

BOARD OF MAYOR AND ALDERMEN  
CHARTER MEETING  
DECEMBER 12, 2022

The Board of Mayor and Aldermen (BMA) met in a Charter Meeting on Wednesday, December 12, 2022, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Vest called the meeting to order.

Mayor Vest asked Chancellor John Rambo to come forward and administer the oath of office to the recently elected members to the Board of Mayor and Aldermen of Jonesborough, Tennessee. Chancellor Rambo thanked Mayor Vest for the opportunity to swear in members of the Board of Mayor and Aldermen and said that it is a credit to all the Board members and what they do for the citizens of the Town of Jonesborough. Mr. Rambo congratulated Chuck Vest, Virginia Causey and Kelly Wolfe on their re-election.

Chancellor Rambo administered the following oaths:

Under the provisions of the Charter of the Town of Jonesborough incorporated as Mayor and Aldermen of Jonesborough, Tennessee, the present term of Office of the incumbent Mayor and two (2) Aldermen expires as of this date, and it having been made to appear that an election was held on November 8, 2022, with the following elected: Aldermen Virginia Causey and Kelly Wolfe and Mayor Chuck Vest.

**INSERT OATHS**

Mayor Vest thanked Chancellor John Rambo for administering the oaths.

The Charter meeting was adjourned.

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ROBERT ANDERSON, RECORDER

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CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN  
REGULAR MEETING

DECEMBER 12, 2022

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, December 12, 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 Gary Degner led the pledge to the Flag.

Mayor Vest said there was an addition to the meeting agenda which is a Resolution of Support for the Application of John Chase Rambo for the Office of Justice of the Tennessee Supreme Court, and called for a motion to add the Resolution. Alderman Wolfe made the motion to add the Resolution to the agenda as requested by Mayor Wolfe, Alderman Causey seconded the motion and it was duly passed.

Alderman Wolfe presented Chancellor John Rambo with the Resolution of Support for the Application of John Chase Rambo for the Office of Justice of the Tennessee Supreme Court. Chancellor John Rambo thanked the members of the Board of Mayor and Aldermen, Town Attorney Jim Wheeler, and Town Administrator Glenn Rosenoff. Mr. Rambo said it is a privilege to always be in Jonesborough, call yourself a member of the this community, and serving as former City Judge, former Town Attorney, and former County Attorney, and now through Chancellor it is just an honor to be a member of Northeast Tennessee and this special place where we live. Mr. Rambo said win or lose whatever happens, if he ends up on the State Supreme Court that will be great and if he doesn't he still gets to be a Chancellor which is a wonderful job seeing everyone, Chancellor thanked everyone and said it is just a privilege being a part of this community.

Alderman Wolfe made the motion to approve the Resolution of Support for the Application of John Chase Rambo for the Office of Justice of the Tennessee Supreme Court as presented, seconded by Alderman Countermine and duly passed.

### **INSERT RESOLUTION**

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Virginia Causey, Alderman Terry Countermine, Alderman Adam Dickson, and Alderman Kelly Wolfe. 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 made the motion, seconded by Alderman , and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes for the following October 20, 2022 BMA meetings: Work Session, Beer Board and Regular Meeting.

2. Approve the following bills for payment:

	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
103995-104039	58,030.70		
104040-104135	222,817.96		
104137-104220	54,087.65		
104221	32,695.27		
104222-104233	33,772.11		
104244-104289	57,164.16		
104290-104304	<u>54,886.03</u>		
	<b>\$574,164.10</b>		
64803-64822		21,293.26	
64823-64871		216,789.06	
64872-64876		1,825.11	
64877-64917		207,316.54	
64918		25,398.80	
64919-64932		65,360.58	
Void (School Checks)		(34,374.65)	
64933-64966		67,393.92	
64967-64977		491,535.54	
64978		<u>2,842.03</u>	
		<b>\$1,159,139.24</b>	
9809-9810			890.00
9811-9823			12,283.12
9824-9833			21,572.29
9834			1,733.90
9835-9837			781.71
9838			3,148.75
9839-9841			535.03
9842-9843			<u>1,839.11</u>
			<b>\$42,783.91</b>
<u>School Fund</u>			
1085-1089	\$34,374.65		

