

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

DECEMBER 11, 2019

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, December 11, 2019, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Mayor Vest led the group in an opening Prayer and the pledge to the Flag.

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Stephen Callahan, Alderman Virginia Causey, and Alderman Terry Countermine. Alderman Adam Dickson was absent. Also present were: Town Administrator Bob Browning, Operations Manager Craig Ford, Town Attorney Jim Wheeler, and Executive Assistant Donna Freeman in the absence of Town Recorder Abbey Miller.

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 and discussed separately. Alderman Causey asked Town Administrator Bob Browning regarding Consent item 7-d if Street Director Malcolm Highsmith was going to be the interim Fleet Maintenance Director just until the position was filled. Mr. Browning replied that was correct. Mr. Browning said Mr. Highsmith has concerns about the impact of supervisory responsibility long-term, but he is willing to fill the position on a short-term basis. Mr. Browning said it is the intention for this to be short-term. There being no further discussion Alderman Countermine made the motion, seconded by Alderman Callahan and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes for the September 9, 2019, and October 14, 2019, Regular BMA meetings.
2. Approve the following bills for payment:

<u>VENDOR</u>	<u>AMOUNT</u>
A-Z OFFICE RESOURCES	2143.85
ALFAC	3308.96
ALLEN WEEMS	293.76
ALSCO	77.40
AMERICAN GENERAL LIFE	106.52
AMERICAN WATERWORKS ASS	224.00
ANDY OXY COMPANY, INC.	121.91
APPLIED MAINTENANCE	470.00
ARCHER ELECTRIC SERVICE	350.00

<u>VENDOR</u>	<u>AMOUNT</u>
ATFAB LLC	1102.00
AULICK CHEMICAL SOLUTION	1595.00
AUTO ZONE #2087	54.45
B & H SALES	681.71
BARBARA L BOGART	288.00
BARNES EXTERMINATING CO	170.00
BATTERIES OF NC & SWS	290.00
BEVERLY JENKINS	218.75
BHMA OCCUPATIONAL MEDIC	490.00
BKT UNIFORMS	406.97
BLUE CROSS-BLUE SHIELD	87459.14
BLUE WATER INDUSTRIES	14475.86
BRENNTAG MIDSOUTH INC.	1333.72
BRETT SEAN MCCLUSKEY	150.00
BUILDERS FIRST SOURCE	518.44
BUILDING SYSTEMS	360.00
BUSINESS HEALTH	2659.00
CATHERINE R METCALF	50.00
CELEBRATE	25.00
CENTRAL PAPER AND SUPPLY	2276.23
CHAMPION CHEVROLET CAD.	414.81
CHEMICAL FEED SYSTEM	397.50
CINTAS CORPORATION #202	828.02
CINTAS FIRST AIR & SAFE	290.14
COCA-COLA BOTTLING CO.	191.00
COMMUNITY DEVELOPMENT	500.00
COMPANION LIFE INSURANCE	1010.37
CONSOLIDATED PIPE & SUPPLY	4206.20
CORECHEM	798.60
CORO MEDICAL	1735.50
D. TODD WOOD	2500.00
DATA DRIVEN	5569.73
DENNIS DWAYNE BROOKS	525.00
DICKIE GENE WIENS	80.00
DNA CATERING	800.00
DOG WASTE DEPOT	1014.86
DONNA B BIRD	375.00
EAST TN CAR DETAILING	485.80
EAST TN RENT-ALLS	82.78
ECOSAFE LANDFILL YA	7253.93
ERRON HANCOCK	95.00
FERGUSON ENTERPRISES #5	38.00
FIRE EXTINGUISHER CO	347.65
FIRST HORIZON BANK	3792.73

<u>VENDOR</u>	<u>AMOUNT</u>
FLEENOR SECURITY SYSTEM	4572.04
FOOD CITY	339.03
FOSTER SIGNS	210.00
FREE SERVICE TIRE CO.	1430.22
FUELMAN	3022.46
GALL'S LLC	1792.62
GENEVA FINANCAIL, LLC	50.00
GOINS RASH CAIN, INC	56985.65
GRAFIK TOUCH	33.36
GRAINGER	100.81
GREEN PASTURES WHOLESALE	214.78
GT DISTRIBUTORS	265.00
GULF STATE DISTRIBUTORS	4775.00
HARBOR FREIGHT TOOLS	138.76
HAYES PIPE AND SUPPLY	915.86
HEISSE JOHNSON HAND UP	121.09
HENRY SCHEIN, INC.	138.44
INDEXX DISTRIBUTION, INC	213.52
INFORMATION AGE	109.95
INGLES #4205	260.52
INTERNATIONAL STORYTELLING	50.00
JACK FOX	75.00
JARED L CHRISTIAN	50.00
JESSICA PARKS	250.00
JONATHAN EDENS	160.00
JONESBOROUGH HRA	3765.00
JONESBOROUGH KIWANIS	67.40
JONESBOROUGH LOCALLY	1753.87
JONESBOROUGH POSTMASTER	4500.00
JONESBOROUGH SENIOR CENTER	176.94
JONESBOROUGH STORYTELLING	133.80
JONESBOROUGH/WASHINGTON	5790.66
KAREN SUE HITCHOCK	221.00
KIMBALL MIDWEST	696.86
LIBERTY NATIONAL	2811.28
LOWE'S	3222.53
MAHONEY'S SPORTSMAN'S	949.99
MATTHEW BENDER & CO.	402.82
MAUREEN PICKLE	137.50
MEADE EQUIPMENT	2148.29
MHC KENWORTH – KINGSPORT	30.04
MICHAEL OLER	633.90
MJ LIGHT, NIC	75.00
MODERN SUPPLY CO.	94.29

