

BOARD OF MAYOR AND ALDERMEN

CALLED MEETING

MAY 24, 2016

The Board of Mayor and Aldermen (BMA) met in Called Meeting on Tuesday, May 24, 2016, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

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

Upon call of the roll those present were: Mayor Kelly Wolfe, Alderman Terry Countermine, Alderman Adam Dickson, Alderman David Sell, and Alderman Chuck Vest. Also present were: Town Administrator Bob Browning, Town Recorder Abbey Miller, Operations Manager Craig Ford, and Town Attorney Jim Wheeler.

The first item on the agenda was budget presentations by Department Heads. Mayor Wolfe thanked the Department Heads for their attendance and announced that any Department Head who wanted to address the Board to discuss any item in his or her budget was encouraged to do so.

Police Chief Matt Hawkins said he had documented everything in detail in his budget and would answer any questions the Board may have. The Board had no questions for Chief Hawkins.

Chief Phil Fritts with the Fire Department said the only item in his budget outside normal operating expenses was the purchase of a new fire truck. He said he, Mr. Browning, and Mr. Ford have discussed a long range plan for replacing the fire trucks. He added that he has been in discussions with Chief Reagan in Newport; Newport is purchasing two trucks and Chief Fritts recommended combining the buying power of the two cities to purchase three trucks. He said the price is approximately \$360,000, and staff is working with Mr. Browning on this to ensure that only necessary items are put on the truck. Chief Fritts said he has submitted a grant for \$100,000 for replacement of air packs and is hopeful that we will receive the award. He added that the current air packs are out of date and must be replaced. Alderman Sell asked about future expansion of the facility and if that would affect the ISO rating. Chief Fritts said it does to some degree but the purchase of a ladder truck in the future and additional manpower would help the ISO rating to a greater degree. Operations Manager Ford said the facility doesn't hurt the ISO rating unless you need more than one station to get your rating points. Chief Fritts said there are some issues with needing more space in the bays. Mayor Wolfe said he knows we have had plans drawn up for the expansion and it is still a part of future expansion plans. Bob Browning said he would send Alderman Sell a set of plans for the expansion of the Public Safety Division. Alderman Sell asked about personnel in the Fire Department. Chief Fritts said one of his firefighters just took a position in Bristol and one received his orders and is being deployed for a year. He said he is replacing those two with reserve firefighters.

Street Department Director Wally Sparks said all his requests are in his budget and he would answer his questions by the Board. The Board had no questions for Mr. Sparks.

Gary Lykins with the Garage said one thing that he included in his budget that he really needs is the technology upgrade. Mayor Wolfe asked if Mr. Lykins has administered any CDL exams. He said he has done one and added that now we will be able to make sure the Town's CDL drivers maintain their permits. Mayor Wolfe asked if these exams are being done for any organizations other than the Town. Mr. Lykins said he did one for an individual and hopes to do more in the future.

Mary Sanger with the Senior Center said she had tried to be conservative with her budget requests. She added that the utilities budget increased due to the size of the new building. Mayor Wolfe asked if the water heater issue had been resolved, and Operations Manager Ford said he is working on it. Alderman Sell asked what the Health Promotion line item is. Ms. Sanger said those funds are used to pay for all the fitness instructors and exercise equipment such as mats, etc. She said the Center receives about \$3,000 a year from Silver Sneakers to offer their exercise program. She said she has asked for an increase from Silver Sneakers due to increased participation. Mayor Wolfe asked about the Senior Center Receptionist and asked if it would be possible to fill the position by putting a team of three or four volunteers together. Ms. Sanger said FTHRA has a senior program and there is an individual that works twenty eight (28) hours a week but this is a rotating position; the rest are volunteers. She said she does not feel it is necessary for a full time person but someone for twenty five (25) hours a week would be great. Alderman Dickson said he would like for Mr. Browning, Ms. Sanger, and Ms. Hammonds to meet and discuss the Federal AmeriCorps Program. He said AmeriCorps would pay for twenty hours a week and the Town would only have to pay a small matching amount. He said he feels a lot of the needs that the Town has could be covered through this program which could pay for the part time positions at the Chuckey Depot, McKinney Center and Senior Center. Mr. Browning said he has been considering applying for Jonesborough to be an AmeriCorps hub that would have someone in Jonesborough who would essentially run the program for this area. He added that the receptionist at the Senior Center will collect money and input data, and a volunteer cannot collect money. Mayor Wolfe said the Town has placed Seniors as a top priority in Jonesborough but there are other things that have to also be done. He said he likes the suggestion for AmeriCorps and asked Mr. Browning to further pursue this.

