

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

JULY 11, 2022

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, July 11, 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 the pledge to the Flag.

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, Operations Manager Craig Ford, Town Attorney Jim Wheeler, and Executive Assistant Donna Freeman.

The next item was the Consent Agenda. Mayor Vest asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. There were none. Alderman Wolfe made the motion, seconded by Alderman Countermine, and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes of the April 11, 2022, April 26, 2022, May 3, 2022, and May 9, 2022 BMA meetings.
2. Approve the following bills for payment:

	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
102180-102209	51,340.00		
102472-102502	81,090.00		
102486(Got Skipped)	500.00		
102503-102531	55,056.87		
102532-102538	8,041.94		
192539-102619	81,663.29		
102620-102621	12,746.06		
102622-102651	62,688.86		
102582 (Void)	(400.00)		
102652-102694	67,368.88		
102695-102751	71,820.46		
102719 (Void)	(1,500.00)		
102752-102755	52,931.63		
102756-102758	21,851.60		
102759-102871	161,028.72		
102872-102877	39,032.31		

	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
102676 (Void)	(634.26)		
102786 (Void)	<u>(6,920.26)</u>		
	<b>\$706,366.10</b>		
64138-64149		4,510.00	
64150-64168		134,770.92	
64169-64170		169.34	
64171-64237		218,567.65	
64238		\$16,028.53	
64239-64245		44,971.30	
64246-64256		48,145.54	
64257-64275		140,731.31	
64276-64278		41,293.61	
64279-64280		2,495.91	
64281-64316		559,321.33	
64317-64320		<u>15,341.33</u>	
		<b>\$1,226,346.77</b>	
9642			750.00
9643-9644			169.00
9645			19.79
9646-9657			20,884.63
9658			538.35
9659-9661			376.62
9662-9665			18,424.98
9666-9667			298.18
9667 (Void)			(60.00)
9668-9669			6,382.75
9670-9671			1,471.33
9672-9686			<u>9,880.48</u>
			<b>\$59,136.11</b>

**School Fund – June 2022**

1058-1062	3,556,016.46
1063	260,600.25
1064	<u>1,446,320.43</u>
	<b>\$5,262,937.14</b>

3. Approve the following Operations Manager Report:

Work continued on projects for the month of June. All the structures and tile were completed on Shell Road. The Street Department was having a difficult time getting the binder on the shoulders. Neither of the paving machines would work, so the Street Department staff was doing it all by hand.

The Washington County Highway Department has a road grader with a shoe attachment on the end of the blade they use just for this purpose. I reached out to Richard Thompson and he sent the equipment and an operator the very next day.

The Street Department was able to get the binder down in one day and it is now ready for curbing. The curb company stated it would be two to three weeks before they could get the curb installed. Once this is complete, the Street Department will backfill the curb, then pave the street. This will finally complete the Shell Road project.

As you are aware, we have participated in a third meeting with the contractor on the East Main Street sidewalk. I would recommend we give him a "line in the sand," and if he can't meet that, rebid the project and move ahead.

The Street Department started on the storm drain project at the school. The project called for four weeks completion time. There are two sites we have work to complete. Site one consisted of eight structures and several hundred feet of tile.

In six days, the Street Department has six of the eight structures in and most of the tile. The last two structures are deep and will require the trench box. As such, this will go a little slower; however, we should be finished with both lines in less than four weeks. Once this is complete, we will shift to Lincoln Park.

The Wastewater construction crew has completed the first phase of their line construction at the school as well.

I have worked with Malcolm on Lincoln Park and materials issues. I have spoken with Mr. Browning and advised him of the shorted materials. I further advised him that I would be off the week of July 04 and would be back on July 11. If there were any more shortfalls, I will take care of it at that point.

Once I return on July 11, I will be taking the lead to get Lincoln Park across the finish line. There is a lot of work left to be done by our staff.

Work progressed this month on weeding and beautifying the medians on 11-E. We have made much progress, but we are still not finished.

The two new bay doors on the front of the fire hall were installed the last week of June. A couple of months ago, EMS drove into one of the doors on the front of the building. I learned they could no longer match the doors we have, so I contacted the insurance carrier for EMS and advised them both doors would have to be replaced.

The insurance company agreed with that assessment and the doors were ordered. There was also a silver panel on one of the rear bay doors that EMS damaged several years ago and I had them replace that bottom panel with the brown panel they removed from the one good front door.

