

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

DECEMBER 13, 2021

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, December 13, 2021, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

The only item on the Public Hearing agenda was the Ordinance rezoning McCoy Family property (4.78 acres) along Headtown Road and East Jackson Blvd, Parcel 225.03 Washington County Tax Map 52, from B-1 (Neighborhood Business) and B-3 (Arterial Business District) to B-3 (Arterial Business District). There were no comments.

The Public Hearing was closed.

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PAT RYDER, RECORDER

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CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

DECEMBER 13, 2021

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, December 13, 2021, 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 Glenn Rosenoff led the pledge to the Flag.

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Stephen Callahan, Alderman Virginia Causey, Alderman Terry Countermine, and Alderman Adam Dickson. Also present were: Town Administrator Glenn Rosenoff, Town Recorder Pat Ryder, and Matthew Musgrove, Associate of Jim Wheeler, Attorney. Town Attorney Jim Wheeler joined the meeting at a later time. Absent was Operations Manager Craig Ford.

Mayor Vest said there was a request for one addition to the agenda in regards to approval of the bids for the Washington County Industrial Park Project and asked the Aldermen if they had any questions or comments concerning the addition. There being none, Alderman Countermine made the motion, seconded by Aldermen Dickson, to approve the addition to the agenda as requested by Mayor Vest. The motion was duly passed.

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 Countermine made the motion, seconded by Alderman Callahan, and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes of the following Board of Mayor and Aldermen meetings: September 13, 2021 Regular Meeting, September 23, 2021 Called Meeting, September 28, 2021 Called Meeting, October 11, 2021 Regular Meeting

(postponed to October 18, 2021) and October 18, 2021 Recessed Regular Meeting.

2. Approve the following bills for payment:

**Insert Payment**

3. Approve the following Town Administrator Report:

**Insert Report**

4. Approve the following Operations Manager Report:

**Insert Report**

5. There were no Committee Reports submitted for approval.
6. Approve the following Supervisor Reports: Building Inspector, Website and Marketing Specialist, Fire Department, Police Department, Parks and Recreation, MBM Program Director, McKinney Center, Marketing and Promotions Coordinator, Solid Waste and Recycling, Visitors Center and Facilities Rental Manager, Water Treatment, Street Department, Animal Control, Director of Tourism and Main Street, and Water Distribution.
7. Accept the resignation of Morgan Skidmore as Meter Reader with the effective date of November 19, 2021.
8. Approve the appointment of Matthew Gulley at the McKinney Center for a one (1) year period as an Americorps Worker through the Appalachia Care program sponsored by the Clinch-Powell Resource Conservation and Development Council (RC&D).
9. Approve the appointment of Michael Acevedo as a County Construction Crew Water Worker 1 in the Water Distribution Department at Grade 3, Step 1 (\$23,500), subject to all pre-employment conditions, including WorkSteps, and that he is required to obtain his CDL License within 90 days of his start date.
10. Approve the appointment of Eric Walker to the position of Water Distribution Worker I at Grade 3, Step 9 (\$29,769) of the Town's compensation plan pending successful completion of all pre-employment requirements, and obtaining his CDL within 90 days of his start date, subject to the timely scheduling of driving tests by Nashville. His duty assignment will be to the County Crew.
11. Approve the appointment of Joseph Childs as an Equipment Operator 1 in the Water Distribution Department at Grade 5, Step 1 (\$25,909), subject to all pre-employment conditions, including WorkSteps.
12. Approve the appointment of William Craddock to the position of Operator I at Grade 5, Step 5 (\$29,160 of the Town's compensation plan due to his experience in the operation of heavy equipment and his experience in the utility field, subject to completing all pre-employment requirements.
13. Approve the appointment of Lisa Buckingham for the Meter Reader position in the Meter Department at Grade 5, Step 1 (\$25,909 annually) retro-active to November 18, 2021.
14. Approve the appointment of Zachary McVeigh to the position of Recycle Collection Driver/Operator starting at Grade 5, Step 1 (\$25,909 annually) subject to completing all pre-employment requirements and showing proof of Tennessee CDL License status.