3. Approve the following Town Administrator Report:

Hire Date	Promotion Date	Employee	Position	Grade & Step
	7/11/22	Morgan Johnson	Water Plant Operator III Passed Operator III Certification	8-1
11/28/2		Ed Baker	Solid Waste Recycle Collection Driver/Operator <b>Note: Resigned 12-1-22</b>	3-1

11/28/22		Austin Silvers	Wastewater Construction Worker I	2-1
11/28/22		Joshua Peddle	Solid Waste Relief Driver	5-2
11/28/22		Charles Baker	Recycle Collection Worker I	2-1
	12/5//22	Charles Baker	Recycle Collection Driver/ Operator	3-1

4. Approve the following Operations Manager Report:

**Insert Report**

5. Approve the following Supervisor Reports: Building Inspector, Fire Department, Police Department, Senior Center, Street Department, Animal Control, Solid Waste/Recycling, Website and Marketing Specialist, Marketing and Promotions Coordinator, MBM Program Director, McKinney Center, Visitor Center and Facilities Rental Manager, Meter Department, Water Distribution, Wastewater, Water Plant, Utility Manager, and Director of Tourism and Main Street.
6. Approve the following Town equipment as surplus as follows: Microsoft Surface Tablet (non-serviceable) to be destroyed; and a 2002 Dodge Truck with snowplow to be sold on GovDeals.
7. Approve the rescinding of Artie White, Meter Reader Supervisor, request to retire on January 13, 2023, and to continue his employment with the Town of Jonesborough to oversee the completion of the AMR/AMI installation project.

The next item on the agenda was the approval of the Financial Report. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Countermine made the motion to approve the Financial Report as presented. Alderman Dickson seconded the motion and it was duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest said he was recommending approval of the following committee appointments:

Flag Committee: Rick Gibson

Board of Dwelling Standards: David W Cooper, Dana Helvey, Earnest McKinney, Jr, Brian Ponder, and Nick Vest

Traffic Advisory Committee: 3-year term, expiring January 2026  
Chris Diehl, Bill Garland, Bill Kennedy, and Steve Alexander

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

Mayor Vest asked Greg Clark, Visitor Center Host I, to come up to accept the Employee of the Month Award. Mayor Vest read the following:

*I would like to nominate the Town of Jonesborough Visitors Center's Host, Greg Clark, for employee of the month. Greg began working for the Historic Jonesborough Visitors Center in late 2020. Greg Clark deserves to be employee of the month as he has proven to be an exemplary employee for the Town of Jonesborough and the Jonesborough Visitors Center. In each interaction with Greg, as well as his communications with our guests, it is evident that he is passionate about his job and offers abundant knowledge about Jonesborough. There's a lot of information that this position is required to know. Greg excels at sharing the rich history of Jonesborough, details on our small businesses, and information on our attractions and surrounding areas. Greg picked up our robust online ticketing system with ease and is a large part of the nearly \$300,000 we sell in tickets annually. He does a great job of keeping up with our ever-changing schedules, events, and rentals. Greg has brought his strong skills from his previous career as a visual merchandiser to the Center, creating a new level of excellence. He's worked hard to cohesively recreate our retail space in the Old Town Emporium Gift Shop. He's crafting a more inviting space and cultivated a better traffic flow, resulting in continuous record-breaking sales. We receive positive comments on the cart outside of the Visitors Center on a regular basis. The beautiful and creative displays are thanks to Greg, he goes above and beyond what is expected. Most recently, he built a gorgeous display featuring a "Queen of the Corn" scarecrow just in time for Jonesborough's Pumpkin Fest. His unique displays are just another way to welcome visitors to Jonesborough and something our residents regularly comment on. We now have a board outside encouraging individuals to take photos with the cart, to post it on social media, and to tag us. It is not unusual to look outside the office window and see a family or a couple snapping photos in front of the cart. Submitted by: Amber Crumley, Visitor Center & Facilities Rental Manager and Cameo Waters, Director of Tourism and Main Street.*

Mayor Vest asked Greg Clark if he would like to speak. Greg Clark said he really enjoys what he does at the Visitor Center and is glad to be back in Jonesborough after living away from the area for several years, and appreciated being nominated.