Matt Townsend, Assistant Park and Recreation Director and Water Park Director said he has nothing to add to his budget requests. He also stated that he had several large groups coming to the Water Park this week.

Alicia Phelps with the Visitor Center said she has requested replacement of the roof at the Visitor Center for the last couple of years because there are about fourteen leaks in the building. Mayor Wolfe said the roof has three gables and rubber valley sections in the middle which is a point of concern. Mr. Browning said there has been some work on the portico but the roof has not had any work for a long time.

Town Recorder Abbey Miller with the Water Administration Department said nothing other than normal operating expenses and debt service was included in her budget.

Artie White, Meter Department Supervisor, said he had nothing to add and he had asked for nothing out of the ordinary in his budget.

Mike McCracken, Water Distribution Superintendent, said he had nothing to add to his written budget.

Cobern Rasnick, Environmental Services Director - Wastewater Department said he had nothing to add to the budget he presented.

Jonathan Lucas with the Water Plant said he had nothing to add. Mayor Wolfe said Mr. Browning had sent a memo to the Board about the disinfectant types at the Water Plant. He said we have a chance to modify what we are doing as far as the treatment of the water is concerned and save some money. Mr. Browning said the total cost that is involved in this change is \$5,700 that can be done in the existing budget and will eliminate dangerous chlorine gas. Mr. Browning asked the Board members to let him know if they have any concerns about this.

Jeff Thomas, Solid Waste Director, said he had nothing to add. Mayor Wolfe said that Major Rice and Operations Manager Ford have changed the course of the Solid Waste program. He said the Solid Waste operation has a small customer base, and we

are cursed and blessed to have the situation that we have; we are blessed because we get to know our customers and we can help them when they are in need, but we are cursed because these trucks cost so much money and our customer base is so small. Mayor Wolfe said we have participated in the Federal LESSO Program for some time now, and have recently been awarded a garbage truck. He said we are going to do some Commercial Vehicle Safety Training, Commercial Vehicle Enforcement Training, and Commercial Vehicle Accident Training using the truck, and added that the garbage truck that the Town received has 1,100 miles on it. He said the Town was very fortunate to get this truck which saved the Town \$350,000. Mayor Wolfe said we are going to have to talk about the Solid Waste fees and Mr. Browning has done a great job with the write up on those fees. He said we cannot depend on finding garbage trucks somewhere so we need to develop a self-sustaining Solid Waste budget that includes setting money aside for the future purchase of equipment. Mayor Wolfe commended Jeff Thomas for working with the Town and even rearranging staffing to where these goals can be accomplished. He said there is a proposal to change the way we collect cardboard which would eliminate one employee position.

Mayor Wolfe asked Melinda Copp if she had anything to discuss and she said she is working with Mr. Browning on the Main Street Program plan which will be ready by the next meeting.

Virginia Causey with General Administration said that she respectfully requests that the Board not cut her Food line item.

Mayor Wolfe said the next item on the agenda was the FY2016-2017 Compensation Plan. Mr. Browning said that he and Mr. Ford are working on some personnel issues and the Compensation Plan will be addressed at the next budget meeting.

Alderman Sell asked if the new overtime law was going to affect the Town. Ms. Miller said there is one department head who does not already meet the new guidelines and this will need to be addressed.

Alderman Dickson asked why two of the positions at the McKinney Center continued to be listed as interim positions. Mr. Browning said that will be corrected. He said he would be working with Mr. Ford on personnel and correcting these types of issues. Alderman Dickson said Mr. Rasnick did a good job with his personnel recommendations. Mr. Browning said that Mr. Ford would be working with Mr. Rasnick on his employee position recommendations.

The next item on the agenda was the first reading of the Garbage Collection fees. Mayor Wolfe read the following, "An Ordinance Setting the Garbage Collection Fees Within the Town of Jonesborough".