We also kept the remaining panels from the front doors that were removed in case we have a problem with one of the back doors. Since we know they cannot be replaced, we at least have good panels we can use for future repairs if needed.

On June 27, 2022 I met with Mark Eades and Rodney Metcalf, from Brightridge, at the Water Treatment Plant to discuss the 3-phase transformer on site. I also had Luke Cole and Kevin Brobeck meet us there as well.

The transformer went down on June 18 and was down most of the day. This is a big problem. According to Mr. Eades, the transformer we have is what is known as a dead face transformer. He states that Brightridge has not ordered any of these transformers in over 30 years as they no longer produce them. He stated the date stamp on the old transformer they took out was from the 1960s.

What is available now is known as a live face transformer. These are readily available in 3-phase power; however, it is vastly different than the current dead face transformer we have. For example, the concrete pad we currently have is too small. Also, the power "hook-ups" are in different locations, therefore the wiring we currently have from the pole is too short.

In addition to that, the underground wiring from the pole to the transformer and the transformer to the panel box inside the building needs to be replaced. The current conduit is too small as well. Finally, the power pole needs to be replaced.

The current transformer sits next to the building. They were discussing enlarging the pad, then replacing the current transformer with the new one. This would take 12 to 24 hours to do and I advised them that would not be acceptable.

What I requested was to send the specifications to me in order that we could pour a new transformer slab on the east side of the driveway going into the property. This would allow us to put all the current conduit underground and have the wiring in place. This would also allow us the opportunity to place additional conduit for the new structure.

Once everything is in place and the new transformer was set, all we would need to do at that point is turn off the old transformer, wire the secondary line into the building, then energize the new transformer. This should take no more than 4 hours to do so long as we don't encounter any problems during the "switchover."

I further expressed to them that time is of the essence as I need the specifications from their engineers to get this in place as quickly as possible.

They are supposed to send someone back to the plant to stake the new pole and new transformer.

Once I get the specifications, we will begin work immediately to get this project completed.

The old transformer has no doubt been slowly getting bad. If you will recall, Raymond Yoakley has worked for some time now on the HVAC system at the treatment plant. He informed me today that since the current transformer went on line, the HVAC has been working properly and has double the voltage at the compressor.

I met with Bob Peterson, Brightbridge Engineer on Friday July 01 at the treatment plant for the purpose of "spotting" a new pole and placement of concrete pad for the new transformer. At this meeting, Mr. Peterson informed me that the current transformer we have is a 500 KVA and we have been consistently running at or near 500 KVA since 2017. He also stated that there are numerous days we have run as high as 530 KVA.

This is yet another reason time is of the essence to get this transformer replaced. I am waiting for him to send me the specifications for the new concrete pad. Once I receive that, which should be the week of July 04, I will get staff started immediately on the installation.

After meeting, we are going to go to a 750 KVA live face transformer. This will more than carry the current plant and we hope it will be large enough to carry the new plant as well.

The Police, Fire, Street, and Recreation Departments spent most of the last week of June preparing for Jonesborough Days.

I continued to work on the 2022-2023 budget this month as well.

4. Approve the following Committee Reports: .Jonesborough Board of Zoning Appeals and Jonesborough Planning Commission.
5. Approve the following Supervisor Reports: McKinney Center, MBM Program Director, Fire Department, Parks and Recreation, Police Department, Utility Manager, Meter Department, Water Distribution, Environmental Services/ Wastewater, Water Treatment Plant, Website and Marketing Specialist Marketing and Promotions Coordinator, Director of Tourism and Marketing, and Building Inspector.

The next item on the agenda was the Financial Report, which was not available for approval.

Communications from the Mayor was the next item on the agenda. Mayor Vest said in the Committee Reports that he wanted to express his thanks to the Planning Commission because there is an important vote coming before them at their next meeting regarding rezoning property for a meat packing out in the County, which is in the Town's planning region; and they have been receiving a lot of calls from citizens in that area who are against it. Mayor Vest said he feels the Planning Commission will make the right decision regarding the rezoning. Town Administrator Glenn Rosenoff said he had received notification from the Washington County Planning and Zoning Office that the rezoning has been rescheduled to the August 16<sup>th</sup> Planning Commission meeting.

Mayor Vest said due to illnesses in the Tourism & Marketing Department, Mitchell Calvin, Nora Davis and Mellissa Szucs found themselves thrown into Jonesborough Days Festival to put that on and they did an outstanding job and thanked them for their hard work and efforts in making it a great Jonesborough Days. Mayor Vest said in the Building Inspector Report there were 55 permits issued in June versus 22 from the same time last year, and \$25,000,000 to-date and last year for the whole year was \$22,000,000, so we are already surpassing last year in six months.