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. There were no comments.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Causey expressed her appreciation for all the votes she received and it is a vote of confidence that the citizens wanted her back on the Board. Alderman Causey said that Mitchell Calvin did an excellent job living the Christmas Parade. Alderman Wolfe thanked Rachel Conger for the fantastic job on the Christmas parade. Alderman Dickson said he feels the parade was one of the best, if not the best parade, that he has been a part of. Alderman Dickson said he is grateful to be a part of this particular Board and the work we are about embark and it is good times in Tennessee's oldest town. Alderman Countermine said there is a lot of Christmas events that have been happening on the weekends and complimented staff on all the things they put together. Alderman Countermine said seeing all the people in town is what we are really about.

Mayor Vest said he frequently drives by Lincoln Park to see all the progress on that, and the Town staff is doing a really great job on the park, it looks really good. Mayor Vest said it is a big project for the Town and it is important that we get that done on time, and it is looking very impressive. Mayor Vest said he has driven down to Shell Road and it is about 90% completed and curbs are up, and he appreciates our Public Works team working on that project.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had comments. Jim Wheeler asked the BMA that New Business Item 7-D appointment of the Assistant Municipal Judge on the agenda under be moved for approval at this time. Mayor Vest asked the Aldermen if they were in favor of Attorney Wheeler's request. Alderman Wolfe made the motion to approve the appointment of Mason Edmonds as Assistant Municipal Judge for a four-year term starting December 13, 2022 and ending on December 31, 2026 and with the salary at \$175.00 per Municipal Court session, as presented. Alderman Countermine seconded the motion and it was duly passed. Chancellor John Rambo administered the Oath of Office of Assistant Municipal Judge to Mason Edmonds.

### **Insert Oath**

Attorney Wheeler presented two Memorandum of Understandings regarding two Police K-9's, the first one is K-9 Bond and the second is K-9 Nero, and asked that they be added to the Board agenda. Alderman Wolfe made the made motion to add the Memorandum of Understandings to the agenda as requested by Town Attorney Jim Wheeler. Alderman Dickson seconded the motion and it was duly passed.

Mayor Vest asked the Aldermen if they had questions or comments on the Memorandum of Understanding with the Washington County Sheriff's Department Transfer of K-9 Bone to the Town of Jonesborough, and the Memorandum of Understanding with the Town of Jonesborough Transfer of K-9 Nero to the Town of Unicoi. There being none, Alderman Wolfe made the motion to approve the two Memorandums of Understanding as presented, seconded by Alderman Dickson and duly passed.

## **INSERT AGREEMENTS**

The first item under Old Business was an update on the East Main Street Sidewalk Project. Mayor Vest said that the East Main Street Sidewalk Project was rebid and there was one bid received that came in at \$490,000 from GRC City Services, Inc., which is well over the allotted budget for the project. Operations Manager Craig Ford addressed the BMA and said that the first contingency stated, “price contingent upon performing entire project – preparation and pour” and, the bid left no room to negotiate site preparation by the town. Mr. Ford said secondly, the bid specified the start date as April 1, 2023 and the end date at June 30, 2023. Mr. Ford said we must complete the Lincoln Park project because we are under a looming deadline to get this project completed, as well as several other projects that are behind schedule, and feels that the Street Department cannot take on the sidewalk project at this time. Mayor Vest agreed that getting Lincoln Park completed is a priority. Board members discussed the East Main Street sidewalk and Alderman Wolfe suggested that staff look at the cost of asphalt which is lower compared to the cost of concrete. Craig Ford said his recommendation is to reject the one bid from GRC City Services, Inc. in the amount of \$490,000 and re-bid the East Main Street Sidewalk Project. Mayor Vest asked the Aldermen if they had any further comments or questions. There being none, Alderman Wolfe made the motion to reject the only bid received and re-bid the East Main Street Sidewalk Project as recommended by Town staff as presented. Alderman Dickson seconded the motion and it was duly passed.

The first item under New Business was a Resolution setting the 2023 Regular Meeting Date of the Board of Mayor and Aldermen. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Dickson made the motion to approve the Resolution setting the 2023 Regular Meeting Date of the Board of Mayor and Aldermen and authorization to formally advertise the meeting dates, as presented. The motion was seconded by Alderman Countermine, and duly passed.

## **INSERT RESOLUTION**

The next item on the agenda was approval of the Employee Holiday Schedule for 2023. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Countermine made the motion, seconded by Alderman Dickson and duly passed, to approve the 2023 Employee Holiday schedule.

