

Town of Alexandria

Minutes for Meeting November 27, 2018

The Mayor and Board of Aldermen of the Town of Alexandria met for the regular monthly meeting on November 27, 2018 at 7:00 P.M. The meeting was held in the conference room of Alexandria City Hall – DeKalb County, Tennessee.

The council members in attendance were: Lloyd Dyer, Lynne Dickerson, Charlie Fraser, Ryan Garrett, and Bridgette Rogers. Quorum established.

Mayor Bennett Armstrong and Attorney Vester Parsley were also present. The meeting commenced with a prayer from Attorney Vester Parsley and the pledge of allegiance.

The meeting began with Mayor Armstrong requesting the minutes from the October 23th and November 15th meetings be reviewed. Alderman Lloyd Dyer made a motion to accept the minutes for October 23, 2018 as presented. Motion seconded by Alderman Lynne Dickerson. Motion passed unopposed.

DEPARTMENT MONTHLY REPORTS

Sewer Report was presented by Dale Smith. Mr. Smith reported that we are currently having an issue with our effluent flow meter. The meter is bad and Mr. Smith ordered a new meter, the cost will be \$2000.00 plus labor. The meter is required by permit. The pump station had both motors replaced and is running fine. Jerry Warren is working on a plan for the violation of the permit for the Nitrogen and Phosphorus numbers in the effluent. Watertown's Mayor has offered Bob Morgan to help us with the sewer smoke testing. We would be responsible for paying his salary during of testing. A workshop is needed to prepare a plan; Alderman Bridgette Rogers requested the workshop be after working hours, Alderman RyanGarrett further requested 6:30pm.. Alderman Dyer made a motion to accept the sewer report. Motion seconded by Alderman Charlie Fraser. Motion passed unopposed.

Streets report was presented by Mayor Armstrong; see attachment A. Total spent \$250.35. Alderman Ryan Garrett made a motion to accept the report as presented. Motion seconded by Alderman Dickerson. Motion passed unopposed.

Police report was presented by Mayor Armstrong; see attachment B. Motion was made by Alderman Rogers to accept the Police report. Alderman Fraser seconded the motion. Motion passed unopposed.

Fire report was presented by Mayor Armstrong; see attachment C. Alderman Fraser made a motion to accept the report as presented. Alderman Dyer seconded the motion. Motion passed unopposed.

Water Report was presented by Brian Grisham. A water line break on Laverne Street was fixed today. Booster Station is waiting on the electric meter. Alderman Dickerson made a motion to accept the water report. Alderman Fraser seconded the motion. Motion passed unopposed.

Financial report was presented by Mayor Armstrong; see attachment D. Mrs. Elizabeth Tetlow, MFO went over the Contract Labor section of the Water Budget Overview. This area is currently over-budget by \$48,000. Tap cost is an offset, but leak repair has put Water Department over budget. There was discussion concerning upcoming taps. Alderman Dyer made a motion to accept the financial report as presented. Motion seconded by Alderman Dickerson. Motion passed unopposed.

Mayor's report was presented by Mayor Armstrong. Mayor Armstrong reviewed the Water and Wastewater Financing Board Meeting that was attended. The order requires a review of the \$6.00 Depreciation Charge and overage increase, a creation of a capitalization policy, and a

creation of a five (5) year capitalization budget. This information is required to be updated to the Water and Wastewater Financing Board by April 19th, 2019. Motion was made to accept the Mayor's report by Alderman Dickerson and seconded by Alderman Fraser. Motion passed unopposed.

Attorney report was presented by Attorney Vester Parsley. Attorney Parsley discussed Water Department issues concerning cutoffs and balances with Alderman Rogers earlier and Alderman Rogers would like it to be covered in the January meeting. Alderman Fraser made a motion to accept the report as presented. Alderman Rogers seconded the motion. Motion passed unopposed.

OLD BUSINESS

Mayor Armstrong reviewed the upcoming Christmas Parade being held on December 9th. Discussion was held concerning the general request for donations.

Fire Hall Heater Replacement discussion that was tabled during the April 2018 meeting was reopened for discussion. There were three different units that were rebid. The 2018-19 General Budget was discussed to re-appropriate money in the general fund to cover the cost of replacing the broken unit. Motion was made by Alderman Dickerson to move one hundred dollars (\$100.00) from Election Expense, one thousand one hundred eighty-one dollars (\$1181.00) from Contract Labor, and three hundred and nineteen dollars (\$319.00) to Capital Outlay to cover the expense of the hanging heater from Randy's Heat and Air for the fire hall. Motion seconded by Alderman Fraser. Mayor Armstrong called for a roll-call vote.