<u>VENDOR</u>	<u>AMOUNT</u>
MT. STATES REHABILATION	718.20
MUNICIPAL EMERGENCY	92.33
NAFECO, INC.	1084.00
NATIONAL METER &	5334.50
NOELLE	1508.00
NORMADIC GRAPHICS	140.00
NORTHEAST TN TOURISM	300.00
OFFICE DEPOT BUSINESS	448.97
OLD SCHOOL AUTO PARTS, I	3593.11
OLDE TOWN SMALL ENGINE	47.30
PARDUE PHOTOGRAPHICS	520.00
PARISH NURSING	628.37
PERMATILE	4965.00
PHYLLIS ANNE FABOZZI	150.00
PORTER'S TIRE STORES	531.65
PRINT DISTRIBUTION SERVICE	937.50
PRO SERIES PRODUCTS	142.17
QUALITY TROPHY & ENGRAVING	204.83
RACHEL CONGER	400.00
RED WING SHOE STORE	300.00
REINHART FOODSERVICE LL	179.70
RELIANCE STANDARD (VOL)	475.60
RICOH USA, INC.	4229.63
ROBIN B BEALS	3025.00
SHARON SQUIBB	366.66
SHARP BUSINESS SYSTEMS	6858.06
SHERI LUNCEFORD	32.38
SHRED-IT	79.84
SIMPLE ELEGANCE TENN.	100.00
SINCLAIR BROADCAST GROUP	2065.00
SPECTRA ENVIRONMENTAL	99.99
STOWERS	8340.26
SUMMERS-TAYLOR INC.	1500.00
TARS	185.00
TBI-FISCAL SERVICES	560.00
TBT TRUCK REPAIR	809.90
THE DYCHO COMPANY, INC.	484.76
THE HOME DEPOT	1015.84
THOMPSON REUTERS – WEST	179.46
TN DEPT OF REVENUE	80.75
TN DEPT OF REVENUE	1145.38
TN DEPT OF SAFETY	546.25
TONYA S VANHOOK	308.00
TOWN OF JONESBOROUGH	481.50

<u>VENDOR</u>	<u>AMOUNT</u>
TOWN OF JONESBOROUGH	7950.00
TOWN OF JONESBOROUGH	1285.50
TRACTOR SUPPLY	24.99
TRANSUNION RISK &	100.00
TRIAD FREIGHLINER	490.37
UNITED PARCEL SERVICE	142.41
UNITED RENTALS	198.00
UNITED WAY	412.00
USA BLUE BOOK	699.36
VERIZON CONNECT NWF, IN	1750.10
VERIZON WIRELESS	3183.02
WASHINGTON COUNTY	209.25
WASHINGTON FARMERS CO-OP	2769.91
WASTE MANAGEMENT	1457.79
WAYNE WINKLER	100.00
WAYPOINT ANALYTICAL	235.00
WHITE'S AUTO PARTS	321.62
WILLIAMS ELECTRIC	530.73
WISEMAN'S INC	400.00
ZOE M HESTER	150.00
ZOGICS	145.95
	339,080.17

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
94357-9487 AP	10,247.88		
94388-94535 AP	186,000.37		
94536-94550 AP	24,142.00		
94551-94564 AP	39,580.37		
94565-94577 AP	9,771.29		
94578-94603 A	9,842.79		
94604-94627 AP	7,835.61		
94628-94629 AP	560.00		
94630 AP	1,355.99		
94631-94636 AP	1,693.06		
	291,029.36		
60004-60100 AP		342,139.77	
60101-60106 AP		6,963.29	
60107-60109 AP		42,150.31	
60110-60117 AP		10,810.15	
60118-60119 AP		8,419.92	
60120-60128 AP		86,542.06	
60129-60133 AP		780.13	
		497,805.63	

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
8525-8563 AP			25,237.39
8564-8566 AP			4,286.03
8567-8569 AP			204.58
8568-8571 AP			403.89
			30,131.89

3. Approve the following Town Administrator Report:

December 2019

Wastewater

The improvements to the Boones Creek Road sewer are essentially complete. These improvements allow for more development on the northside of SR-354 across from the Farm Bureau while facilitating existing properties like Newman's Heating and Air to connect to our system without the need for a household sewer pump. The construction crew will move to the Headtown Road – 11E area where they need to network the lines at the Honey Do Improvements office to allow for additional sewer service. The Wastewater crew has worked on their building when the weather is bad, and they are about 95% there. They are getting items on the shelving already up and getting items better organized. The curbing, sidewalks, and asphalt base coat are in place, and we will not put the final top coat down until spring.