### **2023 HOLIDAY SCHEDULE**

January 2 – New Year’s (Monday, January 2<sup>nd</sup>)

January 16 – Martin Luther King, Jr. Day (Monday)

February 20 – President’s Day (Monday)

April 7– Good Friday

May 29 – Memorial Day (Monday)

July 4 – Independence Day (Tuesday)

September 1 – ½ day – Employee United Way Day (Friday) – option for employees being allowed to take their time off by the end of the year (December 31, 2022) if a department’s scheduling interferes with the Friday, September 1<sup>st</sup> date

September 4 – Labor Day (Monday)

October 6 – Storytelling Festival (Friday) – subject to Storytelling Festival occurring physically and not virtually

November 10 – Veterans Day (Veterans Day on Saturday)

November 23 & 24– Thanksgiving (Thursday & Friday)

December 15– Employee Christmas Party (Friday)

December 25 & 26 – Christmas (Monday & Tuesday)

January 1, 2024 – New Year’s (Monday)

Employee’s Birthday

The next item on the agenda was first reading of an Ordinance to rezone property located along Old Boones Creek Road from R-1 (Low Density Residential) to PRD (Planned Residential District), Washington County Tax Map 52, Parcel 98.01, 10.06 acres. Mayor Vest asked the Aldermen if they had comments or questions.. There being none, Alderman Countermine made the motion to pass on first reading the Ordinance rezoning property located along Old Boones Creek Road from R-1 (Low Density Residential) to PRD (Planned Residential District), as presented. Alderman Wolfe seconded the motion and it was duly passed.

## **INSERT ORDINANCE**

The next item on the agenda was approval of Administrative Services for the FY23 ARC (Appalachian Regional Commission) Grant with Community Development Partners. The ARC match is 50% and the project is “Jonesborough StoryTown Enhancement Project” involving the purchase and installation of and the training with equipment needed to undertake high quality video and audio recordings of various story-based activities and events in Jonesborough, especially with the McKinney Center at Booker T. Washington School’s Community Play performances. The overall project is to help advance the McKinney Center foremost (lighting, audio, cameras; some additional cameras at the Jackson Theatre; and Storytelling Theatre cameras. The intent of the equipment is for many of the elements like lighting systems, cameras, sound, etc., to be portable. Also, there is the potential of the portable system to be used



for BMA meetings, or other intended meetings needing to be recorded or streamed live. Mayor Vest asked the Aldermen if they comments or questions. Alderman Dickson said he is really excited to see the Town apply for ARC Grant. Alderman Dickson said he is excited when he hears about the livestream and he has talked with Town Administrator about the Town's relationship with Comcast and the potential of a community channel. He said he likes the idea with the resources that we have, the product that we provide as the Town and being able to use these different methods to distribute. He said the potential is just really great and having the facilities to do that kind of production is going to be to our benefit. Alderman Dickson said it is really going to be sharp to be the Storytelling Capital of World to have those kind of resources. Alderman Dickson said he is very glad that we get to work with Community Development Partners for this grant. Mayor Vest called for a motion. Alderman Dickson made the motion to approve Community Development Partners, LLC for project administration for the FY2023 ARC in the event the project is funded, Alderman Causey seconded the motion and it was duly passed.

The next item on the agenda was the purchase of a new brush truck for the Fire Department. The Fire Department received \$214,000.00 in Washington County ARPA funds recently, and this was an allocation the Washington County Commission earmarked to all of the county's fire departments. Through the statewide contract the Fire Department staff has purchased a new cascade system at a price of \$53,775.00 and a "skid unit" for a new brush truck at the cost of \$63,050.00, through the statewide contract. The department ordered the truck chassis on the statewide contract once the contract ordering period opened as there was only a very narrow window of time in which the order could be placed through the state vendor. The Fire Department was notified by the statewide contract holder on November 30<sup>th</sup> that Ford Motor Company did not give the Town of Jonesborough an allocation for the 2023 truck; which means we will not be able to order another truck through the statewide contract until November 2023. The Fire Department will now have to purchase a new brush truck as an emergency purchase with the remaining \$97,175 balance of the allocated funds. The recommendation is approval of the purchase of a new Fire Department brush truck as an emergency purchase and allow the Town Administrator to negotiate a price on the secondary market if a truck meeting the specifications can be found, and a not to exceed purchase of \$85,000.00. Mayor Vest asked the Aldermen if they had questions or comments. There being none, Alderman Countermine made the motion, seconded by Alderman Causey, to approve the recommendation for the emergency purchase of a new brush truck for the Fire Department allowing the Town Administrator to negotiate a purchase price not to exceed \$85,000.00, as presented. The motion was duly passed.