Mayor Wolfe said there is a recommended change for garbage collection fees raising the rate to \$15.50 with a \$2.00 discount for recycling making the rate \$13.50 if you recycle; the rate is presently \$11.50 if you recycle. He said with this increase there should be about \$54,000 that could be put into a reserve fund for truck replacement. Mayor Wolfe said he would like to have a line item in the budget designating \$50,000 in a Solid Waste Equipment Reserve Fund because if it is not designated, it will get used for something else. Alderman Vest said he thought it was a \$1.00 increase being recommended. Mayor Wolfe said Mr. Browning's narrative indicated a \$2.00 increase. Mr. Thomas said he proposed an increase of \$1.00 in his budget. Mayor Wolfe said no one likes to raise fees but we have to be good stewards of the funds. Mr. Thomas said his department has a lot of break down time with the trucks and he felt the residents would not be upset to have a rate increase if it meant better service. Mr. Lykins said back in the winter about forty percent of the garage shop time was spent on the three garbage trucks. He said he had recently replaced a part on one of the trucks and it is running well for now. Alderman Sell said there is a lot of time spent on maintaining equipment. He said he has done some research and there are many towns that are leasing vehicles instead of purchasing which keeps the equipment in good shape, and

there are leasing programs especially for government entities. He added that leasing lessens the strain on cash flow. Mayor Wolfe said when interest rates are really low, leasing is not as attractive. Alderman Sell said we need a side arm mower, salt trucks and other equipment and suggested we look at a leasing program and see how the numbers work. Mayor Wolfe said there is nothing wrong with exploring new ideas. Alderman Sell said the lease of a Ford F250 three-quarter ton truck is \$30,000 and at the present time the Government concession on it is \$9,000; you keep it three years and then change it out. Mayor Wolfe asked Mr. Browning to check with Glen Rosenoff and see where Erwin is with this program. Mr. Browning said the Police cruisers and fire truck are on capital leases where we buy them out at the end of the lease. Alderman Vest said we are currently at \$13.50 and proposing to go to \$15.50 for garbage collection. He asked if we could accomplish the same thing by eliminating the \$2.00 discount for recycling on the current rate. Mayor Wolfe asked what revenue that would generate. Mr. Browning said it would end up being 70% of \$54,000. Mr. Browning said when we started giving the discount, we went from 50% to 70% recycling participation which reduced the amount of garbage going to the land fill and thus reduced the landfill fees we pay. Alderman Sell said our residents don't realize what a terrific service that the Town provides and if it is contracted out, they will not get the personal touch they are used to. Alderman Countermine said it is only a fifty cent increase a week. Mayor Wolfe said you have to train yourself to recycle, and it becomes a habit. Mr. Browning said the disposal fees have gone down and a lot of that is due to the recycling program. Alderman Vest asked if the citizens who recycle would get upset if the discount was taken away. Alderman Dickson asked how we would handle the special events if we contracted the garbage and recycling services out. Alderman Vest asked how many requests for new garbage service we get a year. Ms. Miller said she did not know but would get that information for the Board. Motion was made by Alderman Countermine and seconded by Alderman Dickson to approve the FY2016-17 Garbage Collection Fees on first reading. Those voting aye: Alderman Countermine, Alderman Dickson and Alderman Sell. Those voting nay: Alderman Vest.

ORDINANCE NO. B-16-02

AN ORDINANCE SETTING THE GARBAGE COLLECTION FEES WITHIN THE TOWN OF JONESBOROUGH

WHEREAS, the Town of Jonesborough currently collects garbage within the Town of Jonesborough; and

WHEREAS, it is necessary to charge a garbage collection fee because of the cost to provide this service;

NOW THEREFORE, be it ordained by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee as follows:

SECTION I. The service charge to establish garbage collection service with the Town of Jonesborough is \$40.00.

SECTION II. The user rates for garbage collection for residential customers shall be \$15.50 per month with a \$2.00 discount for residents that recycle to be billed along with the water bill. An additional fee of \$14.00 per month will be charged for each additional tote with a \$2.00 discount for recycling.

SECTION III. Customers' fees for dumpster pick-up are as follows:

<u>DESCRIPTION</u>	<u>MONTHLY AMOUNT</u>
2 Businesses sharing one dumpster	\$45.00
One dumpster picked up once a week	\$90.00
One dumpster picked up twice a week	\$180.00
One dumpster picked up three times a week	\$270.00

Two dumpsters picked up once a week	\$180.00
Two dumpsters picked up twice a week	\$360.00
Two dumpsters picked up three times a week	\$540.00
Four dumpsters picked up once a week	\$360.00

SECTION IV. The overnight collection truck fee is \$75.00 to be paid in advance.

SECTION V. This ordinance will upon its passage repeal or invalidate any ordinance in conflict herewith.

SECTION VI. This ordinance will take effect after the passage on second and final reading with the effective date July 1, 2016 the public welfare requiring it.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, that approval of this Ordinance be adopted.