Industrial Park – We have continued to work with Community Development Partners on an EDA (Economic Development Administration – Federal Agency in Atlanta) application to help defray the cost of construction of water and sewer lines to serve the EBM-Pabst expansion of the County Industrial Park.

Sewer Planning – Cobern Rasnick has made contact with the property owner who owns the property we need to construct a sewer line across from Thompson Meadow Lane to North Jonesborough Subdivision. As you may remember, we have a sewer pump station that pumps sewer flow from the corner of Thompson Meadow and N. Cherokee Street over the hill on N. Cherokee towards the Justice Center. We want to eliminate that pump station by constructing a gravity sewer line across the “Saylor” property into N. Jonesborough Subdivision. This new line would also serve the new Jonesborough School. The contact went very well, and we are working with Todd Wood on a design for the new sewer line and the associated easement needed.

State of Franklin Condos-Odor issue – Cobern Rasnick has been working with Biochem Resources that has an odor inhibitor product that is very effective. Mr. Rasnick says the odor problem at State of Franklin Condos is due to them being

at the top of the hill off Persimmon Ridge Road where sewer gas can escape like it's vented. The pumps at Persimmon Ridge Park pump it up the hill and at the top the flow displaces in the line and forces it out through the condo units. When the outside air forces the gases down, the order is strong in that area. The flow is septic at that point because it is coming through a force main all the way from the Industrial Park.

Biochem Resources makes an effective odor cure but they use only a 1000 gallon tank for larger applications. They are currently working on creating a smaller application system that could go into the pump station at the Industrial Park. Cobern says this is a natural bacterial product that will work on the odor all the way up the line into Persimmon Ridge, and should eliminate the serious odor issue at State of Franklin Condos.

Water

We have had one of the bearings go out in one of our high service pumps at the Water Treatment Plant. The large pump was removed from the pump gallery at the plant and taken to Valley Equipment for repair. New bearings were put in and the "bowls" repainted and the pump returned to the plant. Mark Brumback is replacing the complicated valve system in the pump system in the pump with a check valve that will eliminate some valve issues in the future. The pump was installed in 1979 and the valve system is needed to keep the pump from hammer locking when it shuts off. We have installed variable drives in our pumps which are much more energy efficient and also prevents the hammer locking. This system didn't exist when the existing pumps were installed in 1979. The check valve is a simple devise that is not prone to failure. The new check valve is supposed to come in on Monday. On Tuesday, a firm from Virginia is supposed to come in and install the new check valve in the pump and re-install the pump where it is really for use.

Mark Brumback will use the repaired pump until the middle of January and if it is working fine, then he will have another pump taken out that is currently making the kind of noise indicating its bearings are going out. He will repeat the same process and once back in he feels the pumps will be good for possibly another 20 years.

CDBG Application – We are looking to see if we have a needed improvement to our water system that might score well for CDBG funding. The TN Dept. of ECD is changing their scoring system, so we will see if we can be competitive on some improvement that we would like to achieve.

By-Products Reduction – We took quarterly samples this week and they were picked up and taken to Mt. Juliette, TN for testing. The water is cold, and we hope we will get a really good low test result this quarter. We will probably get our results next week.

There is an action item related to By-Product reduction concerning a power easement we need to assist with to get us electric service to the Persimmon Ridge Reservoir where we want to install a Solar Bee mixing unit that helps vent out trihalomethanes.

Water Distribution is working on moving forward with the GIS Mapping of our water system. We have a meeting with GRW Engineering on December 17th to discuss getting our system mapping where we need it to be.

Transportation

Smith Lane – I have been working with TDOT on the paperwork associated with moving the traffic signal design and construction along. This is a self-managed TDOT project and the paperwork requirements are substantial. Malcolm Highsmith will have to go through three different training courses. In talking to TDOT's Project Manager on this signal project, he said the typical timetable is 18 months, just for a signal project. We have \$300,000 in funding, and it is easier to see why TDOT projects cost so much with all the issues they have to address.

Town crews worked on improving the sight distance at the top of the hill at N. Cherokee Street, and the new Ivy Trace Drive has been worked into a new intersection at the top of N. Cherokee Street that will serve the new Ivy Trace Subdivision being developed by Dan Eldridge. We have had some "pumping" in a section of the asphalt base we put back down due to some "yellow clay" we have to take out and fix this next spring.