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

*I would like to nominate Donna Freeman for the distinction of Employee of the Month for July 2022. Donna is the Executive Assistant for Town Hall but does the job of many titles. Donna, on many occasions, has gone above and beyond for not only the General Administration Department, but the Town. On a routine basis, Donna handles information for the Board of Mayor and Aldermen, Planning Commission, Health Assessments, helping with the budget, Town event flyers, JRT playbills and much more! No matter what Donna is facing she is sure to finish it in a timely manner and with excellent quality! When anyone has a question, their first stop is almost always her. On top of her routine roles, she has added trainer, mentor, friend, and the affectionate name of Nana, as Glenn refers to her when trouble comes, and you need wise advice. She has been a wonderful mentor and someone I greatly look up to! When things become stressful, she makes them simple. She is who you would want on your team. Speaking of "team," Town Hall is what I would like to think of as a family unit. We all work hard together, look out for one another and share a lot of laughter with one another. Donna is a very large part of that family unity and what makes it work. She is the glue if you will. She holds us all together and helps us all with any issues we may face and is there when we need her the most as well as when we just need to smile. When things get hard, you will never receive a complaint from Donna, but you will receive an impeccable job well done! For these many reasons, and many-many more, I feel that Donna Freeman deserves the honor of receiving Employee of the Month for July 2022. Submitted by Sarah Norton, Administrative Assistant.*

Mayor Vest asked Donna Freeman if she had any comments. Ms. Freeman said she was very surprised and honored for being nominated and chosen for Employee of the Month.

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. Nancy Kavanaugh, 112 East College Street, addressed the Board regarding the Ardinna Woods Arboretum, and Butterfly Garden and as far as she knows there is not a plan to continue it. Ms. Kavanaugh said the Arboretum is due for a reappraisal and recertification next month and there is an issue there in making sure that the plant material, the trees and the shrubs meet those qualifications and certifications. Nancy Kavanaugh said unfortunately there are not people to attend and care for the Butterfly Garden. Nancy Kavanaugh said it is an example of a great idea that gets started without considering what happens next. Ms. Kavanaugh said her concern is that there is not staff or volunteer or community people to work in the Arboretum and Butterfly Garden to maintain it, and asked that it be worked into plans because it is an important area to honor our community and the work that one woman has done, and we need to continue caring for that area. Mayor Vest thanked Nancy Kavanaugh for her comments.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had comments. Alderman Countermine said he wanted to reiterate Mayor Vest's comments on Jonesborough Days, it was well done, and staff did an excellent job.

Alderman Dickson said the play recently held at McKinney Center called *We Did It Together* was a very good and there was a lot of people in attendance. Alderman Dickson said it is another sign of the community that we yearn to see here in Town, and it was a really good activity.

Alderman Wolfe said there is a lot of great things going on, and he is still kind of getting up to speed on everything that the Town has been working for the last little while. Alderman Wolfe said he continues to be impressed with the cohesiveness of the Board, of the good intentions of everybody serving and he thinks everybody here tonight, already knows this that is why you are here as part of the community that is Jonesborough. He said we have got a lot to be proud in terms of how we treat each other, and what the motives are for people being involved in public service; and it is the purest example that he can think of good intentions and good people of coming together to do good things for their town. Alderman Wolfe said he is very impressed and just wanted to say you all are doing good. Alderman Wolfe asked Operations Manager Craig Ford if the sidewalk project on East Main Street is continuing to move and current arrangement diminished or are we trying to work through details to get the kinks out and get it kicked off with the contractor the Town has lined. Craig Ford said we only received on bidder when the bids were sent out, who bid on both the prep work and the concrete work. Mr. Ford said the Board approved the bid subject to the Town Administrator being able to come to terms with the contractor. Mr. Ford said they have had three meetings with the contractor and seems like we just keep getting further

