

Town of West Jefferson - Board of Aldermen
Special Meeting Minutes
March 20, 2018 | 5:30 p.m.

Board Members Present: Mayor Dale Baldwin, Alderman Calvin Green, Alderman Jerry McMillan, Alderman John Reeves, Alderman Stephen Shoemaker, Alderman Brett Summey, Sr.

Town Staff Present: Town Manager Brantley Price, Town Clerk Rebecca Eldreth, Police Chief Jeff Rose, Maintenance Supervisor Eric Miller, WWTP Superintendent Charles Call, and WWTP Operator Brandon Patrick.

Lee Sanderlin from the Ashe Mountain Times also attended.

At 5:30 p.m. Mayor Baldwin called to order the special meeting of the Board of Aldermen.

Special Session- Discussion of FY 18-19 Budget.

Each department head went over their budget requests for the upcoming budget year of 2017-18.

Administration- Town Manager Brantley Price went through the administrative requests for the budget. Noteworthy items discussed are as follows:

- Review Garbage Billing for Commercial. Brantley stated that the Town is currently billing 38.9% instead of the previous 50% due to Republic raising their rates. The Board decided to leave the billing as is.
- Review Adding Recycling as a Benefit for the Residents. The cost to add recycling pick up would be \$31,644 annually. The Town currently pays \$6,000 for use of the facility on Doggett Road. The Board decided not to add recycling at this time.
- Switch to In-house Computer System. Total cost to place a server on site and 5 new desktop computers would be \$12,000. The Town currently pays \$6,000 per year for IT support and back up. The Board agreed to the in-house computer system (\$2,500/2 or \$1,250)..
- IT Support Pack Split with the Police Department. The Board approved of splitting the IT support package with the police department.
- Upgrade Citipak to the Nee FMS System (\$5,400). Brantley stated the Town's utilities are billed out of a system developed by Fred Sides with the HCCOG. If Fred were to leave there would be no back up so it would be beneficial for the Town to upgrade the current version of municipal software and to include water and sewer billing and property tax. The Board agreed with this update
- Replace the Side Door at the Police Department (\$4,000)
- Christmas Decorations for Third Avenue (\$2,820)
- Purchase Additional Christmas Lights to Replace Old Lights (\$5,000)
- Discuss with Tom Banks Possible Use of Parking Lot at the End of Jefferson Station for Public Parking
- Discuss Needs After the Completion of 221.
 - Additional Parking
 - Water and Sewer Expansion
- Professional Services for Storm Water Grant (\$2,500)
- Façade Grant – 3 to 4 at \$1,000 Each
- GE Incentive (\$145,000)

- Discuss Downtown Directional Signage Design Package (\$30,000-\$40,000)
- Land Payment Parking Lot (\$27,532)
- Fire Department Contribution (\$40,000)
- Discuss Giving Town Employees a Fixed Amount per Year for Clothing to Replace Cintas

Police- Police Chief Jeff Rose went over the proposed Police Department budget items which included the following:

- IT Pack with Nordic (\$1,250)
- Overtime (\$12,000)
- Part-Time Salaries (\$15,000)
- Travel Meals (\$2,500)
- Training and Education (\$2,000)
- Uniforms (\$7,000)
- Department Supplies (\$19,000) to replace 3 vests and several malfunctioning tasers
- Computers for Vehicles (4 at \$4,200) and 1 Desktop (\$2,000)
- New Vehicle Fully Equipped (\$60,000)
- New Vehicle for the Detective (\$35,000)
- Additional Officer

Maintenance- Maintenance Supervisor Eric Miller discussed his proposed budget for the Maintenance Department, Streets and Park/Cemetery. Items discussed include:

