

Town of Alexandria

Minutes for Meeting April 28, 2020

The Mayor and Board of Aldermen of the Town of Alexandria met for the regular monthly meeting on April 28, 2020 at 7:00 P.M. The meeting was held via online platform Alexandria – DeKalb County, Tennessee.

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

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

Mayor Bennett Armstrong read the following statement. “On March 20, 2020, Governor Bill Lee signed Executive Order No. 16 (“the Order”), which suspends the requirements of the Tennessee Open Meetings Act (“TOMA”) to the extent necessary to allow any governing body subject to the requirements of TOMA to meet and conduct essential business by electronic means if the body determines meeting electronically is necessary to protect the health, safety, and welfare of Tennesseans in light of the COVID-19 pandemic. Based on the on the above order the Mayor and Board of Aldermen have determined that holding this special meeting electronically is necessary to protect public health, safety, and welfare in light of the coronavirus.”

Mayor Armstrong requested the minutes from the February 25, 2020 and April 13, 2020 meetings be reviewed. Alderman Charlie Fraser made a motion to accept the minutes for the February 25, 2020 and April 13, 2020 meetings as presented. Motion seconded by Alderman Bridgette Rogers. Motion passed unopposed.

DEPARTMENT MONTHLY REPORTS

Sewer & Water – no one in attendance.

Police report was presented see attachment A. Attorney Parsley reminded the Board that there is no court at least through May 30th, 2020 and there will be no jury trials until July 3rd, 2020. Motion was made by Alderman Lloyd Dyer to accept the Police report. Alderman Rogers seconded the motion. Motion passed unopposed.

Fire report – no one in attendance. Discussion was held over testing of the siren used for tornado warnings. Alderman Dyer made a motion to have monthly testing of the siren. Alderman Charlie Fraser seconded the motion. Motion passed unopposed.

Streets report was presented see attachment B. Total spent in March was two hundred and ninety-nine dollars and ninety-seven cents (\$299.97). Total for April was three hundred and one dollars and sixty-two cents (\$301.62). Alderman Fraser made a motion to accept the report as presented. Motion seconded by Alderman Rogers. Motion passed unopposed.

Financial report was presented by Mrs. Elizabeth Tetlow, CMFO. Mrs. Tetlow went over the Water and Sewer Fund Profit and Loss and discussed Rate Review Process; see attachment C. Mrs. Tetlow stated that the Water and Sewer Fund should show a positive net change for the current year. Alderman Fraser made a motion to accept the financial report as presented. Motion seconded by Alderman Rogers. Motion passed unopposed.

OLD BUSINESS

Discussion was held concerning the COVID-19 issues as related to Water and Sewer’s customer billing for the month of May 2020. \$50.00 Non-Payment fee that applies to any accounts that remain unpaid after 12:01am on 5/20/2020. There will be no water cutoffs for May 2020.

Alderman Charlie Fraser made a motion to waive the \$50.00 Non-Payment fee for the month of May. Alderman Lynne Dickerson seconded the motion. Motion passed unopposed.

Mr. Donnel Preston had been haying the field between the sewer plant and transfer station. Alderman Rogers made a motion to allow Mr. Preston to continue cutting the field. Motion was seconded by Alderman Fraser. Motion passed unopposed.

NEW BUSINESS

Edgewood/Industrial Drive Culvert – Vehicle vs Bridge 4/26/2020. Mr. Jerry Warren addressed the board concerning the current damage to the culvert. Mr. Warren is getting the prices for the replacement of the culvert.

Sewer Contract; see attachment D. Alderman Dickerson made a motion to accept the sewer contract as presented. Alderman Rogers seconded the motion. Motion passed unopposed.

Blessing Box at Library – Alderman Rogers addressed the Board concerning installing a Blessing Box in front of the Library on the Town Square. The Library has already approved the placement. Alderman Dickerson made a motion to approve the placement of a Blessing Box in front of the Library. Alderman Rogers seconded the Motion. Motion passed unopposed.

Governor's Local Government Support Grant – Workshop will be held in May.

