alderman Wolfe said when you see community cooperation in terms with the County working with the Town it is a very big deal and we are certainly thankful for that.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had comments. Jim Wheeler said he will need to meet with the BMA in Executive Session at the end of this meeting in regard to his report on the Darrell Beal's litigation on the Ordinance violations. Attorney Wheeler said he does not think the Board will need to take any action after meeting in Executive Session, but tonight's meeting will need to be left open in case the BMA wants to discuss this issue after the meeting..

The first item under New Business was approval of a Resolution authorizing the participation in Public Entity Partner's James L. Richardson Driver Safety Matching Grant Program to supplement the Fleet Vehicle Tracking System (GPS system), in the amount of \$4,000 to be matched by budgeted funds. Mayor Vest asked the Aldermen if

they had comments or questions. There being none, Alderman Wolfe made the motion to approve the Resolution as presented, seconded by Alderman Countermine and duly passed.

## **INSERT RESOLUTION**

The next item on the agenda was approval of a Resolution adopting new water tap fees and services for the Jonesborough Water System to offset the current and future rising costs of parts associated with the parts for water taps, and to leverage some funds to help with the utilities maintenance and replacement program; and with the recommendation the tap fee rates include inside city limits and outside the city limits. Mayor Vest expressed his appreciation to Kevin Brobeck for his efforts and work the on water tap rate fees. Mayor Vest asked the Aldermen if they had comments or questions. Town Administrator Glenn Rosenoff said he had met with Alderman Causey, who was not present at this meeting, in regard on this subject matter. Mr. Rosenoff said the one question Alderman Causey had was whether we do the increase all at one or a gradual increase basically breaking it up in two different phases, i.e. \$250 now and \$250 later. Mayor Vest said he feels we would be better off doing the increase all at one time, and asked the Aldermen if they had any comments. There being none, Alderman Countermine made the motion to approve the Resolution as presented and seconded by Alderman Dickson. Upon call of the roll, the following Aldermen voted Aye: Alderman Countermine and Alderman Dickson. Alderman Wolfe passed. The motion carried.

## **INSERT RESOLUTION**

The next item on the agenda was the adoption of the Parks and Recreation Master Plan. The Parks and Recreation Advisory Committee held a meeting with the sole purpose of reviewing the Master Plan; and they are recommending adoption of the Master Plan to the BMA including the establishment of an Advisory Committee to look at prioritizing the Master Plan and break the goals down into individual tasks, and assigning a numerical value to their priority. Mayor Vest said he appreciates everyone's work on this and that Rachel Conger worked very hard to get feedback from our community. Mayor asked the Aldermen if they had any comments or questions. Alderman Dickson said he really appreciates Rachel Conger in stewarding this process and putting this document together. Alderman Dickson said he was able to play a part in the discussions and it was a very healthy and constructive conversation about the future of our Park plan. Alderman Dickson said it is really exciting to think about where the Town of Jonesborough is and where we are going. He said he thinks this document just really gives us a full picture of where we are and what the plan looks like. Alderman Dickson said there is a couple of things that really stand out to him is the partnership that we have currently with Washington County and how that partnership can build; and in particular, the County School System. Alderman Dickson said we have Wetlands Water Park and over the summer a lot of students from David Crockett High School work there. He said this plan talks about the beautifying of our parks is something that we need to think about and we need to be on top of and the plan even alluded to the

fact that students can be valuable and helpful in beautifying the parks such as mulching, planting, and doing different things. He said when you think about students needing volunteers hours, that could be a very easy and healthy way to utilize students in helping them with their volunteer hours, but also do something for the good of the Town. Alderman Dickson said in discussions with the Parks and Recreation Advisory Committee about the role of child care and after school programming. Alderman Dickson said he feels communicating with junior and senior high schoolers working with our arts program with elementary age children and it could be a really innovative relationship working with the school system, paying young people and giving them a work ethic; and there are such rich opportunities that all falls under Parks and Rec. Alderman Wolfe said part of this report highlights the fact that 85% of our participation in athletic activity comes from children that do not live in the Town of Jonesborough, which is great. Alderman Wolfe said we want to be a vibrant part of the community that doesn't vary necessarily on where the city limit sign is. Alderman Wolfe said he does think it is important to highlight in lieu of the Jonesborough school deal that we have with the County, that one thing that might not have been discussed as much as it should have been is the half million dollars a year that we will have for our Parks and Recreation Department from the County as a result of that deal is something that will help us enhance the experience of the 85% of the children in our Parks & Recreation Athletics that don't live in the Town of Jonesborough. Alderman Wolfe said he believes it is a 10 year deal, and he thinks it will behoove the County and the Town to talk about how that cooperation can continue to exist after that 10 years, because we are filling a vital need for the children of Washington County, as is Johnson City where they have their Parks and Rec program. Mayor Vest said if there were no further comments he would call for a motion. Alderman Countermine made the motion to adopt the Parks and Recreation Master Plan as recommended by the Parks and Recreation Advisory Committee. Alderman Wolfe seconded the motion and it was duly passed.

## **INSERT PLAN**

The next item on the agenda was approval of the Project Manager Employment Agreement with Robert E. Browning with the effective date of November 15, 2022, and continue in effect until November 30, 2023, to perform the functions and duties as to coordinate and supervise the Jonesborough School Project and the Jackson Theatre Project (including JRT and Stage Door buildings), and to fund the position equally through the School Loan and General Fund. Mayor Vest said this is a very valuable position for the K-8 School and Jackson Theatre projects, and asked Town Administrator Glenn Rosenoff about the funding for this position. Glenn Rosenoff said currently the School Loan will cover the \$30,000 or half of the intended salary, and therefore an additional \$30,000 will need to be committed for FY23. The FY23 budget did have Unappropriated Funds at \$39,331. The question is whether or not the Town of Jonesborough may amend the budget and add \$30,000 in the General Fund to cover 50% of Mr. Browning's salary. Mr. Rosenoff said the projection is to have the Jackson Theatre project completed by June 2023 or if there was a little bit of small delays the completion date would extend to September 2023 and the school project projection date to be completed in November 2023. Mayor Vest called for a motion. Alderman Wolfe



made the motion to approve the Project Manager Employment Agreement with Bob Browning as presented, Alderman Dickson seconded the motion and it was duly passed.

**INSERT AGREEMENT**

The next item on the agenda was approval of the Town Attorney Employment Agreement with James R. Wheeler for a two-year period effective November 15, 2022 and continue through November 30, 2024. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Countermine made the motion to approve the Town Attorney Employment Agreement as presented, seconded by Alderman Wolfe and duly passed.

**INSERT AGREEMENT**

Mayor Vest recessed the meeting for the Board to meet in Executive Session.

After the Executive Session meeting was concluded, and there being no further business, Mayor Vest adjourned the meeting.

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ROBERT ANDERSON, RECORDER

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CHUCK VEST, MAYOR