



GATE CITY PLANNING COMMISSION

MINUTES

January 3, 2012

The regular monthly meeting of the Gate City Planning Commission was held Tuesday, December 6, 2011 at Gate City Town Hall.

CALL TO ORDER:

The chairman called the meeting to order at 6:06 PM.

ROLL CALL:

MEMBERS PRESENT: Tim Bartley, Jo Ann Castle, Delany Herron, Roger Cassell, and Faye Owens.

MEMBERS ABSENT: Gate City Town Manager

ALSO PRESENT: Michele Brooks, Gate City Town Attorney

DETERMINATION OF A QUORUM:

With five (5) voting members present, the requirements for a quorum are met.

PUBLIC EXPRESSION:

No one present requesting audience.

REVIEW AND ADOPTION OF MINUTES:

The minutes from the regular meeting held Tuesday December 6, 2011 was presented.

Motion made by Faye Owens to adopt the minutes from December with the revision showing Roger Cassell to have been present. Motion seconded by Roger Cassell.

VOTING AYE: Tim Bartley, Jo Ann Castle, Delany Herron, Roger Cassell, and Faye Owens.

VOTING NAY: None

ABSENT: None

ABSTAINING: None

MOTION CARRIED

REPORTS:

A) **SECRETARY:** The Gate City Town Council has voted to reappoint Faye Owens to a four-year term ending January 2016.

B) COMMITTEES:

1) Comprehensive Plan: Nothing to report.

- 2) Land Use: Continuing discussion of pending lease agreement with V-DOT for Old King Ford Property.
- 3) Subdivision: Nothing to report.
- 4) Zoning: Nothing to report
- 5) Capital Improvements: Nothing to report.

B) ZONING ADMINISTRATOR:

- a. Position Vacant

C) TOWN COUNCIL REPRESENTATIVE MEMBER:

- (A) Roger Cassell reported continuing discussion on raising water and sewer rates to make both entities financially self-sufficient to meet loan obligations. He stated that it appears that rates will have to increase by about \$6.00 per month on each of the two services to cover these shortages. Council members discussed changing the minimum flat rate charges from a base of 2000 gallons per month to 1000 gallons per month. Jo Ann Castle asked if the base rate would be increased also or if only the per-gallon charges would increase. Roger said that the email he received said that the increase would be based on per month charges, not defined by either base rates or per-gallon charges. Attorney Brooks, confirmed that the email stated only per-month increases. To relieve the impact, Roger stated that there had been a desire to reduce sewerage rates but it appears that the Sewage Authority is also behind in collections. Because all revenue is deposited into one fund, the Town Treasurer 'codes' each deposit based on the source of revenue and then presents a monthly report to each department. It is unknown how the Sewage Authority was not aware of the shortfall. Attorney Brooks stated that it is possible that coding in the software has been the problem. This will be examined further.

Regarding expenditures to Scott County PSA for sewage disposal services, billing from their office has begun arriving in a timelier manner. Where there had been times when billing was delayed for two or three months, this situation is improving after discussion with the Director of the PSA.

Roger stated that several avenues for reducing the burden of higher water and sewage charges have been discussed but no decisions will be made until there is certainty that whatever option is chosen, will be the best for both the Town and it's residents. Reconciling revenue to expenditures will put the Town in a better position to qualify for grant-funded updates to the systems, providing more efficient operations.

- (B) Town Council passed an amendment to allow for four-year staggered terms for Town Council members. The amendment has been forwarded to Delegate Kilgore for inclusion in this year's agenda in the State Legislature.

GATE CITY TOWN ATTORNEY:

- (A) Attorney Brooks reported unsuccessful attempts to contact Juanita Wells from V-DOT. With no communication, there are no changes to report in efforts to develop a working agreement with V-DOT for the King Ford Property.

UNFINISHED BUSINESS:

- (A) Motion made by Jo Ann Castle and seconded by Roger Cassell to elect Delany Herron as Chairman for the year 2012.

VOTING AYE: Tim Bartley, Jo Ann Castle, Roger Cassell, and Faye Owens.
VOTING NAY: None
ABSENT: None

ABSTAINING: Delany Herron

MOTION CARRIED

(B.) Motion made by Tim Bartley and seconded by Roger Cassell to elect Faye Owens as Vice-Chairman for the year 2012.

VOTING AYE: Tim Bartley, Jo Ann Castle, Roger Cassell, and Delany Herron.

VOTING NAY: None

ABSENT: None

ABSTAINING: Faye Owens

MOTION CARRIED

(C.) Motion made by Faye Owens and seconded by Tim Bartley to elect Jo Ann Castle as Secretary for the years 2012.

VOTING AYE: Tim Bartley, Roger Cassell, Delany Herron, and Faye Owens.

VOTING NAY: None

ABSENT: None

ABSTAINING: Jo Ann Castle

MOTION CARRIED

NEW BUSINESS:

ITEMS NOT ON AGENDA:

(A) Attorney Brooks will check to see if there is any conflict for a Commission member serving on other boards and whether the Planning Commission member seat on the BZA is a voting position.

(B) Discussion concerning possible openings on the Gate City Sewage Authority. There are no seats open at this time.

(C) When questioned concerning rates to the PSA for sewage treatment, Roger Cassell stated that the contract between Gate City and the PSA stipulates that Gate City will pay 60% of costs to upgrade the sewage treatment plant plus a percentage of the actual cost of sewage treatment based on readings from a master meter, recording flow from Gate City into the PSA lines. In addition, the contract period is forty (40) years.

ADJOURNMENT:

With nothing further to discuss, a motion for adjournment was made by Roger Cassell and seconded by Tim Bartley.

VOTING AYE: Tim Bartley, Jo Ann Castle, Delany Herron, Roger Cassell, and Faye Owens.

VOTING NAY: None

ABSENT: None.

MOTION CARRIED

Meeting adjourned at 7:05 PM

Secretary, Jo Ann Castle

Delany Herron, Chairman
Approved: 2-7-2012