New Hope Road – We have not been able to get to it yet.

Shell Road – Another job we have on the list but have not been able to get to it.

Grants

LPRF Grant – We are currently working on this project. We are cleaning up the old garage site and pulling up the asphalt. We are close to construction utilities into the newly regraded site. There is a BMA agenda item for the Board meeting related to obtaining a sewer easement out of the back of the Community Park across property owned by Danny Mark Keys.

Rachel Conger has bid out the plant material which we intend to plant in early spring.

CDBG Façade Grant – Ken Ross Architects is working on revisions of the plans to rework the facades of both the Jackson Theatre and the Stage Door building. We are supposed to have those revised drawings next week.

Jackson Theatre – The construction easement with Shane Adams has been signed, and GRC Contracting, Inc. has been given the go ahead to work on the extension. GRC is looking at the possibility of pricing out some additional work in the JRT building itself that involves raising the roof to the back of the stage. Ken Ross Architects is looking at revising the first-floor plan of the JRT in order to get the ADA lift that was required by the State Fire Marshall's office in order to get handicapped people in a wheel chair onto the stage. There is no way to ramp it. The revisions would put the lift accessing the stage from behind the stage. We can do that now because we eliminated the underground connection from the new green rooms under the Jackson Theatre stage to the JRT Building. That connection was eliminated you may remember because of the drainageway issues we found under the Jackson Theatre Building.

The Carter County Work Camp Crew is back in the Stage Door building and they are currently putting sheet rock up on the walls downstairs. The wiring downstairs is essentially complete.

Dog Park

The area has been cleared and looks good. We are going to do some grading along the area intended for the fence line, and then bid out the fencing which is how we intend to sue the \$25,000 Boyd Foundation grant.

School Project

I am sending you a separate information packet on the school project.

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.

4. Approve the following Operations Manager Report:

I attended my annual 40-hour in-service the week of November 03, through November 08. Upon the return of the inmate crew, we finished the roof on the storage shed at the Wastewater Treatment facility. As you recall, this is the shed we moved from the old garage.

We are now back in the Stage Door working. We have finished the interior walls on the second floor. We have insulated the walls on the first floor and are installing the drywall.

The Electrician has completed the "rough-in" and the inspection has been successfully completed for both floors.

The Street Department completed the first phase of lowering the elevation of North Cherokee in conjunction with the new Smith Lane extension. This consisted of grading the top of the hill down, installing stone and the binder coat of asphalt.

The Wastewater Department and Water Distribution had to move some sewer and waterlines at this location in order for the work to be completed. Although the project is not complete, the work that was completed will allow the Ivy Trace Development to continue.

The Street Department has hauled in most of the dirt needed at the new park site. The individual who purchased the old garage building appears to have left town. Most of the meal was removed; however, they did not remove the building/office area.

We have begun removing this debris from the site. Although it was the responsibility of the purchaser of the garage, I am pleased that the main steel beams were all removed. Some metal was also left and we can sell it to offset the cost of the landfill fees from the office space debris. The performance period has long passed.

The Street Department also completed the drainage project on the walking trail off of Third Avenue that goes by the Train Depot. The new drainage system is working perfectly and there is no longer any water ponding there. This has plagued the trail since it opened.

We will need to go back and make repairs to the adjoining property; however, we will likely not be able to do that until spring. The property owner has been informed of this and is okay with it.

The Wastewater construction crew is almost complete on the sewer line extension to Newman's Heating and Air on the New Boones Creek Road.

I have participated in numerous meetings this month with GRC Construction and with several Department Heads. I recently began weekly staff meetings with the operation-heavy departments, such as Street, Water Distribution, and Wastewater. I will continue these meetings to be in a better position to provide oversight on the numerous projects we are behind on.

Chief Fritts and Chief Street went to Knoxville to take delivery on the new handicap accessible senior center van.

5. Approve the following Committee Reports: Jonesborough Board of Zoning Appeals, Jonesborough Planning Commission and JRT Board of Directors.