15. Approve the appointment of Ms. Mellissa Szucs to the position of Event Coordinator starting at Grade 15, step 1 (\$42,202 annually), subject to completing all pre-employment requirements.
16. Acknowledgement of the Debt Obligation Report CT-0253 related to the Police Department Capital Outlay Note, Series 2021, in the amount of \$480,000.00.
17. Acknowledgement of the Debt Obligation Report CT-0253 related to the Fire Department Capital Outlay Note, Series 2021, in the amount of \$500,000.00.
18. Approve the lowest bidder Flower City for the purchasing of the trees for the new Jonesborough K-8 School Reforestation Project in the amount of \$20,930.
19. Approve the lowest bidder Greenacres Lawncare for the installation of trees for the new Jonesborough K-8 School Reforestation Project in the amount of \$17,500.

The next item on the agenda was the approval of the Financial Report. Mayor Vest said the sales tax revenues remain strong. Mayor Vest asked the Aldermen if they had any comments. There being none, the motion was made by Alderman Callahan, seconded by Alderman Dickson, and duly passed to approve the Financial Report as presented.

Communications from the Mayor was the next item on the agenda. Mayor Vest asked Karen Hubbs, CEO of The Goose Chase, to come forward to give her reported on the 201 Haunted Half Marathon held on Saturday, October 30<sup>th</sup>. Karen Hubbs said there were 570 runners, 302 were half marathoners, 144 were 4-person relay, 76 were 2-person relay, 36 were monster mile, and 12 were ghost runners (virtual). Ms. Hubbs the runners were from various states and ranged in ages of 10 – 79. She said it was great to be in Jonesborough for the half-marathon. Karen Hubbs presented a check to the Town in the amount of \$2,000. Mayor Vest said the half-marathon was a great event and it was good to see local residents and visitors participating and visitors as well.

Mayor Vest said the Town received a donation from the Sonia King Trust in the amount of \$100,000 for the installation of sidewalks along East Main Street and it was greatly appreciated.

Mayor Vest asked Jordan Bowling, 2022 Miss Historic Jonesborough, to come forward and he read the following Proclamation. Mayor Vest presented Ms. Bowling with the Proclamation and a Key to the City and asked her if she had any comments. Jordan Bowling said she is very honored to be in Jonesborough and honored to serve this town.

### **INSERT PROCLAMATION**

Mayor Vest said James Walden was the Employee of the Month. Mayor Vest read the following:

*I would like to nominate James Walden for the distinction of Employee of the Month for December 2021. James is our lead Equipment Operator and brings a wealth of skills and experience to the Street Department's ranks. James exhibits a strong work ethic that could serve as an example for many of us. James is dependable, honest, trustworthy, very knowledgeable of the construction trade, a Class - A CDL license holder, and James is a team player. James brings a depth of skills to each and every project he is involved in, provides helpful solutions for issues/problems, and is a solid producer of quality results on each task he is asked to perform. James is one half of our two-man asphalt paver operator crew. Placing asphalt is certainly not just about two people, but the men who ride on the back of the paver adjusting depths and widths, are very important to the finished product. Another of James' key roles in equipment operation, is with the operation of the Town's truck mounted crane. James operates the crane in many different applications. Recently James operated the crane to lift heating/*

*air units to the roof of the Jackson/JRT theaters. James takes the crane quarterly to the Water Treatment plant to lower a tractor into holding vats for clean out. James also recently operated the crane while assisting the water department in setting a large concrete vault/lid in the alley way between the Jackson and the Main Street Café. Setting the vault/lid on the busiest section of W. Main Street was a theatre of logistics, but everything went well. The vault is now placed and secured, and contractors can continue their work. James is a very capable and necessary equipment operator for the Town, not just for the Street Department. It is a comfort and pleasure to have James Walden working on your construction project, drainage project or special event. I feel James Walden is very much worthy of EOM honors for December 2021. Submitted by: Malcolm Highsmith, Director of Streets*

Mayor Vest asked Dr. Matt McGahey, Senior Associate Athletic Director for External Operations, East Tennessee State University (ETSU), to come forward and presented him with a Proclamation proclaiming December 3<sup>rd</sup> as “Blue and Gold Day” in the Town of Jonesborough, honoring the 2021 ETSU Football Team claiming the title of Southern Conference Champions and All-So Con recognitions. Dr. Matt McGahey thanked the Board of Mayor and Alderman and the citizens of Jonesborough for their support of ETSU football and athletics.