The next item on the agenda was approval to make First Avenue a one-way street from West Main Street to College Street. With the increase in traffic, especially in the downtown area, on-street parking has become an issue on certain roadways. First Avenue is one of those streets. Currently, residents are parking on the east side of the street which results in reducing the travel lane to one lane of travel. There is a blind hill on this stretch of roadway between Main Street and College Street. On a daily basis, opposing traffic meets at the top of the hill resulting in one of the vehicles having to

either back up, or pull off of the side in order for them to pass. There is no ample room or right-of-way to widen the street, and prohibiting parking on this will create a problem for homeowners. The most reasonable option is to continue allowing on-street parking on the east side of the street and make First Ave one way traveling south (from College Street to West Main Street). Mayor Vest said Craig Ford has put a lot of time in on this and he agrees with what we are trying to do on this street that people like to park on and we have to let and it is safer to make that a one-way designated street. Mayor Vest said he feels the stop signs on College Street should remain up as they currently are because it will be safer if the traffic coming down College Street stops at intersection of First Avenue because it helps slow down the speed. First Avenue is changed to one way traffic and the section of Cherokee from College to Main is also one way, the recommendation would be removing the stop signs on College at Cherokee and College at First Avenue and making College a through-street at these two intersections. Traffic on Cherokee and First Avenue would still have to stop, but College Street traffic would not. The Jonesborough Traffic Advisory Committee endorsed the plan to change First Avenue to a one-way road and to send it to the BMA for action.

The recommendation is approval of the following:

1. Designate First Avenue as one way with traffic flowing south from College Street to Main Street.
2. Allow parking on First Avenue on the east side of the street only and for passenger vehicles only.
3. Approve the signage for this section of street according to the background information. Approve "No Parking" on First Avenue from Main Street to the railroad tracks.
4. Approve "No Parking" on First Avenue from Main Street to the railroad tracks.
5. Designate College Street as "through traffic" at the intersection of Cherokee and the intersection of First Avenue with stop signs on the side streets only.
6. Upon approval of Items 1-5, notify all the property owners abutting the subject sections of First Avenue.

Board members discussed the recommendation and the question was raised if the residents living on First Ave been involved in these discussions. Craig Ford said yes. Mr. Ford said they would make notifications to everyone that lives on that street before the changes are made including a representative of the Presbyterian Church. There being no further discussion, Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the following recommendations: (1) Designate First Avenue as one way with traffic flowing south from College Street to Main Street; (2) Allow parking on First Avenue on the east side of the street only and for passenger vehicles only; (3) Approve the signage for this section of street according to the background information;

(4) Approve “No Parking” on First Avenue from Main Street to the railroad tracks; and that Town staff notify all the property owners abutting the subject sections of First Avenue. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of a Resolution for the adoption of the Boones Creek Road Corridor Study. The Boones Creek Corridor Study was initiated through a TDOT grant program and prepared for City of Johnson City, Town of Jonesborough, and Washington County. WSP Associates completed the study and the preparation of this plan has been financed in part by the Tennessee Department of Transportation’s (TDOT) Community Transportation Planning Grant, which is made available by State Planning and Research funds through the Federal Highway Administration (FHWA), a division of the U.S. Department of Transportation (USDOT). The Plan serves as a regional guide for all three local governments for planned growth and access management, natural resource protection, multi-modal accommodations, and for promoting, maintaining, and improving the safety and livability of the area. Board members discussed the Corridor Study in depth, expressed their concern that the pedestrian walkway proposed, inside the Town’s city limits, in the study doesn’t fit the character of Jonesborough. Alderman Wolfe said he would like to make it for the Record that the Town wants to continue to have a discussion with TDOT, even though we are requesting that this plan be adopted, to improve where those pedestrian walkways end up being on Boones Creek Road because there is enough room to prevent them from being placed up against the road. Mayor Vest asked if there were any further comments or questions. There being none, Alderman Wolfe made the motion, seconded by Alderman Dickson, to approve the Resolution to adopt the Boones Creek Corridor Study which will serve as a regional guide for planned growth and access management, natural resource protection, and multi-modal accommodations, and for maintaining and improving the safety and livability of the area, and with the caveat that the Town wants to be sure maintain the ability to be flexible on our walkways and not have them up against the road. Mayor Vest asked if there were any further comments or questions. Town Administrator Glenn Rosenoff said he just wanted to add that he did tweak the Resolution sent by TDOT on paragraph number five where it specifically does have position of the Town’s that we have determine the plan should incorporate more aesthetic value to sidewalks, walkways, and/or bike lanes for any further design of non-vehicle components within the corridor. Mayor Vest said the only thing he would like to add with all the construction that is currently going on along Boones Creek Road is that the Traffic Advisory Committee look at extending the 30 mph speed limit on Boones Creek Road to the city limits at Hales Road to slow down traffic. Mayor Vest called for the vote and the motion was duly passed.