Dyer – Aye

Dickerson – Aye

Frasier – Aye

Garrett – Aye

Rogers – Aye

Motion passed.

NEW BUSINESS

Water Account reviews

Linda Burgess – requested a review of her account. Mrs. Burgess received a high bill when she normally has a minimum bill. The Water Department went out to check her meter and look for a possible leak. She stated that she changed out her bathroom fittings to make sure that there was nothing leaking. There was a discussion concerning the bill and issue. Alderman Garrett made a motion to apply the Leak Adjustment to the account. Motion seconded by Alderman Fraser. There was further discussion concerning the account and history. Alderman Garrett amended his motion to apply the Leak Adjustment process at a 50% rate to the account. Alderman Fraser seconded the motion. Mayor Armstrong called for a roll-call vote.

Dyer – Aye

Dickerson – Aye

Frasier – Aye

Garrett – Aye

Rogers – Aye

Motion passed.

Billy McClanahan – requested a review of his account. Mayor Armstrong recommends waiving the November penalty and non-payment fee. There was discussion concerning the account history. Alderman Dyer made a motion to waive the November penalty and non-payment fee. Motion seconded by Alderman Dickerson. Motion passed unopposed.

Tina Gipson – requested a review of her account due to high average bills. Water Department had come out to check meter for a possible leak. None was found. Discussion was held

concerning how water bills fluctuate due to usage. Discussion was tabled until next meeting; the board will have the water department monitor the meter and look for possible leaks.

Audry Cazal – review of payment arrangement due to leak, payment plan defaulted. There was audible discussion concerning the account history and current situation. Current balance is six hundred eighty-two dollars and sixty eight cents (\$682.68). Mr. Cazal was present for the discussion and requested a new payment arrangement. He stated that could make a payment of three hundred and fifty dollars (\$350.00) on Friday, November 30th. Alderman Garrett made a motion to hold the Cazels to a payment of three hundred and fifty dollars (\$350.00) on Friday, November 30th reinstating the payment plan of one hundred and sixty-six dollars and thirty-four cents (\$166.34) for the next two months with the understanding that failing to pay would shut off water service to the home. Motion seconded by Alderman Dyer. Motion passed unopposed.

Zoning Board Recommendation – Zoning board recommends that 217 Church Street be rezoned from R1 to R2. Alderman Rogers made a motion to change the zoning on 217 Church Street from R1 to R2. Alderman Dickerson seconded the motion. Floor was open for public comment on the zoning change. Mayor Armstrong called for a roll-call vote.

Dyer – Aye

Dickerson – Aye

Frasier – Aye

Garrett – Aye

Rogers – Aye

Motion passed.

Water Clerk Maternity Coverage – Discussion was held concerning the coverage for water clerk position. Alderman Dickerson offered to help on a part-time basis while Jessica Cripps is out. She will start training December 18th.

Water – CD Investment options were discussed. Attorney parsley reminded the board that the money could not be invested where it could lose money. He also stated that it must be in a Federally Insured account. The board will continue to look at other banks and investment opportunities.

Mayor Armstrong reviewed the CDBG Water and Sewer applications with the board members.

Floor was opened to the citizens.

Mayor Armstrong recognized Chris Combs for his projects on the square. He has painted the storefront of the old Hardware and is looking to repair the town clock.

Alderman Dickerson stated the Alexandria Senior Center is having a covered dish dinner and bazaar on Monday Dec 3rd 10am – 1pm.

Alderman Rogers made a motion to adjourn. Alderman Dyer seconded the motion. Motion passed.