### **INSERT PROCLAMATION**

Mayor Vest complimented staff on their hard work on all Christmas Holiday events and programs for the Town. Mayor Vest said the Tree Lighting, parade and children’s events, Downtown at Dusk, and the JRT play Holiday Inn were all great events and we have a lot to be thankful for.

Mayor Vest said the JRT Board of Directors and the Senior Center Advisory Board both have vacancies due to resignations. Mayor Vest said he is recommending Virginia Causey to fill the unexpired term on the JRT Board of Directors which is a BMA co-term vacancy, and Charlene MacIntyre to fill the unexpired term on the Jonesborough Senior Center Advisory Board that will be the Mayor’s Co-Term Appointee. Mayor Vest asked the Aldermen if they had any comments. There being none, Alderman Dickson made the motion to approve the appointment of Virginia Causey to the JRT Board of Directors (BMA Co-Term) and Charlene MacIntyre to the Jonesborough Senior Center Advisory Board (Mayor’s Co-Term appointee), as recommended by Mayor Vest. Alderman Countermine seconded the motion, and it was duly passed.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Dickson said the Christmas parade was outstanding this year, in spite of the weather, and staff did a great job of working together. Alderman Countermine said the Children’s event held during the day before the parade was excellent and complimented Cameo Waters, Amber Crumley and staff on a wonderful job.

Town Attorney Comments was the next item on the agenda. Town Attorney Jim Wheeler said he had one item to present to the Board regarding the Ashley Meadows Detention Pond (aka Anderson Road Pond). Jim Wheeler said the property owner, Wolfe Development, G.P. through Kelly Wolfe has requested that the Town take ownership of the property, and he has provided a deed for the property to be turned over the Town. Mr. Wheeler said Town staff has advised that the pond is in working order and meets the criteria for the Town to accept ownership of and responsibility for the pond. Jim Wheeler said he is recommending that the Board approve acceptance of the deed conveying the area designated as “Detention Area” on the attached Plat. Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Callahan made the motion that the Town accept ownership of the Ashley Meadows Detention Pond (aka Anderson Road Pond) as recommended by Town Attorney Jim Wheeler, Alderman Causey seconded the motion and it was duly passed.

Citizens Comments was the next item on the agenda. Mayor Vest asked if there was any citizen present who wanted to speak. Anne Mason, 223 Forest View Drive, Jonesborough, TN, addressed the Board expressing her appreciation for all that Town does in supporting the Heritage Alliance. Mayor Vest thanked Anne Mason for her comments.

Susan Fowler, 204 East Main Street, Jonesborough, TN, addressed the Board and expressed her thanks for the response to pedestrian safety and for the increased police presence on Main Street. Mayor Vest thanked Susan Fowler for her comments.

The first item under Old Business was second and final reading of an Ordinance rezoning the McCoy Family property (4.78 acres) along Headtown Road and East Jackson Blvd., Parcel 225.03, Washington County Tax Map 52, from B-1 (Neighborhood Business) and B-3 (Arterial Business) to B-3 (Arterial Business). Mayor Vest asked Town Administrator Glenn about the buffer of trees along Headtown Road. Glenn Rosenoff said the mature trees will remain along Headtown Road. Alderman Causey asked about the zone for the driveway entrance off of Headtown Road into Lowe's. Glenn Rosenoff said that it can be included in the first reading of rezoning Parcel 225.04 (1.84 acres). Mayor Vest asked the Aldermen if they had any further comments. There being none, Alderman Counterline made the motion to approve on second and final reading of an Ordinance rezoning the McCoy Family property (4.78 acres) along Headtown Road and East Jackson Blvd., Parcel 225.03, Washington County Tax Map 52, from B-1 (Neighborhood Business) and B-3 (Arterial Business) to B-3 (Arterial Business), as presented. Alderman Dickson seconded the motion and it was duly passed.