## **INSERT RESOLUTION**

The next item on the agenda was approval of additional funding for the JRT accounting. The Jonesborough Repertory Theatre (JRT) has grown tremendously over the past few years and as a result the accounting and creation of reports for theatre shows and programs has also become a process that has taken more and more time from staff in the Recorder’s Office. This time has often come at the expense of office

employees working outside of hours to keep up with JRT activity. The Town Recorder and staff have had several discussions with Jennifer Ross and Cindy Bubar about the capability of JRT taking over the tracking and creating of various reports to ease the burden on the Recorder's Office. Currently Cindy already tracks various activities of JRT and has expressed an interest to also create the required reports from accounting data processed through the Recorder's Office. Any reports created through JRT would be independently reconciled to general ledger activity monthly by Recorder Office staff. Cindy has in depth knowledge of JRT and its activities and has the necessary knowledge and experience to take on these tasks. She is willing to take on this additional work for \$500/month in addition to her current pay through JRT. The funding of this amount has been requested to come from the town to support JRT and its activities. It is our recommendation that the board approve this additional pay to enable JRT to have a staff member track its own activity and independently create the necessary reports required. Town Recorder Robert Anderson's recommendation is to approve the additional funding of \$500.00 per month for Cindy Bubar to be paid through the General Administration budget for additional accounting services. Any reports created through JRT would be independently reconciled to general ledger activity monthly by Recorder Office staff. Mayor Vest asked the Aldermen if they had questions or comments. There being none, Alderman Countermine made the motion, seconded by Alderman Wolfe, to approve the additional funding of \$500.00 per month for Cindy Bubar to (1) take over the tracking and creating of various reports to ease the burden on the Recorder's Office under the direction of the Town Recorder, (2) that any reports created through JRT would be independently reconciled to general ledger activity monthly by the Recorder Office staff, and (3) that funding would be paid through the General Administration salary budget. The motion was duly passed.

The next item on the agenda was the approval of the organization of a Water Quality Department, that will focus on the task of keeping a check on the water quality program to make sure things do not go unchecked. With the installation of the new radio-read electronic meters, the Meter Department will be going through some radical changes within the next year, so most of the employees in the Water Quality Department will come from the current Meter Department and a few employee will come from the Water Distribution Department; and the following changes would be as follows: Artie White would be appointed as the Water Quality Director, and is currently in grade 18, step 09 at an annual salary of \$72,488.00. It is recommended to move the Water Quality Director to a grade 19, step 09, which is an annual salary of \$75,795.00. Move Tammy White to the Water Quality Supervisor position. at grade 09, step 07, which is an annual salary of \$47,694.00; As Artie White is the Director over this department, Tammy White would report directly to Kevin Brobeck until which time Mr. White retires. Proposal of a new position with this department of Valve Maintenance Technician. We are recommending the appointment of Jimmy Nease to this position. Mr. Nease is currently at grade 07 step 11, which is an annual salary of \$48,568.00, and this position is recommended as a grade 07 position, there would be no salary change for Mr. Nease. Jimmy Green be promoted to the position of Assistant Water Distribution Director at grade 12 step 09 (exempt status), which is \$57,158.00. During the budget process for the 2023/2024 fiscal year, the recommendation is to restore two employees

to Water Distribution to cover the lost positions of the Utility Manager and the Valve Maintenance Technician.