6. Approve the following Supervisor Reports: Building Inspector, Marketing and Promotions Coordinator, Water Distribution, Police Department, Events Coordinator, Solid Waste and Recycling, Parks and Recreation, Recreation Capital Projects Planner, Visitor Center Manager, Water Plant, McKinney Center, MBM Program Director, Website Manager, Senior Center, Environmental Services/Wastewater, Fleet Maintenance, Street Department, Animal Control, and Fire Department.
7. Accept the resignation of Jesse Gardner as a Water Worker I in the Water Distribution Department with the effective date of December 6, 2019, with regrets.
8. Approve the hiring of Ronald Gillenwater as a regular full-time Custodian/Maintenance Worker I at Grade 1, Step 1 (\$21,315).
9. Approve the Life Saving Award for Police Sergeant James Jenkins and Public Safety Officer Tammy Ray for their quick action on September 27, 2019, in a house fire on West College Street.
10. Approve Shane Atkins returning to a mechanic's position as a Mechanic III at Grade 8, Step 4 (\$32,773) and also serving as an interim supervisor at Grade 9, Step 4 (\$34,412) while advertising for a Fleet Maintenance Supervisor and until the vacant position is filled in some way.
11. Approve the Fleet Maintenance Operation being moved under the direction of the Street Department and Malcolm Highsmith, and approving Mr. Highsmith being moved to Grade 20, Step 6 (\$62,441) in the Compensation Plan.
12. Approve the hiring of Nancy Buffard as an Americorps "Volunteer", 40 hours per week, at the McKinney Center at Booker T. Washington School with the Clinch-Powell RC&D and with the \$7,900 in matching funds coming from the Jim Martin Estate or Sonia King Trust funds received and/or reserved for Jonesborough or budgeted funds.
13. Approve the job description for the Cross-Connection Specialist position in the Water Distribution Department.

CROSS-CONNECITON SPECIALIST JOB DESCRIPTION

GENERAL DESCRIPTION: The Cross-Connection Specialist works under the direct supervision of the Water Quality Specialist within the Water Distribution Department. The general responsibilities include technical oversight of the prevention of unwanted connections to the Town's water system including

inspections of installations of backflow prevention assemblies, as well as verifications that facilities using contaminants in their operation cannot be connected to the Town's water system in such a manner as to allow contamination of any aspect of the Town's water supply. In addition, duties of the distribution system to ensure compliance with state and federal regulations, as well as testing for Ph and chlorine residuals and bacterial content in the supply.

ESSENTIAL FUNCTIONS OF THE JOB:

- Carries out the daily operation of the Town's Cross-Connection and Backflow Prevention Program.
- Learns all state and federal regulations regarding cross-connection and backflow prevention.
- Determines along with the Water Quality Specialist those water customers that have to file cross-connection inspection results annually.
- Maintains a good working relationship with building contractors, business owners, and industrial officials regarding cross-connection and backflow regulations, and answering questions regarding these regulations.
- Sends out notification letters alerting water customers having to meet inspection requirements of the date inspection results must be submitted.
- Effectively communicates with Jonesborough water customers in regard to water quality issues such as taste, odors, discoloration and health issues.
- Attends training courses required by Water Quality Specialist or Water Distribution Supervisory staff.
- When necessary, carries out inspections of cross-connection and/or backflow prevention devices that might contaminate Jonesborough's finished drinking water.
- Other duties as assigned by the Water Quality Specialist or Water Distribution Supervisory staff.
- Keeps accurate records of all inspection submittals, testing and related correspondence.

OTHER FUNCTIONS:

- Assists Water Quality Specialist when needed in carrying out GIS mapping of the Town's water system.

- Learns operational and maintenance practices of water distribution system.
- Verifies field data when necessary.
- Keeps abreast of all changes in cross-connection/backflow regulations by state and federal governments.
- Works in a self-motivated environment with limited supervision.
- Provides Water Quality Specialist with reports of activities carried out, with reports due on a schedule and to such detail as required by the Water Quality specialist or Water Distribution supervisory staff.

QUALIFICATIONS/REQUIREMENTS:

- At least three years experience in Water Distribution field.
- Must have computer or related skills such as Microsoft Word, Auto-Cad, Excel, etc.
- Must possess a valid Tennessee Driver's Class A Commercial License (CDL) with and endorsement N or the ability to obtain said license in ninety (90) days from employment.
- Must obtain a Cross-Connection Certification within twelve (12) months from employment as the Cross-Connection Specialist.
- Must obtain a Class 2 Distribution Certification within twenty-four (24) months from employments as the Cross-Connection Specialist.
- Must share in the responsibility of the on-call duties.
- Must be able to make supervisory decisions.

ENVIRONMENTAL REQUIREMENTS: Tasks may require frequent exposure to adverse environmental conditions.

PHYSICAL REQUIREMENTS:

- Sees that the equipment that needs calibrating is kept up-to-date, and recognizes correct data.
- Performs water pressure tests of the distribution system using hand-held gauges and pressure recording charts.
- Performs distribution system flushing operations which require using valve wench to open and close blow-off valves and fire hydrants.

- Use of a pick and shovel to locate valve boxes and restore landscape after flushing.
- Use of common hand tools for installing sampling equipment, repairing backflow prevention assemblies, and maintain equipment.
- Enter data and updates files in order to meet Local and State requirements.
- Performs duties in a variety of weather conditions.
- Meets scheduling and attendance requirements.
- Use of both hands and feet for operation of department vehicles and equipment.

SENSORY REQUIREMENTS:

Tasks require good perception and vision. Must be able to hear safety alarms on equipment and to clearly hear and understand oral instructions with machinery operating and in somewhat stressful situations. Will be exposed to noise, fumes, and chemicals.