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

MAYOR _____

ATTESTED _____

RECORDER _____

Attachment A

Alexandria Police Department



Monthly Activity Report

February 25, 2020 to April 27, 2020

Calls: 67

Citations: 19

Arrests: 1

Patrol Miles Driven: 3136

Business Door Check: 298

Church Door Checks: 56

New Business:

1. New Radio Repeater and equipment installed on April 23, 2020 at water tank on Cemetery Street for police/ fire communications with dispatch. Obtained through a grant with Dekalb 911/ Dekalb Emergency Management and the Upper Cumberland Homeland Security District. Valued approximately \$9000- \$10,000.



**Monthly Street Report
February 25, 2020 – March 24, 2020**

Alexandria Auto Parts

02-27-20 Oil Change \$ 46.00

ACE Hardware

02-26-20 Fixed Chainsaw \$ 84.98

Fleet Card

02-20-20	Truck gas	\$ 14.90	
02-27-20	Truck gas	\$ 23.01	
03-03-20	Truck gas	\$ 16.01	
03-09-20	Truck gas	\$ 24.36	
03-12-20	Truck gas	\$ 21.11	
03-17-20	Truck gas	\$ 21.29	
03-23-20	Truck gas	\$ 19.03	
02-25-20	Tractor gas	\$ 10.49	
03-09-20	Mower	\$ 18.79	
			<u>\$ 168.99</u>
Total			\$ 299.97



**Monthly Street Report
March 25, 2020 – April 28, 2020**

Alexandria Auto Parts

04-14-20	Mower Tire	\$ 25.00	
04-21-20	Stens Mix	\$ 10.00	
			\$ 35.00

Co-Op

03-26-20 Cornerstone Spray \$ 53.99

Fleet Card

03-27-20	Truck gas	\$ 24.00	
03-31-20	Truck gas	\$ 9.49	
04-06-20	Truck gas	\$ 19.26	
04-13-20	Truck gas	\$ 19.80	
04-16-20	Truck gas	\$ 21.01	
04-21-20	Truck gas	\$ 18.51	
04-23-20	Tractor gas	\$ 8.85	
03-26-20	Mower	\$ 14.08	
03-30-20	Mower	\$ 17.35	
04-03-20	Mower	\$ 16.16	
04-13-20	Mower	\$ 17.21	
04-16-20	Mower	\$ 13.70	
04-21-20	Mower	\$ 13.21	
			<u>\$ 212.63</u>
Total			\$ 301.62

Attachment C

Town of Alexandria - Water & Sewer Fund
Profit & Loss
July 1, 2019 through April 1, 2020

		<u>Jul 1, '19 - Apr 1, 20</u>		
Ordinary Income/Expense			Salaries	8,855.38
Income			Supplies	4,435.67
Income			Testing	3,638.64
Bad Debt Payments	76.50		Utilities	<u>22,155.51</u>
Sewer Income			Total Sewer Department	55,934.06
Sewer Penalty	2,483.07		Tap Install Fees	
Sewer Income - Other	<u>128,420.16</u>		Equipment Rental	0.00
Total Sewer Income	130,903.23		Sewer Tap	8,000.00
Water Income			Water Tap	<u>12,000.00</u>
Connection Fee/Service Charge	4,138.00		Total Tap Install Fees	20,000.00
Non-Payment Fee	14,000.00		Water Department	
Water Penalty	8,342.21		Audit	1,633.00
Water Surcharge	845.10		Contracted Services	40,000.00
Water Tap Income	180.00		Dues	1,444.50
Water Temporary Turnon	320.00		Insurance	6,216.00
Water Income - Other	<u>437,750.14</u>		Office Expense	1,607.91
Total Water Income	465,575.45		Postage	2,741.53
Total Income	596,555.18		Professional Fees	479.33
Tap Fees			Purchased Water	174,651.51
Sewer	15,000.00		Rent	108.99
Water	<u>15,000.00</u>		Repair and Maintenance	
Total Tap Fees	30,000.00		Parts	8,571.07
Total Income	626,555.18		Services	<u>17,209.30</u>
Gross Profit	<u>626,555.18</u>		Total Repair and Maintenance	25,780.37
Expense			Telephone - Telemetry	432.48
Bad Debts	7,254.19		Testing	1,663.32
Equipment Purchase	3,871.00		Utilities	18,082.00
Sewer Department			Water Salaries	<u>8,855.44</u>
Advertising	112.50		Total Water Department	283,696.38
Audit	817.00		Water Meters	<u>5,892.00</u>
Contracted Services	37,375.00		Total Expense	376,647.63
Dues	125.00		Net Ordinary Income	249,907.55
Insurance	8,696.00		Other Income/Expense	
Office Expense	407.57		Other Income	
Professional Fees			Interest Income	193.46
Attorney S	950.00		Other Income	598.24
Professional Fees - Other	<u>364.14</u>		Total Other Income	791.70
Total Professional Fees	1,314.14		Other Expense	
Repair and Maintenance			Interest Expense 2300/Month	20,700.00
Parts	1,480.98		Depreciation Expense 13000/Month	117,000.00
Services	<u>5,605.87</u>		ECD Planning	11,000.00
Total Repair and Maintenance	7,086.85		Total Other Expense	148,700.00
			Net Other Income	-147,908.30
			Net Income	101,999.25