Mayor Vest asked the Aldermen if they had any discussion or questions. Alderman Causey said if we go ahead and promote Mr. White and Ms. White into those positions that is eliminating them out of the Meter Department, can the four Meter Readers that are left continue with the meter readings and keep them up. Kevin Brobeck, Utility Manager, said the Meter Department will be going to the Water Quality Department, so they are going to be doing the same thing, the department is just going to have a different name. Alderman Causey said what her understanding is with the elimination of the two employees going to Water Quality out of the Meter Department, that leaves four Meter Readers to do the meter reading is that going to be enough personnel to keep up the meter readings accurately and on time. Kevin Brobeck said yes, the functioning of the Meter Department is not going to change with this. Mr. Brobeck said the Meter Department will change when we go full AMR and then the Meter Readers will be converted to Meter Techs. He said until then the Meter Department will still be functioning as they currently are, with the same personnel. Mr. Brobeck with the job responsibilities that Mr. White and Ms. White will have, those have more responsibilities. Alderman Causey said in the proposed job description is there nothing in there about them doing any actual meter readings. Alderman Causey said the in the job descriptions the Water Quality is for full-time positions. Alderman Causey said her only concern is that the meter readings are kept up and do not get behind. Kevin Brobeck said he will guarantee everything will function properly and meter readings will be turned in on time and right. Mayor Vest asked if Ms. White will still be reading meters. Kevin Brobeck said Ms. White will still be doing her job as far as meter reading and also doing Water Quality and trying to get the flushing program up and running properly the way it should be done. Alderman Wolfe said he just wanted to say a couple of things, one is congratulations on unretiring Artie White, that is a minor miracle and one which we sorely needed to have happen. Alderman Wolfe the second item is the flushing is a priority point right now, not anything else going on. Alderman Wolfe said we get to send out some cards/letters every once in while related to by-products that are a direct result of not enough flushing going on, and asked Kevin Brobeck if he sees this situation remedying that. Kevin Brobeck said absolutely. Mr. Brobeck said they have received their results back the last quarter and they are the lowest numbers they have ever had, and we have recovered from those letters we have sent out a few weeks ago. Alderman Wolfe asked if that was because we had personnel flushing the lines. Kevin Brobeck replied yes. Operations Manager Craig Ford said he would like to interject with Alderman Causey's question, the position of Water Quality Specialist was approved in the FY22-23 budget. Craig Ford said we did change that title from Water Quality Specialist to Water Quality Supervisor, and Ms. White would in effect be going into that position as opposed to hiring someone from the outside. Mr. Ford said we would need to hire that Meter Reader position that Ms. White leaves vacant. Mr. Ford said the Valve Maintenance Technician is a new position that wasn't in the budget, so come budget time they will probably be requesting that position back in Water Distribution. He said to his knowledge they are not requesting that now, but the Water Quality Specialist was approved for FY22-23. Mr. Ford said rather than hire from the outside, he had

discussion with Mr. Rosenoff and Mr. Brobeck and basically recommended that we look at very strongly at Ms. White because this as important position as there is on the water side of things and it needs to be someone that has not only the knowledge of our water system but someone with excellent organizational skills when TDEC comes to visit. Mr. Ford said the Town's policy clearly gives the Town Administrator the authority to promote someone within the organization if he feels there is an employee who is well qualified. Craig Ford said basically the only difference is rather than Water Quality Specialist they will just be asking that title be Water Quality Supervisor.

Mayor Vest asked Board members if they had any further comments or questions. There being none, Aldermen Wolfe made the motion, seconded by Alderman Dickson, to approve the following recommendations: (1) Organizational chart for the new Water Quality Department as presented; (2) Creation of the Water Quality Director, the position description, and the appointment of Artie White to the position at grade 19 step 09 of the Town's compensation plan; (3) The position description of the Water Quality Supervisor, the position description, and the appointment of Tammy White to the position at grade 09, step 07 of the Town's compensation plan; (4) Creation of the new position of Valve Maintenance Technician, the position description, and the appointment of Jimmy Nease at grade 07 step 11 of the Town's compensation plan; and (5) Position of Assistant Water Distribution Director, the position description, and the appointment of Jimmy Green at grade 12 step 09 of the Town's compensation plan, as presented. Upon Call of the Roll the following Aldermen voted Aye: Alderman Wolfe, Alderman Dickson, and Alderman Counterline. Alderman Causey passed. The motion carried.

#### **INSERT WATER QUALITY ORGANIZATIONAL CHART & POSITION DESCRIPTIONS**

There being no further business the meeting was duly adjourned.

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ROBERT ANDERSON, RECORDER

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CHUCK VEST, MAYOR