



GATE CITY SANITATION AUTHORITY MINUTES
MARCH 9, 2011
156 E. JACKSON ST.
6:00 PM

I. CALL TO ORDER

Jim Craft, Chairman called the meeting to order at 6:03 P.M.

II. ROLL CALL –Town Clerk, Kathy Riley

PRESENT: Chairman, Jim Craft
Vice-Chair, Dewey Breeding
Council Member, Roger Cassell
Town Attorney, Michele B. Brooks
Acting Town Manager, Mark Jenkins

ABSENT: Town Manager, Steve Templeton

Others present: Chris Edwards, Town Treasurer

III. CONSENT ADGENDA

• **Approval of Bills.**

Motion made to approve payment of bills for February, 2011.

Motion by: Vice Chair, D. Breeding 2nd by: Council Member, R. Cassell

VOTE: Yeas, 3
Nays, 0
Absent 0

Town Treasurer, C. Edwards - Discusses two bills that he has from Scott County PSA, one for November, 2010, the other December, 2010, that were received February 18, 2011. Previously, we have been marking off the percentage that we pay on the \$100 for the Board of Supervisors members who sit on this committee. Plus, we have been marking off the administrative fees that it takes to produce these bills. Are you still wanting me to mark these off on these two bills?

Chairman, J. Craft – Doesn't see why not. Do you?

Town Treasurer, C. Edwards – Because the contract states it is only for the operations of the sewer plant. Also, I did notice on the bills they have calibrated flow meters and back-flow preventers on November 19, 2010. That's first calibration we've had in several years.

Council Member, R. Cassell – Asked if they have sent the certificate with that?

Town Treasurer, C. Edwards – No

Council Member, R. Cassell – States Steve has been asking for the certificate.

Town Treasurer, C. Edwards – No, they did not send that, they just sent the bill. I can ask for the certificate.

Town Attorney, M. Brooks – They're supposed to provide it on request?

Chairman, J. Craft – Yes

Council Member, R. Cassell – Asks they sent us the bill for the fee?

Town Treasurer, C. Edwards – They sent the bill where they pay it and we're paying 57% of it and that is the December that is based on the flow. He explains amounts on the bills and total of the bills.

Chairman, J. Craft – Asks what was the calibration charge?

Town Treasurer, C. Edwards - \$735.00 total, \$418.95 is what we pay.

Council Member, R. Cassell – Refers to and reads Section 5.4 of the Scott County PSA contract specifically where it states the SCPSA shall bear the costs of meter calibration. Asks Michele Brooks for her opinion.

Town Attorney, M. Brooks – States the contracts says if we ask for it (calibration) we shall bear the costs, however they are not living up to theirs. She suggests a strongly worded letter to them pointing out the deficiencies and things they are not doing, not living up to the contract with a set amount of time to make it right. Up to this Board's satisfaction taking action if necessary.

Town Treasurer, C. Edwards – Asks, what do you want me to do about these items? Pay or not pay them, Commission compensation, the administrative wages and the calibration.

Town Attorney, M. Brooks – Explains the costs, as defined in the statute, the administration can be considered as part of the cost, legally and feels it is appropriate.

Acting Town Manager, M. Jenkins – Asks if a calibration was specifically requested or proof of the calibration?

Town Attorney, M. Brooks – Was it done by letter or phone call.

Council Member, R. Cassell – States Steve handled it, thinking he talked to Danko requesting a copy of the certificate.

Acting Town Manager, M. Jenkins – Agrees that it was for a copy of the certificate of calibration not for a calibration demand.

Town Clerk, K. Riley – States it would be in the minutes and will check the minutes to verify further explaining that Steve asked for an actual certification and one was never presented to us.

Town Attorney, M. Brooks – Asks if anyone at meeting can recall if a calibration certificate has ever been presented.

Council Member, R. Cassell – States, Steve said we've never received one, with M. Jenkins agreeing.

Town Treasurer, C. Edwards – None received since Scott County PSA assumed the operation, with time determination from Board members being approximately two years.

Town Attorney, M. Brooks – Asks Board for verification that this is first certification of calibration received.

Town Treasurer, C. Edwards – Clarifies, just received bill from Diversified Integration, Inc. Galax, VA, not a certificate.

Town Attorney, M. Brooks – Asks Town Clerk if there would be any documentation if Steve had written the letter?

Town Clerk, K. Riley – Replies it would be on his (Steve's) computer, with C. Edwards stating he would look and would email to her if found.

Town Treasurer, C. Edwards – Asks about payment of Administrative fees.

Vice Chair, D. Breeding – Didn't feel they should be paid. Wasn't agreed to and part of the contract.

Town Attorney, M. Brooks – Asks if there is a subsequent contract to this one?

Vice Chair, D. Breeding – States PSA contract says bills are to be submitted to us on the first of each month, which is not occurring.

Further discussion from Board regarding payment towards calibration of meter when it was not specifically requested, prior requests for copy of certificate of calibration with no receipt and receipt of bill but no proof or certification of calibration accompanying bill.