apart. He said his recommendation is to contact the contractor and tell him this is the "line in the sand," either you can do it for this or you can't, and then we go back and do as quick as turn around as we can and do a re-bid and maybe bid someone to do the prep work and someone to do the concrete work. Mr. Ford said that was the problem we had with the first bid, because we had a bid to do the prep work but then we didn't have a secondary bid to pour the concrete after the prep work was done. Alderman Wolfe asked if it has been a little while since all that transpired. Craig Ford said it was in April. Alderman Wolfe said so circumstances with work loads and job obligations and all that is going to change just from normal flow up there. Alderman Wolfe said he just wanted to encourage us to not to let this project to continue to drag, and we need to get aggressive with the contractor and if he is not going to be able to perform the work, then we may need to re-bid the project just to move it forward. Alderman Wolfe said he feels there has been ample time at this point for it to have some action to take place. Town Administrator Glenn Rosenoff said staff is trying to finalize the easements that we will need along East Main Street. Alderman Wolfe asked if they have gotten all the easements. Town Attorney Jim Wheeler replied no, there is approximately twelve they are working on and he is not aware of any others. Alderman Wolfe said it is important to get the ground work laid. Mayor Vest thanked the Aldermen for their comments.

Town Attorney Comments was the next item on the agenda. Jim Wheeler said one thing of concern to the County is the maintenance of the landscaping of the new School Project, due to the point it is a lot of work.

The first item under Old Business was approval of a Special Event Application request for the Washington County, Tennessee Heritage Fair, sponsored by the Washington County Genealogical Society, to be held on Friday, September 2, 2022 through Saturday, September 3, 2022, from 9:00 am to 4:00 pm, in various locations within the downtown area of Jonesborough, with setup scheduled for Thursday, September 1<sup>st</sup>, and the closing of Christopher Taylor Lane from Main Street to College Street. It was noted that the proof of insurance and hold-harmless agreement are complete. Mayor Vest asked the Aldermen if they had any comments. There being none, Alderman Wolfe made the motion to approve the Special Event Application for the Washington County, Tennessee Heritage Fair as presented. Alderman Countermine seconded the motion, and it was duly passed.

The next item on the agenda was Jackson Theatre Project Architects' Fees. Mayor Vest said the recommendation is to accept the offer based on the Town Attorney's review of the "Jackson Theatre Architects' Fees" recommendation to accept the said offer. Mayor Vest asked the Aldermen if they had questions or comments. There being none, Alderman Causey made the motion to approve the \$70,000 to be taken out of the Jackson Theatre Project funds, seconded by Alderman Dickson and duly passed.

The first item under New Business was approval of predetermined routes for 5K races and 1 mile run/walk events requested by Police Chief Matt Rice. Mayor Vest said Chief Rice did a great job on the routes and asked if he got any feedback from any of



the running clubs or organizers about those routes. Police Chief Matt Rice replied no, because they are not really certified courses, but they are a modification for the most part of races that have occurred in the past and the main goal is to try to migrate some of those races away from those busy intersections. Chief Rice said he modified them to still allow for the feel downtown but get them off the main thoroughfares and break the interaction between pedestrians, runner and vehicle traffic. Alderman Wolfe asked Chief Rice if he was comfortable with these new routes. Chief Rice said he was. He said there may be better options but at a quick glance and talking to other parties, it is trying to accommodate what they are wanting to do but put a standard of safety being the main motivator for those routes. Chief Rice said it also cuts down on the number of event sponsors that come in with their own idea on the route that they want to run and much easier for staff to let them know these are the six routes that have planned and they know what they are going to have to have manpower. Mayor Vest asked the Aldermen if they had any comments or questions. Alderman Dickson asked on a couple of these routes are they going to be in the County. Chief Rice said all the routes are incorporated in town, but some of those leave downtown and will utilize the Town's walking trail system and use some of the back streets that have minimal traffic. Chief Rice said the only route that will start out in the county along Old State Route 34 is the David Crockett Pioneer run which has been tried and proved. Alderman Dickson asked if the half-marathon will be the last event of that nature and then the pre-determined routes will have to be used in the future. Chief Rice said the half-marathon is much bigger, so with that particular event itself we are utilizing the county because a good portion of that race is actually out in the county. He said, going forward we tentatively approve the safety aspects between us and the sheriff's department for that particular route. Chief Rice said as the Town grows, we are obviously going to have to look at maybe next year at a different route that doesn't have as much interaction with vehicular traffic. Mayor Vest asked if there were any further comments. There being none, Alderman Wolfe made the motion to approve the pre-determined routes for 5K races and 1 mile run/walk events as presented, seconded by Alderman Causey and duly passed.