#### **INSERT ORDINANCE**

The next item on the agenda was first reading of an Ordinance rezoning the McCoy Family property (1.84 acres) along Headtown Road and East Jackson Blvd., Parcel 225.04, Washington County Tax Map 52, from B-1 (Neighborhood Business) and B-3 (Arterial Business) to B-3 (Arterial Business) and with the addition of the drive off of Headtown Road into Lowe's, that abuts to the parcel. Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Dickson made the motion to approve on first reading the Ordinance rezoning the McCoy Family property (1.84 acres) along Headtown Road and East Jackson Blvd., Parcel 225.04, Washington County Tax Map 52, from B-1 (Neighborhood Business) and B-3 (Arterial Business) to B-3 (Arterial Business), and the addition of the drive that abuts to the property, as presented. Alderman Callahan seconded the motion, and it was duly passed.

#### **INSERT ORDINANCE**

The next item on the agenda was an additional appropriation to the Heritage Alliance and Jonesborough Locally Grown. Mayor Vest asked Glenn Rosenoff for comments. Glenn Rosenoff said that the Town has received fifty percent (50%) of the ARPA (American Rescue Plan Act) funds to-date. Mr. Rosenoff said he has contacted the Tennessee Comptroller to gain better understanding of eligibility standards that the Town must meet to spend ARPA funds. He said with all of the community projects, including major improvements to our water/sewer utilities as well as serious infrastructure issues that impact the community, he recommending that we not use the ARPA funds to fund non-profits. Mr. Rosenoff said his first recommendation is to approve an exception to the Lease Agreement between the Town and Jonesborough Locally Grown (Boone Street Market) in which the Town had to agree to pay half of their electric bill, and for the Town to pay the entire electric bill beginning January 2022 and ending June 30, 2022. Mr. Rosenoff said his second recommendation is to amend the FY21-22 budget for the Heritage Alliance by increasing their appropriation from \$45,000 to \$50,000. The Board discussed the two recommendations as presented by the Town Administrator. Mayor Vest asked the Aldermen if they had questions or comments. Alderman Causey asked if the lease with Jonesborough Locally Grown for Boone Street Market was going to be revisited in June 2022. Glenn Rosenoff said yes. Mayor Vest called for the motion. Alderman Counterline made the motion to approve the following

two recommendations: (1) Approve an exception to the Lease Agreement between the Town of Jonesborough (LESSOR) and Jonesborough Locally Grown (LESSEE) for the Town (LESSOR) to pay the entire electric bill rather the one-half beginning January 2022 and ending June 30, 2022; and (2) approve amending the FY21-22 budget for Heritage Alliance by increasing their appropriation from \$45,000 to \$50, 000, as presented. Alderman Callahan seconded the motion and it was duly passed.

The first item under New Business was approval of a Resolution setting the Board of Mayor and Aldermen regular meeting dates for 2022. Mayor Vest asked the Aldermen if they had any conflicts with the scheduled meeting dates as presented. There being none, Alderman Causey made the motion to approve the Resolution of the Mayor and Aldermen meeting schedule for 2022 and authorize the schedule to be formally advertised, Alderman Countermine seconded the motion and it was duly passed.

### **INSERT RESOLUTION**

The next item on the agenda was approval of the 2022 Employee Holiday Schedule. Mayor Vest asked Glenn Rosenoff to discuss the holiday schedule being presented. Glenn Rosenoff said the city election day, Tuesday, November 8<sup>th</sup> has been added to the schedule. Mr. Rosenoff said the Storytelling Festival, October 7<sup>th</sup>, is subject to the festival occurring physically and not virtually. Mr. Rosenoff said there is are two “In-lieu-of Employee Picnic at the Water Park (Friday, May 27 – half day)” proposals for the Board to consider, which are:

Proposal #1: Allow Employees to take their birthday off (with pay) and setting guidelines to be followed.

Proposal #2: Give Employees a family day pass to go to the Water Park on a day that is more convenient for them and setting guidelines for the day passes.