REQUIRED KNOWLEDGE AND ABILITIES:

- High school graduate or equivalent.
- Knowledge of techniques in taking water samples and performing the related tests.
- Operational and maintenance practices of water distribution system, characteristics of water pressure and flow.
- Basic and complex tools and equipment used in water monitoring and backflow prevention work.
- Basic mathematical principles used in calculating measurements and calibrations.
- Installation maintenance and operation of backflow prevention assemblies.
- Occupational and safety precautions of the work place.
- Ability to learn the Ordinances of the Town, rules and regulations governing the sampling of the distribution system;
- Maintain equipment, maintenance files to track system performance and maintenance procedures.
- Flushing of water mains and blow-off valves in response to water quality complaints.

- Test water samples for chlorine, conducts routine inspections of facilities to determine compliance with backflow prevention codes.
- Responds to complaints concerning water quality, investigates the complaints, and provides accurate information as to the source of the problem.
- Assists in the maintenance and repair of the Town owned backflow prevention assemblies.
- Must be able to enter and retrieve data from computer using Microsoft Word, Excel, etc.
- Assists in developing and implementing sampling plans in response to a changing environment,
- Ability to write correspondence and reports pertaining to water quality and backflow.
- Works with other Town departments as directed to achieve administration goals and objectives.
- Ability to communicate effectively with public and assists the water quality inspectors (TDEC).
- Ability to communicate work tasks, assign staff duties, and provide effective leadership within the Water Distribution Department.
- Other duties as may be assigned.

**Non-Exempt
Grade 7
December 2019**

14. Approve the two Barn and Land Lease Agreements at the Water Treatment Plant and Water Intake with Mitch Triplett, beginning October 1, 2019, to September 30, 2020, to better coincide with the growing season.

INSERT LEASES

15. Approve the Resolution setting the Board of Mayor and Aldermen regular meeting dates for 2020.

INSERT RESOLUTION

16. Approve the purchase of computer equipment/software through Sharp-Saratoga Business Systems for use in the Police Department for a cost of \$5,098.60 to be paid from Litigation Tax reserve funds.

The next item on the agenda was the approval of the Financial Report. Mayor Vest said the sales tax collections had a very strong month in September and was the second best in the last two years. Mayor Vest asked the Aldermen if they had any comments. Alderman Countermine and Alderman Callahan concurred that the Financial Report looks very good. There being no further comments, Alderman Callahan made the motion to approve the Financial Report as presented, seconded by Alderman Causey and duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest said the holiday season in Jonesborough is a really special time and driving through downtown makes you appreciate where you live. He said he spoke with someone involved with the City of Elizabethton and they were bragging on Jonesborough's marketing team and all the things we do for the holiday season, how we stay busy and the crowds we are attracting. Mayor Vest said he told them that the past several years the Town had perfected something; we have a great staff and we have a good product to promote with our downtown and the community here in Jonesborough. Mayor Vest said he participated in the Christmas tree lighting and there was a great crowd in attendance. He said Cameo Waters asked him to participate in the Home Tour and that gave him the opportunity to meet people of the community walking through his home and talking to people who live out-of-town that come to Jonesborough to tour the historic houses. Mayor Vest said it is really impressive and thanked the staff for all they do for making the holiday season so special for our Town.

Mayor Vest asked Billy Chesnut to come forward to accept the December, 2019, Employee of the Month Award. Mayor Vest read the following nomination letter:

Please consider Billy Chesnut for the December 2019 Employee of the Month. Billy comes in early each day motivated and excited about her job, and doesn't leave until her work is done. Her role as Administrative Assistant for the Police Department carries many responsibilities and she doesn't take any of those lightly. She shows excellent organizational skills and generally knows the answer to questions before they are asked. I never have to worry if she is on task or if her assignments are completed correctly. Not only does Billy go above and beyond to take care of the Police Department staff, she is always willing to lend a hand to anyone that needs help around Town Hall, most recently taking time to decorate the beautiful Christmas tree in the Town Hall foyer. Due to her attention to detail and the kindness of her heart, a department birthday is never missed. She takes it upon herself to prepare birthday meals for staff members and bake them their favorite cake. Employees with this much passion and concern for others are very important to the Town of Jonesborough family. We should consider ourselves fortunate to have Mrs. Billy Chesnut. Submitted by: Major Jamie Aistrop

Mayor Vest asked Ms. Chesnut if she would like to comment. Ms. Chesnut said it is really amazing to work with a group of people like she does; it is not hard to think of others when they are so kind and easy to be around, and that is everyone here. Ms.

Chesnut said she is very lucky to have the position that she has and be around the people that she loves each day. Mayor Vest thanked Ms. Chesnut for her comments and said she makes a big impact here in Town.