## **INSERT ROUTE**

The next item on the agenda was approval of a Special Event Application request for the 50<sup>th</sup> Annual Storytelling Festival to be held October 5 – 9, 2022. Beginning Thursday evening (Oct. 6<sup>th</sup>) with College Street from Second Ave to Sabin Drive and Sabin Dr. from Boone Street to Oak Hill School closed to allow only vendors to park between Cherokee and First Ave on one side of College St, Friday – Sunday (Oct. 7 – 9); Fox Street to 2<sup>nd</sup> Ave closed early Friday morning through Sunday evening, Sabin Ave, Spring Street from Franklin Ave to Main St, Friday and Saturday evenings, and Boone Street to be included in the Festival boundary with a festival speed limit of 5 mph along with the use of the Visitor Center, Mill Spring Park, Christopher Taylor lot, Parson's Table lot, and front plaza of the MBM Storytelling Hall, and other accommodations as requested; and approval of the Special Event/Special Occasion Outdoor Use Permit for the Wine Garden to be set up at the ISC Plaza on Thursday, October 6 from 4-8 PM, and the Beer Garden to be set up at the Library Tent on the

same evening from 6:30-9:30 PM, as presented. Mayor Vest asked the Aldermen if they had any comments. Alderman Causey said she lives on West College Street near Second Ave and a lot of times they have difficulty getting back in if they leave to go somewhere and a lot of times the person attending to that area will argue that they can't come in. Alderman Causey said if Storytelling would give permits to the residents that live in that area to be able to go out and back in without a problem. Alderman Dickson made the motion to approve the Special Event Application request for the for the 50<sup>th</sup> Annual Storytelling Festival to be held October 5 – 9, 2022, the Special Event/Special Occasion Outdoor Use Permit for the Wine Garden and Beer Garden, and with the addition of some type of form of identification for the residents/homeowners in the area of West College Street and Second Avenue. The motion was seconded by Alderman Countermine and duly passed.

The next item on the agenda was approval of a Special Event Application request for the Constitution Week Bell Ringing Ceremony, sponsored by the Heritage Alliance and the State of Franklin NSDAR, to be held September 11, 2022 from 12:00 noon – 4:00 p.m. Mayor Vest asked the Aldermen if they had questions or comments. There being none, Alderman Wolfe made the motion to approve the Special Event Application request as presented, seconded by Alderman Causey and duly passed.

The next item on the agenda was approval of a Special Event Application request from the Goose Chase Organization for the "Haunted Half Marathon" scheduled to be held October 29, 2022 from 7:30 a.m. to 11:30 a.m.; and approve the donation from the Goose Chase Organization in the amount of \$2,000 to be shared equally between "Paws In Blue" and "Shop with a Cop". Mayor Vest asked the Aldermen if they had any questions. There being none, Alderman Dickson made the motion to approve the Special Event Application for the Haunted Half Marathon and that the donation of \$2,000 between equally shared between "Paws In Blue" and "Shop with a Cop", as presented. The motion was seconded by Alderman Wolfe and duly passed.

The next item on the agenda was approval of an engineering agreement with GRW Engineers, Inc. at a total cost of \$206,000 and applying ARPA Funding for the following projects: (1) Electronic Meters (13,000 meters), (2) Gravity line in place of Lift Station "A Station", and installation of the two (2) pump stations for Ivy Trace and Birds Eye View Subdivisions. Alderman Wolfe asked Mayor Wolfe if he could address this. Mayor Vest replied yes. Alderman Wolfe said this is a great example of the Town being pro-active. Alderman Wolfe said Sewer A-Pump Station has been on line as the oldest pump station in town, and this is a very big deal and a long time coming. He said when North Jonesborough Subdivision was put on sewer in the 1980's for cost reasons a sewer gravity system was not constructed, it is a smaller diameter system that still utilizes a lot of septic tanks and some 4-inch lines in places, and this will enable a line from the school to proceed down to the sewer plant all through a gravity system. He said that is a critical thing because this new school is a very big deal for the Town and if you have your oldest pump station with a history of issues over time, you don't want to have a failure like that in route with flows from the new school. Alderman Wolfe said this northern loop on the waterline is something that kind of represents an

acknowledgement of where a lot of the growth is going on in Jonesborough. Alderman Wolfe said a lot of what you are seeing in Jonesborough is the growth on the west end of town, but there is also a lot of growth on the north end as well, in the Boones Creek and the school and that whole area. He said this project is very important to make sure that there is enough water to support current and coming development and commercial enterprise. Alderman Wolfe said this is an example of the Town being very proactive and going ahead, even though there is not an earth shattering critical need today, but there is planning that has been done and foresight involved and we are going to hopefully have infrastructure in place as the need develops and not let it get in a situation where you desperately trying to catch it, so this is a very big deal. Mayor Vest thanked Alderman Wolfe for his comments and asked if there were any further comments. There being none, Alderman Causey made the motion to approve the engineering agreement with GRW Engineers, Inc., at a total cost of \$206,000, as presented, seconded by Alderman Countermine and duly passed.