Mayor Vest asked the Aldermen if they had any comments or questions. Alderman Causey said she likes the idea of allowing an employee to have a day off with pay for their birthday, and family day passes. Mayor Vest asked the Aldermen if there was any additional comments or questions. There being none, Alderman Causey made the motion, seconded by Alderman Callahan, made the motion to approve the 2022 Employee Holiday Schedule with the “In-lieu-of Employee Picnic at the Water Park (Friday, May 27 – half day” approving both proposals, as presented. The motion was duly passed.

### **INSERT HOLIDAY SCHEDULE**

The next item on the agenda was approval of a Resolution as part of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Program. Mayor Vest asked Town Administrator Glenn Rosenoff to address this item. Glenn Rosenoff said they solicited Request of Qualifications (RFP) on October 14, 2021, from three qualified firms for Administrative and Program Management Services to assist the Town in the compliance and reporting, subgrantee management, delivery of projects and activities during the program time frame. Mr. Rosenoff said the evaluation score was based on qualifications and availability of key personnel (40 points), experience and technical expertise (30 points) and scope of services (30 points). He said the proposals were required to be received no later than 4:00 p.m., November 4, 2021. Mr. Rosenoff said there was only one proposal received which was from Community Development Partners, LLC (CDP). He said CDP has a 25-year history with the Town at all levels of government from the board and staff side, to a myriad of grants that we have received their administrative services for. Mr. Rosenoff said he is recommending approval of CDP for Administrative and Program Management Services for the SLFRF Program based on the past successes with them. Mayor Vest asked about the cost is to the Town. Glenn Rosenoff said we competitively put forth an RFP, and the cost is only considered when they capture the grant. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Causey made the motion to

approve the Resolution for Community Development Partners, Inc. to provide the Town of Jonesborough with Administrative and Program Management Services as part of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Program. Alderman Dickson seconded the motion and it was duly passed.

#### **INSERT RESOLUTION**

The next item on the agenda was approval of a Resolution as part of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Program. Mayor Vest asked Town Administrator Glenn Rosenoff to address this item. Glenn Rosenoff said they solicited Request for Proposals (RFP) on October 14, 2021, from three qualified firms for Engineering Services that will assist the Town in the compliance and reporting, subgrantee management, and delivery of projects and activities during the program. Mr. Rosenoff said the evaluation score was based on qualifications and availability of key personnel (40 points), experience and technical expertise (30 points) and scope of services (30 points). He said the proposals were required to be received no later than 4:00 p.m., November 4, 2021. Mr. Rosenoff said we received two RFP proposals, one from GRW Engineers, Inc. and the second from W&W Engineering Services. Mr. Rosenoff said both companies are qualified to perform the engineering services needed by the Town. He said GRW scored the highest and much of this determination was due to their overall experience with our system, highly impressive personnel and work force, and experience with the Town for decades. Glenn Rosenoff said he is recommending approval of GRW Engineers, Inc for Engineering Services for the SLFRF Program based on their past successful projects with the Town. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Causey made the motion to approve the Resolution for GRW Engineers, Inc. to provide the Town of Jonesborough with Engineering Services as part of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Program. Alderman Countermine seconded the motion and it was duly passed.

#### **INSERT RESOLUTION**

The next item on the agenda was approval of a Memorandum of Understanding (MOU) with the Tennessee Bureau of Investigation (TBI) and the Jonesborough Department of Public Safety. The Memorandum of Understanding is for a period of two (2) years and designates officers as members of the TBI's Criminal Investigation Division Task Force. Mayor Vest asked Town Administrator Glenn Rosenoff to address this item. Glenn Rosenoff said Police Major Jamie Aistrop has worked with the Task Force during an undercover operation in Erwin a few months ago and has been requested to assist the TBI in criminal investigations regarding human trafficking. Mr. Rosenoff said Town Attorney Jim Wheeler reviewed the MOU and reported that all liability for workers compensation (if this occurred) or to others for negligence of the officer are the responsibility of the Town and he further advised the BMA understands that the Town is taking on the risk for the periods of time the Officer is working for the task force. Mr. Rosenoff said the priority is for Major Aistrop to serve the needs of the Town before the needs of the TBI Task Force. Mr. Rosenoff said Police Chief Ron Street will monitor Major Aistrop's time between both the Jonesborough Police Department and any Task Force activities to ensure Jonesborough is not being underserved by this arrangement. He said the TBI will reimburse the LEA's (Jonesborough Department of Public Safety) up to \$10,000 in overtime costs per task force member per fiscal year. Glenn said it is an honor for Major Jamie Aistrop to represent the Jonesborough Police Department on the TBI Human Trafficking Task Force and the amount of training received will be very beneficial to the Town and the Police Department. Mayor Vest asked the Aldermen if they had any comments. There being none, Alderman Callahan made the motion to approve the Memorandum of Understanding (MOU) with the Tennessee Bureau of Investigation (TBI) and the Jonesborough Department of Public Safety, designating officers as members of the Tennessee Bureau of Investigation's Criminal Investigation Division Task Force, for a period of two years, and designating Police Major Jamie Aistrop being the Jonesborough Police Department's representative. Alderman Countermine seconded the motion and it was duly passed.