Mayor Vest said he had a proclamation to present for a very special gentleman, and asked Pat Wolfe to join him up front. He said the proclamation is honoring Pat Wolfe for his lifetime of service to the citizens of Jonesborough and Washington County. Mayor Vest read the proclamation and proclaimed Thursday, December 12, 2019, as Pat Wolfe Day in the Town of Jonesborough. Mayor Vest asked Mr. Wolfe if he would like to share any wisdom with our residents. Mr. Wolfe said this was a total surprise as was the one he received in November for the Jonesborough Kiwanis Club's first Kiwanian of the Year. He said he represented Jonesborough for four of the eighteen years he served on the Washington County Commission. He said he always tried to do what he could to help the citizens of Jonesborough because Jonesborough has always been home and still is.

INSERT PROCLAMATION

Kelly Wolfe asked Mayor Wolfe if he could address the Board. Mr. Wolfe said Jonesborough is a very, very special place to live, and he has very fond memories of the nine and a half years he served on the Board of Mayor and Aldermen. He said the BMA continues to do a great job and continues to show the same passion and compassion for the people of this Town that the BMA did when he served. Mr. Wolfe said it is gratifying to him to see, even though he is not on the BMA and is nothing special, that things continue to be just as great now as they were then. Mr. Wolfe thanked the Board for continuing to keep Jonesborough the very special place that it is, and for doing a great job; he knows where the Board's heart is and all they do for our Town.

Mayor Vest said it is wonderful to have Bud Gray and David Gray in attendance for the meeting tonight.

Mayor Vest said the next Mayor's Communication item is the Life Saving Award for two special officers, and read the following award letter:

On September 27, 2019, the Jonesborough Fire Department was dispatched to 1201 West College Street for the report of a house fire. Public Safety Units Sergeant James Jenkins and PSO Tammy Ray were dispatched as well. PSO Ray was first on scene and immediately observed heavy smoke coming from the residence along with several civilians attempting to make entry into the residence. The civilians on scene advised that there were people trapped inside the home. PSO Ray attempted to enter the home after relaying critical information to responding fire units but was met by heavy thick smoke and was quickly overcome by the smoke. Sgt. James Jenkins arrived on scene and after a quick assessment realized that entry would have to be made prior to arrival of fire units. Sgt. Jenkins then crawled into the front of the house and made verbal contact with the lone resident, Mr. Bud Gray, who could not get out due to being

an amputee. Sgt. Jenkins crawled into the interior of the home and pulled the victim to the front of the residence where he was met by PSO Ray whom helped remove the victim from the burning home. Both officers then turn the victim over to Medical personnel that were arriving on scene. The victim and both officers were then treated at the Johnson City Medical Center for smoke inhalation. Both officers' actions that day demonstrated their courage and dedication to our community and bring great credit to themselves and this organization. If not for their heroic actions that day, a life would have been lost. I am therefore nominating Sgt. James Jenkins and PSO Tammy Ray for the Jonesborough Police Department's Life Saving Award. Submitted by: Matt Rice, Police Major

Mayor Vest asked Police Sgt. James Jenkins and PSO Tammy Ray to come forward and presented them with the Jonesborough Police Department's Life Saving Award. Mayor Vest said he personally wanted to thank them for saving a man's life and for all that they do. Mayor Vest asked Sgt. Jenkins and PSO Ray if they had anything to say about that day. Sgt. Jenkins said it happened really quickly, and as reported earlier, the only reason it turned out the way it did is because they beat the Fire Dept. to the scene because they have those big trucks, so that is why they beat them there. Sgt. Jenkins said if the roles had been reversed, the Fire Dept. would have done the same exact thing. He said they were just happy to be close and first on the scene. Mayor Vest said they were all glad they had those quick actions and being first on the scene is one of the most important times. PSO Ray said it was quite intense that day. Mayor Vest thanked Bud Gray for attending the meeting and asked Mr. Gray if he had anything to say. Mr. Gray said he was proud to be at this meeting and loves each and every one of you all, and thanked the Officers for all they did.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Callahan said he was excited about the upcoming events on Saturday, December 14th, Fun with Frosty and Friends and the Christmas Parade; this time of year the Town really starts to come to life, and the employees are what makes Jonesborough magical. Mr. Callahan said Cameo Waters and her staff have really made Jonesborough look great again this year and he hopes everyone comes out for the parade. Mayor Vest asked Cameo Waters about the schedule of events for this Saturday. Ms. Waters said Frosty and Friends is from 11:00 am – 3:00 pm at the Visitors Center, Cookies and Cocoa with Santa is from 3:00 pm – 6:00 pm at the Chuckey Depot, and the Christmas Parade is at 6:00 pm. There were no further comments.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Attorney Wheeler if he had anything to report. Attorney Wheeler said the Resolution given to the BMA before the meeting was provided by Bond Counsel, Adams and Reece, for the school project and is just a formality anytime we do any project with use of a bond. Mr. Wheeler said this Resolution just allows us to reimburse the Town for any expenses that are paid prior to the bonds being issued. He said this situation is a little unique because most of the expenses will be reimbursed by Washington County so they will not be reimbursed from the bond funds; if there are expenses that the Town