Motion was made by Alderman Countermine and seconded by Alderman Dickson that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: Alderman Countermine, Alderman Dickson, Alderman Sell
 Those voting against: Alderman Vest

PASSED ON FIRST READING May 24, 2016

 KELLY WOLFE, MAYOR

ATTEST:

 ABBEY MILLER, RECORDER

APPROVED AS TO FORM

 JAMES R. WHEELER, TOWN ATTORNEY

 Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on second and final reading. Those voting for the adoption thereof were: _____

Those voting against: _____

PASSED ON SECOND READING _____

 KELLY WOLFE, MAYOR

ATTEST:

 ABBEY MILLER, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

The next item on the agenda was the first reading on the FY2016-17 Water and Sewer Rates. Mayor Wolfe read the following, "An Ordinance Establishing Water and Sewer Rates to Provide the Necessary Funds for the Operation, Maintenance and the Debt Service of the Jonesborough Water and Sewer Systems". Ms. Miller said there are no changes to the rates. Motion was made by Alderman Countermine, seconded by Alderman Sell and duly passed to approve the Water and Sewer Rate Fees for FY 2016-17 on first reading.

ORDINANCE NO. B-16-03

AN ORDINANCE ESTABLISHING WATER AND SEWER RATES TO PROVIDE THE NECESSARY FUNDS FOR THE OPERATION, MAINTENANCE AND THE DEBT SERVICE OF THE JONESBOROUGH WATER AND SEWER SYSTEMS

WHEREAS, Jonesborough operates water and sewer systems that serve residents within the Town of Jonesborough as well as many residents in Washington County, and

WHEREAS, as a utility provider, Jonesborough must establish water and sewer rates that allow the water/sewer system to be self-supporting, and that are at least sufficient to pay bonds and interest, provide for all expenses of operation and maintenance including compensation of employees and pensions, as well as reserve funds, then

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee, that the following water and sewer rates are hereby established for Jonesborough Water and Sewer System customers for the 2016-2017 fiscal year, or until amended by Ordinance, as follows:

SECTION I. The calculation of water and sewer usage by customers will be determined by the water meter, and the rates shall be as follows:

ACTIVATION SERVICE CHARGE ----- \$50.00

INSIDE THE CITY LIMITS

WATER

	Minimum Monthly Billing – First 1,000 gallons ---	\$16.50	
thousand	1,001 – 5,000 gallons -----	\$	3 . 0 0 p e r
	Over 5,000 gallons -----	\$	4 . 0 0 p e r
thousand			

SEWER

	Minimum Monthly Billing – First 1,000 gallons ---	\$20.63	
thousand	1,001 – 5,000 gallons -----	\$	3 . 7 5 p e r

Over 5,000 gallons ----- \$ 5 . 0 0 p e r
thousand

OUTSIDE THE CITY LIMITS

WATER

Minimum Monthly Billing – First 1,000 gallons --- \$27.50
1,001 – 5,000 gallons ----- \$ 5 . 3 5 p e r
thousand
Over 5,000 gallons ----- \$ 6 . 3 5 p e r
thousand

SEWER

Minimum Monthly Billing – First 1,000 gallons --- \$34.38
1,001 – 5,000 gallons ----- \$ 6 . 6 9 p e r
thousand
Over 5,000 gallons ----- \$ 7 . 9 4 p e r
thousand

SECTION II. All Funds collected will be for the aforementioned purposes.

SECTION III. This ordinance will upon its passage repeal or invalidate any ordinance in conflict herewith.

SECTION IV. This ordinance will take effect after the passage on second and final reading with the effective date July 1, 2016, or if the later the date of passage, the public welfare requiring it.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, that approval of this Ordinance be adopted.

Motion was made by Alderman Countermine and seconded by Alderman Sell that the preceding ordinance be adopted on second and final reading. Those voting for the adoption thereof were: Alderman Countermine, Alderman Sell, Alderman Dickson,
Alderman Vest

Those voting against: _____

PASSED ON FIRST READING May 24, 2016

KELLY WOLFE, MAYOR

ATTEST:

ABBEY MILLER, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by _____ and seconded by _____
that the preceding ordinance be adopted on second and final reading. Those voting for
the adoption thereof were: _____

Those voting against: _____

PASSED ON SECOND READING _____

KELLY WOLFE, MAYOR

ATTEST:

ABBEY MILLER, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

The meeting was adjourned.

ABBEY MILLER, RECORDER

KELLY WOLFE, MAYOR