Attachment D

This instrument was prepared by:
A. Vester Parsley, Jr.
Attorney-at-Law
111 West Main Street
Smithville, TN 37166

CONTRACT

THIS CONTRACT shall be effective July 1, 2020 through June 30, 2022, and is entered into by and between the Town of Alexandria, Tennessee, hereinafter referred to as "Town" and Utility Maintenance Service LLC, 342 Lock Seven Lane, Carthage, Tennessee 37030, hereinafter referred to as "Contractor".

WITNESSETH:

WHEREAS, the Town owns a sewer plant and sewer system located in the Town of Alexandria and is in need of an operator for this system; and

WHEREAS, the Contractor is an independent Contractor with the expertise, skills, and personnel with the required license necessary to operate and maintain said system and is willing and capable to contract with the Town for the required services.

NOW, THEREFORE, in view of the foregoing, and for and in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. SCOPE OF SERVICES: The Contractor will operate and maintain the sewer system belonging to the Town and devote whatever time and energy is necessary to bring and maintain this system in compliance with all state and federal laws and regulations. The Contractor shall not be responsible for any work which is outside the normal maintenance requirements of the system. If there is need for extra work the Contractor shall be paid at a rate of \$250.00 per hour, with a three hour

minimum for any work outside the normal maintenance of the system. Contractor shall be responsible for completing and filing all required reports and maintaining all records required by the regulatory agencies and boards. The Contractor shall be available upon reasonable notice for consultations with the engineers for the Town. The Contractor will keep daily records of maintenance and inspections of all lift stations as well as other parts or components of the system. Contractor will make at least monthly reports to the Board of Mayor and Alderman of the Town. These reports may be oral or written. A copy of the minutes which reflect the report may be provided to the State of Tennessee if necessary. Contractor will be available to assist any representatives or designees of the Town with inspections of the system. The Contractor shall also be responsible for the entire collection system and the maintenance thereof.

2. REMUNERATION: For the services provided by the Contractor, the Contractor shall receive for the first year the sum of \$3,712.50 per month, payable on the fifteenth of each month beginning July 15, 2020. For the year beginning July 1, 2021 until June 30, 2022, he shall receive the sum of \$4,083.75 per month beginning July 15, 2021.
3. SUPPLIES: The Town agrees to furnish the necessary chemicals and supplies for the proper operations of the sewer system. The Contractor shall account for the use of the required chemicals and supplies.
4. REPAIRS: The Contractor will be responsible for routine maintenance to the system including motors, pumps, valves, and other components of the system with

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the Town to be responsible for all parts and supplies to make the necessary repairs. Any work outside routine maintenance shall be charged at a rate as shown in paragraph one above. All purchases shall be requisitioned through the Town under its purchasing policy.

5. HOLD HARMLESS: The Contractor agrees to hold the Town harmless from any and all liability in connection with the Contractor's performance of work under this contract. The Contractor hereby certifies that it is an independent contractor and none of its employees shall be considered employees of the Town of Alexandria. Contractor will maintain Commercial General Liability Insurance in the aggregate amount of \$1,000,000.00 and he will maintain workers' compensation insurance on his employees during the term of this contract and keep a current certificate on file with the Town of Alexandria each year.
6. TERM: The term of this contract shall be from July 1, 2020 through June 30, 2022.

IN WITNESS WHEREOF, the parties have hereto affixed their signatures on this the _____ day of July, 2020.

TOWN OF ALEXANDRIA, TENNESSEE

BY: _____
BENNETT ARMSTRONG, MAYOR

UTILITY MAINTENANCE SERVICE LLC

BY: _____
KYLE OWEN, PRESIDENT

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