incurs that are not reimbursed by Washington County, this will allow them to be reimbursed from the proceeds of the bond. He said we usually engage bond counsel before we get to the point of making these types of expenditures, and he recommends the Board pass the Resolution. Attorney Wheeler said the Resolution needs to be added to the agenda and then voted on. Mayor Vest called for a motion to add the Resolution to the agenda. Alderman Countermine made the motion to add the Resolution to the agenda, seconded by Alderman Callahan and duly passed.

Mayor Vest said they would go ahead and take up the Resolution and asked the Aldermen if they had any comments. Attorney Wheeler said one thing he would like to mention is the purpose of this is to also protect the tax-exempt status of the bonds and that is why bond counsel is the one presenting this Resolution and recommending that the Board pass it. Mayor Vest read the caption, "Resolution Expressing Official Intent that Certain Expenditures to be Incurred in Connection with Certain Public Works Projects be Reimbursed from Proceeds of Notes, Bonds, or Other Indebtedness to be Issued by the Town of Jonesborough, Tennessee". Alderman Countermine asked Attorney Wheeler when will this occur again. Attorney Wheeler said normally these expenses are those paid upfront by the Town such as the architect and engineers, etc. He said those expenses are going to be reimbursed by the County as we go forward so they will not come out of the bond funds. Attorney Wheeler said out of an abundance of caution if you do have to be reimbursed out of the bond funds for these types of expenses, you have to have this Resolution in place to protect the tax-exempt status of the bonds. He said that is outside of his area of expertise and very specific to bond counsel, and they are recommending the board pass this Resolution. Bob Browning said one other factor is that the Bond with Rural Development is not actually issued until the end of the project, but there is interim financing in between. He said once we get through the design phase, then we can get interim financing, and we can reimburse the Town if there are expenses not reimbursed through the County with interim financing funds. Alderman Countermine made the motion to approve the Resolution as presented, seconded by Alderman Causey and duly passed.

INSERT RESOLUTION

Mayor Vest asked if there were any citizens present who had comments at this time. There were none.

The first item under New Business was approval of a Power Easement associated with the Persimmon Ridge Reservoir. Mayor Vest said this is where the Town needs power service going over to our water tank and down to the shooting range. Mayor Vest asked the Aldermen if they had any questions or comments. Alderman Callahan asked who would fund this and if BrightRidge will do most of the work. Bob Browning said BrightRidge would run the lines, and the Town will be doing the ditching with our crew. Alderman Callahan asked if cost will be minimal. Bob Browning said that is correct. He said the Town would probably end up having to pay, like anybody would, for service connection at the tank itself. Craig Ford said the cost estimate is less than \$15,000. Alderman Countermine questioned if this is something

we really need. Mr. Ford said we are going to have to have it because we need the mixer in the tank. He said we have two choices, either come off 11-E with power poles, and widen the road, and the cost would be around \$150,000. Mr. Ford said connecting to that power pole at the cell tower and doing a bore underground over to the tank will cost in the neighborhood of \$15,000. He said he did not have the exact cost figures, but BrightRidge said less than \$15,000. Bob Browning said this is a Water Fund expense. Mayor Vest said we have great water, and this is all about continuing to keep it great and keeping the water churning inside the reservoir to keep it from getting stagnant, and we have to have electricity to keep this Solar Bee mixing unit going. Alderman Callahan made the motion to approve the Town assisting BrightRidge in their efforts to construct an electric service line from the cell tower site on the adjoining Simmerman property to the Town's Persimmon Ridge Water Reservoir, including providing BrightRidge with a service easement across Town property if needed. The motion was seconded by Alderman Countermine and duly passed.

INSERT AGREEMENT

The next item for discussion was approval of a sewer easement for the Community Park on North Lincoln Avenue. Mayor Vest said it looks like we have worked out a good solution with a resident with a little bit of a trade-off, which makes good sense.

Mayor Vest asked the Aldermen if they had any comments. Alderman Callahan said this is a good deal. Mayor Vest said we appreciate the resident working with the Town. There being no further comments, Alderman Countermine made the motion, and seconded by Alderman Callahan, to approve an easement proposal with Danny Mack Keys in which Mr. Keys will allow a 15-foot sewer easement across his property between Jefferson Drive and the Town's Community Park, with the easement documents being prepared and accepted by the Town Attorney, and with the Town constructing a one-lane gravel driveway along the sewer easement. The motion was duly passed.

There being no further business the meeting was duly adjourned.

ABBAY MILLER, RECORDER

CHUCK VEST, MAYOR