MAYOR_____

ATTESTED_____

RECORDER_____

Attachment A

T. O. A Street Dept Ex Report 10-23 thru 11-27

Hard Ware OF Watertown

11-5- nuts-bolts \$ 11.50 - total

Auto Parts

11-1 changed oil in truck \$ 47.00 - total

Fleet Card

10-22	truck	34.16
10-30	truck	30.34
10-25	truck	34.83
11-2	truck	23.50
11-6	truck	15.53
11-13	truck	25.46
11-16	truck	28.03
		<hr/>
		191.85 - total

Grand total \$ 250.35

Alexandria Police Department



Monthly Activity Report

October 23, 2018 to November 26, 2018

Calls: 67

Citations: 32

Arrests: 5

Patrol Miles Driven: 3438

Business Door Check: 213

Church Door Checks: 22

New Business:

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ALEXANDRIA FIRE DEPARTMENT

102 HIGH STREET, P.O. Box 277
ALEXANDRIA, TN 37012

MONTHLY ACTIVITY REPORT

October 23, 2018 through November 27, 2018

- Calls answered, Emergency and Service: **4 Calls.**
- Average responders per call **2.8 Per call**
- Two new members Jason Robbins, and Curtis Daniels
- Total Membership at 11 personnel.
- One training drill held.
- New Automated External Defibrillator (AED) is in service.
- Chili Supper on November 10th was very successful.
- Joint training with DeKalb Fire Dept. December 1st.
- Pump testing completed on Engine 75.
- SCBA fit test (OSHA Mandated) scheduled for Dec. 17.

3:55 PM

11/27/18

Accrual Basis

TOWN OF ALEXANDRIA - Water & Sewer Fund

Profit & Loss Budget Overview

July 1 through November 27, 2018

	Jul 1 - Nov 27, 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Debt Recovery	340.75	0.00	340.75
Depreciation Charge	29,376.00	22,968.00	6,408.00
Reimbursement	0.00	6,693.40	-6,693.40
Tap Fees	24,825.00	9,800.00	15,025.00
Water Income	308,025.85	283,359.07	24,666.78
Total Income	362,567.60	322,820.47	39,747.13
Gross Profit	362,567.60	322,820.47	39,747.13
Expenses			
Advertising	43.75	17.15	26.60
Bad Debts	170.10	203.60	-33.50
Bank Service Charge	7.00	97.42	-90.42
Contract Labor			
C & S Supplies	1,111.09	0.00	1,111.09
Equipment Rental	600.00	0.00	600.00
Leak Repair 2	25,250.00	0.00	25,250.00
Meter Install/Change out	1,500.00	0.00	1,500.00
Tap Install Fees	24,000.00	0.00	24,000.00
Contract Labor - Other	46,849.74	50,555.75	-3,706.01
Total Contract Labor	99,310.83	50,555.75	48,755.08
Contracted Services	3,050.00	3,884.91	-834.91
Depreciation Expense	29,376.00	21,708.00	7,668.00
Dues	2,096.80	1,772.00	324.80
Equipment Purchase	0.00	7,987.00	-7,987.00
Insurance	0.00	5,911.85	-5,911.85
Miscellaneous	0.00	7,394.10	-7,394.10
Office Supplies	0.00	75.00	-75.00
Postage	1,365.84	1,325.77	40.07
Reimbursement of overpayment	95.90	0.00	95.90
Rent Expense	6,830.00	6,693.40	136.60
Repairs	20,229.77	0.00	20,229.77
Salaries	10,733.34	11,025.00	-291.66
Sales Tax	15,450.79	13,512.10	1,938.69
Sewer Supplies	3,997.72	3,436.80	560.92
Sewer Testing	2,405.00	0.00	2,405.00
Supplies	0.00	838.43	-838.43
Telemetry			
Repair	4,757.00	0.00	4,757.00
Telemetry - Other	216.24	0.00	216.24
Total Telemetry	4,973.24	0.00	4,973.24
Telephone	81.88	200.70	-118.82
Utilities			
Sewer Plant Expense	0.00	245.00	-245.00
Utilities - Other	22,246.00	23,794.21	-1,548.21
Total Utilities	22,246.00	24,039.21	-1,793.21
Water Purchased	128,578.93	109,799.07	18,779.86
Water Supplies			
Shipping	156.34	0.00	156.34
Water Supplies - Other	12,631.10	32,714.44	-20,083.34
Total Water Supplies	12,787.44	32,714.44	-19,927.00
Water Testing	360.00	0.00	360.00
Total Expense	364,190.33	303,191.70	60,998.63
Net Ordinary Income	-1,622.73	19,628.77	-21,251.50
Other Income/Expense			
Other Income			
Interest Income	922.28	64.16	858.12
Total Other Income	922.28	64.16	858.12
Net Other Income	922.28	64.16	858.12
Net Income	-700.45	19,692.93	-20,393.38