## **INSERT AGREEMENT**

The next item on the agenda was the assignment of 2022 mowing season contract from Earth Effects to TruScapes, LLC at \$2,250.00 per mowing cycle, and award the landscaping on an “as needed” basis should Park and Recreation staff get behind and was unable to complete a landscaping project, contingent upon available funds. Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Causey made the motion to approve the assignment of the 2022 mowing season contract from Earth Effects to TruScapes, LLC at \$2,250.00 per mowing cycle and that the landscaping be awarded on an “as needed” basis contingent upon available funds, Alderman Wolfe seconded the motion, and it was duly passed.

The next item on the agenda was an Access Road Agreement with McCoy Family Properties for a new service road and place an assessment easement for public use (to be future public right of way connecting Chucks Alley and the Lowe’s property); and coordinate the construction with the Town of Jonesborough and the McCoy Family, which will provide access from the businesses and the Epling Multi-Use Development. Town Administrator Glenn Rosenoff said staff talked to Joe McCoy and Mr. McCoy is in favor of extending the road and cited that it was a similar project when Bojangles and Pal’s were developed, as both were on an access easement as well. According to Mr. McCoy, for those two projects the developer was responsible for prepping the access road area and the town took responsibility to pave the access section. Mr. Rosenoff said Matt Epling of Epling Multi-Use Development received a proposal from Fuller Paving to complete 7,600 square feet of paving to include 2” binder asphalt mix and 1.25” surface asphalt mix at a cost of \$25,563.00. Mr. Rosenoff said Town Staff calculated the cost if the Town was to complete the paving and our cost was estimated at \$13,000 (based on last week’s numbers). Glenn Rosenoff said staff could undertake this project, but it would need to be scheduled towards the end of the year, and Mr. Epling is ready to complete this portion of the project now. Staff is favorable to cost sharing in the project the amount estimated for the town to do the work at \$13,000 and therefore recommends our cost sharing to be \$13,000 towards the completion of paving

the subject access road. The remainder of the recorded access easement is owned by Lowe's Home Improvement, so Staff will start a dialogue with the Company about the future extension of the remainder of the access easement. Glenn Rosenoff said staff recommendation is approval for Staff to work with Town Attorney Jim Wheeler to draw up an agreement that would allow the Town to partner with the developer Matt Epling to pave the access road abutting the Epling Multiuse Development project and for the Town to cost share a total of \$13,000 towards the completion of the access road if a private company is used by Mr. Epling to complete access road paving, with funding from the Street Department's Paving budget line item. Mayor Vest asked the Aldermen if they questions or comments. Alderman Causey asked if this road going from Chuck's Alley to Lowes. Alderman Wolfe said it will be stopping behind the car wash. Mayor Vest said long-term that is part of the plan to go to Lowe's. Alderman Wolfe said there is a significant grade difference between the Lowe's road and this area, and it is probably never going to be bridged. Mayor Vest asked if there were any further comments. There being none, Alderman Dickson made the motion to approve the agreement of the access road as recommended, seconded by Alderman Wolfe and duly passed.

The next item on the agenda was discussion of the vacancy in the Town Recorder position due to the recent resignation of Pat Ryder, and the appointment of a temporary Town Recorder to carry out the official functions of the Town Recorder until the Board approves a permanent hire. Town Attorney Jim Wheeler presented a Resolution recommending the BMA appoint Glenn Rosenoff as temporary Town Recorder and with a monthly stipend to be paid to Mr. Rosenoff in the amount of \$2,000 in addition to his current salary until such time as the Board appointments the next Town Recorder. Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Wolfe made the motion to approve the Resolution to appoint Glenn Rosenoff as temporary Town Recorder to carry out the official functions of the Town Recorder, and that Mr. Rosenoff be paid a monthly stipend in the amount of \$2,000 in addition to his currently salary until the BMA appointments a permanent Town Recorder. Alderman Causey seconded the motion, and it was duly passed.

**INSERT RESOLUTION**

There being no further business the meeting was duly adjourned.

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GLENN ROSENOFF, RECORDER

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CHUCK VEST, MAYOR