## INSERT AGREEMENT

The next item on the agenda was the approval of the second contract with the State of Tennessee's Local Park and Recreation Fund (LPRF) for the Lincoln Park Development. Mayor Vest asked Town Administrator Glenn Rosenoff for his comments. Glenn Rosenoff said there are two revisions to the second contract that was received from the State; (1) The term of the contract is November 1, 2021 to October 31, 2022; (2) Under **C. Payments Terms and Conditions**: C.1. Maximum Liability. In no even shall the maximum liability of the State under this Grant contract "exceed" Eighty Thousand Three Hundred Fifty-Nine Dollars and Nine Cents (\$80,359.09) ((Maximum Liability)"). He said the grand total of the budget is \$160,718 with a 50% match therefore the Town's match is estimated to be is \$80,359.09. Mr. Rosenoff said his recommendation is to approve the second contract with the two revisions. Mayor Vest asked the Aldermen if they had any comments or questions. Alderman Countermine asked if the park will be ready in October 2022. Glenn Rosenoff said that is the goal. There being no further discussion, Mayor Vest called for a motion. Alderman Dickson made the motion to approve the LPRF Second Contract for the Lincoln Park Development per the Contract terms and funds with the two revisions, as presented. Alderman Countermine seconded the motion and it was duly passed.

## INSERT AGREEMENT

The next item on the agenda was approval to convert the former shuffle board court at Persimmon Ridge Park to a pickleball court. Mayor Vest said that Dennis and Katie Rosalowski have generously donated \$1,000 toward the cost of installing the pickleball court. Glenn Rosenoff said the Parks and Recreation Advisory Board voted unanimously to support the installation of the court. Mayor Vest asked the Aldermen if they had any comments. There being none, Alderman Countermine made the motion to approve the two recommendations from staff as follows: (1.) Accept the recommendation from the Parks and Recreation Advisory Board and approve the conversion of the former shuffle ball court at Persimmon Ridge Park to the installation of a pickleball court at an estimated cost of under \$2,000. (2.) Approve the acceptance of the \$1,000 donation from Dennis and Katie Rosalowski towards the cost of installing a pickleball court in the former shuffle ball court at Persimmon Ridge Park. The motion was seconded by Alderman Callahan and duly passed.

The next item on the agenda was approval of Change Order JRT-004 for the Jonesborough Repertory Theatre project totaling \$14,920 for labor and materials not originally anticipated. The work included improvements in the vestibule, to the stage, Stage Door sound room, soffit, dust control, exterior fence between the Eureka Hotel and the Theatre, changing doors in the Stage Door and JRT. Mayor Vest said the \$14,920 was due to the increase in material costs and asked if this would delay the project. Glenn Rosenoff replied no, that it is to close the project out. Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Causey made the motion to approve Change Order JRT-004 for labor and materials for work associated with the Jonesborough Repertory Theatre project totaling \$14,920, seconded by Alderman Callahan and duly passed.