Motion made to for Sanitation Authority to not pay for commissioner fees, administration fees and not pay for our portion of calibration fee.

Motion by: Council Member, R. Cassell 2nd by: Vice Chair, D. Breeding

VOTE:	Yeas	3
	Nay	0
	Absent	0

Town Treasurer, C. Edwards – States Board elected/voted to purchase a new flow meter to be installed, advises them a purchase order has gone out for that and it is being ordered with no timeframe of receipt and our crew doing the installation.

- **Approval of Sanitation Minutes**

Motion made to approve Minutes for February 9, 2011.

Motion by: Vice Chair, D. Breeding 2nd by: Council Member, R. Cassell

VOTE:	Yeas,	3
	Nays,	0
	Absent	0

IV. PUBLIC COMMENT None

V. UNFINISHED BUSINESS

Council Member, R. Cassell – Informs Board of subject of water/sewer reimbursements for the subdivision coming up at last night Council Meeting, with Council being adamant of stopping that with some being fifteen years or better with no one producing a contract for sewer or water.

Town Attorney, M. Brooks – States she has actually spoke to former Town Attorney, Mr. Carrico, today about that and he is looking for those contracts and feels sure that he has at least a couple of them. He seemed to believe that at least part of those should be almost paid for if not totally paid for.

VI. NEW BUSINESS

- **Amy Quillen, 300 Sharon Drive, request for consideration of no charge for sewer service.**

Acting Town Manager, M. Jenkins – Had made a request for Town to consider not charging her for the sewer service. She is not connected to our system and has a suitably operating septic system. He explains our sewer lines ends before reaching her property with connection requiring installation of a pump station. Determination in the past was if connection was not easily

feasible, to let them keep water without sewer. Explains actual location of home stating Stoney provided opinion that there would be no easy way to connect it.

Motion made to exempt Amy Quillen, 300 Sharon Drive from sewer charge.

Motion by: Vice Chair, D. Breeding 2nd by: Council Member, R. Cassell

VOTE: Yeas 3
Nays 0
Absent 0

- **Dickey Gaines, 149 Una Street, review breakage of sewer line by trees, allegedly, in right of way.**

Acting Town Manager, M. Jenkins – Explains Mr. Gaines is requesting help from the Town towards the bill. Discusses the location of the property line with Mr. Gaines assumption the trees that got into the sewer line are located on the Town property, explaining they would have to be another five feet west to be on Town property if the G.I.S. map he is reviewing is correct. We would have a few feet right of way on both sides of the road, but nowhere near the trees and fence, making the sewer lines well within the property boundaries. States it is the Town blue sewer line that is connected from pictures provided by Mr. Gaines, with a utilities drop that is located on the property. Stoney states not sure sewer line may have been located over there because of where railroad property lays and the creek with possible easement. Also, no work order was requested for the Town to look at it to determine if Town’s responsibility and to perform actual repair work.

Vice Chair, D. Breeding – Asks about bill presented for almost \$700.00 and he wants us to pay for some of it?

Acting Town Manager, M. Jenkins – States, Mr. Gaines left it if the Town could do anything towards it, nothing specific.

Council Member, R. Cassell – States with so many if factors feels paying ½ of it, asking for other opinions. Asks Michele for her opinion.

Town Attorney, M. Brooks – Asks if there is a policy in place with concerns about setting a precedence.

Further discussion from Board regarding uncertainty of a policy in place, easement on property and ownership of trees are not the Towns.

Town Attorney, M. Brooks - Suggests creating a policy if somebody has this situation come up, they have to call the Town first, have to get an estimate if Town doesn’t fix it, then perhaps in discretion of the Sanitation Authority you might pay a percentage.

Town Treasurer, C. Edwards – Will check to see if there is a sewer policy, but does not feel there is one and has not seen one.

Town Attorney, M. Brooks – States you certainly have the discretion to go on a case by case basis if you want to.

Motion made to pay ½ of \$685.00 for \$342.50 with Town Attorney drawing up a letter to Mr. Gaines as a case by case decision.

Motion by: Council Member, R. Cassell 2nd by: Vice Chair, D. Breeding

VOTE: Yeas 3
Nays 0
Absent 0

VII. OTHER BUSINESS

Town Attorney, M. Brooks – Asks for clarification regarding the letter she has been asked to prepare regarding the PSA contract, do you want me to go ahead and prepare that letter and you all review it and approve it or do you want me to go ahead and send it? States she will have Mark look over it.

VIII. ADJOURN

Motion for Board to adjourn to next regularly scheduled Sanitation Meeting on April 13, 2011 at 6:00 p.m.

Motion by: Board Member, D. Breeding 2nd by: Council Member, R. Cassell

VOTE:	Yeas,	3
	Nays,	0
	Absent	0

Chairman, Jim Craft, adjourned the meeting at 6:50 P.M.

Jim Craft – Chairman

Kathy Riley – Town Clerk