- Snow Blade for New Truck (\$5,500)
- 16" Portable Pipe Saw (\$2,000)
- Additional Employee
- Increase Repair and Maintenance for Vehicles
- Strobe Lights and Running Boards for New Truck (\$1,000)
- Boot and Winter Wear (\$400 per Employee)
- Street Sign Replacement (\$2,000)
- Barricades and Cones (\$2,000)
- Snow Removal Cutting Edges and Chains (\$2,000)
- Pave Lots between the Maintenance Buildings (\$24,248)
- Storm Drain Replacement at School Ave and High Drive (\$4,000)
- Road Salt – 5 loads (\$10,000)
- Broom for Tractor (\$5,000)
- Shed Attached to Salt Bin (\$10,000)
- Sidewalk - Corner of Jefferson Ave and Backstreet at WJ Hardware (\$13,446)
- Sidewalk at ABC Store
- Sidewalk to Southern Market
- Other Sidewalk Repair
- Sidewalk Snow Removal (\$2,000)
- Mulch Bumpouts (\$2,000)
- Additional Paving (\$75,000)

- Replace Sweeper (\$159,000) The Board agreed to replace the sweeper with a vote of 5-0 in favor.
- Improve Restroom Area
- Dump Truck Payment (\$2,030)
- Track Hoe Payment (\$8,825)

Park

- Boots and Winter Clothing (\$400 per employee)
- New Park Mower (\$9,400)
- Resurface Tennis Courts and Repaint (\$45,465) or Patching (\$3,000)
- Resurface Area at Park Entrance and Add Planters (\$4,785)
- Mulch Playground (\$2,000)
- Repave Walkway that goes from Playground to Tennis Courts. The Board agreed to leave the walkway for now.

Cemetery

- Resurface Drive by Using Park Funds (\$26,347 per employee)
- Cemetery Connector (\$5,370)

Fire Department

- Turnout Gear for 15 (\$45,000). Donnie, Fire Chief, has applied for grant funding and will be notified in May if we receive 50/50 funding.
- Replace Tile (Split with Town would be \$35,000 each)

Water- WWTP Superintendent Charles Call discussed items for the water and sewer budget which included:

- Boots and Winter Clothing (\$400 per employee)
- Sampling (\$10,000)
- Flow Meter (\$2,800)
- Flow Totalizer (\$1,600)
- Filter Plant Miscellaneous Parts (\$20,000)
- Pressure Transducer (\$2,100)
- Detention Tank Sensors (\$2,400)
- Chemical Feed Pumps (\$4,000)
- Training and Education (\$2,500)
- Penalties and Fines (\$4,000)
- Increase Maintenance and Repair for Pipe Fittings
- Review Water Line Replacement
 - Buck Mountain
 - 7th Avenue

- Church Street
- Add 300 Radio Transmitters (\$42,000)
- Replace 2" Meters
- Budget Debt Service for New Project
- Pressure Wash East Tank (\$6,556). The Board agreed the tank needs to be pressure washed and possibly repainted.

Sewer-

- Penalties and Fines (\$4,000)
- Training and Education (\$2,500)
- 3" Trash Pump (\$1,500)
- Backwash Pump for Filters (\$4,500)
- 2 Hoist Bases for Pump Stations (\$1,200)
- Small Tools (\$3,000)
- Lime for Sludge Fields (\$3,000)
- Beaver Creek Pump Station Pump Maintenance (\$6,000)
- Maintenance and Repair for Bearing on Oxidations Ditch (\$5,000)
- UV Bulb and Ballast Replacement (\$5,000)
- Return Pump Replacement (\$15,000)
- Dumpster Rental and Polymer Belt Press (\$12,000)
- Small Used Forklift (\$12,000)
- Boot and Winter Clothing (\$400 per Employee)
- Sampling (\$16,000)
- Slinger Truck Pressed Sludge
- Sewer Camera (\$10,200)
- Replace Outer Ring Aeration Equipment with Airflo Floating Brush (\$90,000)
- Increase Sewer Tap Fees per Mike Acquesta from \$550 to \$800
- Budget New Debt Service for New Project

Adjournment- With nothing further, Alderman McMillan made the motion to adjourn the special meeting. Alderman Shoemaker seconded with a vote of 5-0 in favor. The time was 7:11 pm.

Dale Baldwin, Mayor

Rebecca Eldreth, Town Clerk