The next item on the agenda was approval for the creation of a Utility Manager position including a position description and appointment of a Utility Manger. Mayor Vest asked Town Administrator Glenn Rosenoff to address this item. Glenn Rosenoff said soon after he arrived in his position as Town Administrator, multiple discussions ensued regarding the status of our water distribution/water treatment infrastructure, the great growth the town was experiencing both within the town limits, the major costs involved to maintain the "good" elements of our system and the scaled cost to improve and replace our older infrastructure. Mr. Rosenoff said when analyzing the scope of necessary improvements and being prepared to position the Town for the future, he has determined that the Town needs to have a Utility Manager to manage the system as a whole and serve as a link to the Town Administrator, Operations Manager, and Finance Director. Mr. Rosenoff said that link is to keep everyone up-to-date on overall operations



and projects of the Utility Department (UD) and how we are progressing with improvements on a short and long-term basis. Mr. Rosenoff said they have created a job description for the Utility Manager position. Glenn Rosenoff said his recommendation is to appoint Kevin Brobeck as Utility Manager at Grade 20 Step 11 (\$72,386). He said a move to Step 12 will occur during the FY23 fiscal year. Mr. Rosenoff said Kevin Brobeck is already in tune with the inner workings of each department, the deficiencies thereto, and will strive to ensure that Jonesborough is positioned to address current and future infrastructure needs. Mr. Rosenoff said that even though the position description does not require this person to possess a Water or Wastewater Plant Operator License, Mr. Brobeck has stated he is willing to obtain those licenses in the future as time allows. The Board discussed the proposed the Utility Manager position, proposed job description, and the appointment of a Utility Manager. Mayor Vest asked the Aldermen if they had further comments or questions. There being none, Alderman Causey made the motion to approve the creation of the Utility Manager position at Grade 20 of the Town's compensation plan, the job description as presented, and the appointment of Kevin Brobeck to the new position of Utility Manger at Grade 20, Step 11 (\$72,386) subject to Kevin obtaining the Water Plant and Wastewater Plant licenses in the future. Alderman Countermine seconded the motion and it was duly passed.

### **INSERT JOB DESCRIPTION**

The next item on the agenda was approval of the material bids for the Washington County Industrial Park Project. Mayor Vest asked Glenn Rosenoff to address this item. Glenn Rosenoff said as part of the EDA grant that is for the Washington County Park Water and Sewer Improvements, and specifically the EBM-Pabst Project, the Town of Jonesborough was required to bid out the materials for the project. Mr. Rosenoff said materials were advertised and bids were received from Consolidated Pipe & Supply Company, Inc., Permatile Concrete Products Company, and Southern Sales Company. He said the total costs of materials were higher than originally expected the marketplace for all construction materials during 2021 has escalated significantly over the past 10 months, so prices for each of these Contracts is considered reasonable. Mr. Rosenoff said based on review of the bids by Town staff and GRW Engineers, Inc. recommends award of the contracts pending EDA (Economic Development Administration) approval, as follows: Contract A – Consolidated Pipe & Supply Company, Inc. - \$485,196.44 (Piping, Fittings and Valves); Contract B – Permatile Concrete Products Co. - \$41,734.00 (Manhole and Valve Vaults); Contract C - Southern Sales Co. (Tencarva) \$108,096.00 (Pump Station Equipment), for a total bid price of \$635,026.44. Mayor Vest asked the Aldermen if they had any questions, and there were none. Mayor Vest asked if the three recommendations could be voted on together or separate. Jim Wheeler said the Board would have to approve them separately.

Mayor Vest called for motion on Recommendation 1. Alderman Dickson made the motion to approve the bid for Contract A, Consolidated Pipe & Supply Co., Inc. in the amount of \$485,196.44 (Piping, Fittings and Valves), as presented. Alderman Countermine seconded the motion and it was duly passed.

Mayor Vest called for motion on Recommendation 2. Alderman Dickson made the motion to approve the bid for Contract B, Permatile Concrete Products Co. in the amount of \$41,734.00 (Manhole and Valve Vaults), as presented. Alderman Countermine seconded the motion and it was duly passed.

Mayor Vest called for motion on Recommendation 3. Alderman Countermine made the motion to approve the bid for Contract C, Southern Sales Co. (Tencarva) in the amount of \$108,096.00 (Pump Station Equipment), as presented. Alderman Causey seconded the motion and it was duly passed.

There being no further business the meeting was duly adjourned.

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PAT RYDER, RECORDER

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CHUCK VEST, MAYOR