

# SANITATION AUTHORITY MINUTES



TOWN OF GATE CITY SANITATION AUTHORITY MINUTES  
April 8, 2019  
156 E. JACKSON STREET  
6:00 pm

## I. CALL TO ORDER

Roger Cassell, Chairman/Council Member, called the meeting to order at 6:11 P.M.

## II. ROLL CALL – Deputy Town Clerk, Lisa Loggans

	PRESENT:	ABSENT:
Chairman, Roger Cassell	x	
Vice-Chair, Jo Ann Castle	x	
Board Member, Sandra Craft	x	
Board Member, Bob Richards	x	
Board Member, Daris Hartsock	x	
Town Attorney, Michele Brooks	x	
Town Manager, Greg Jones	x	

Others present: Jim Craft; Dave Wilson, Mattern & Craig

## III. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATIONS OF OATHS ON INTRODUCTION OF GUESTS.

- NONE

## IV. CONSENT AGENDA

- Approval of agenda

**Motion made to amend the agenda to add CLOSED SESSION under UNFINISHED BUSINESS to discuss PSA Billing Audit; to change dates to May 13, 2019 on the Public Hearing: FY 2019 Budget Amendment and Public Hearing: FY 2020 Proposed Budget; Add a Special Called Meeting on May 13, 2019 at 6:00 P.M. and a Special Called Meeting on June 10, 2019 at 6:00 P.M. to approve the budget under the Public Hearings in NEW BUSINESS.**

Motion by: Jo Ann Castle

2<sup>nd</sup> by: Daris Hartsock

VOTE: Aye, 5  
Nay,  
Absent,  
Abstain,

**Motion Carried.**

## V. APPROVAL OF MINUTES

- Approval of Minutes

**Motion made to approve minutes of the Sanitation Authority Meeting from January 14, 2019 and Special Called Meeting March 18, 2019 as presented.**

Motion by: Bob Richards

2<sup>nd</sup> by: Sandra Craft

VOTE: Aye, 5  
Nay,  
Absent,  
Abstain,

**Motion Carried.**

**VI. APPROVAL OF PAYMENTS**

- Motion made to approve payment of bills for January, February, and March, 2019 as presented.**

Motion by: Daris Hartsock 2<sup>nd</sup> by: Bob Richards

VOTE: Aye, 5  
Nay,  
Absent,  
Abstain,

**Motion Carried.**

**VII. COMMUNICATIONS - NONE**

**VIII. PUBLIC COMMENT - NONE**

**IX. UNFINISHED BUSINESS**

- Update on DEQ Wastewater Line Replacement**
  - Dave Wilson from Mattern & Craig stated there are two outstanding items on the DEQ Wastewater Line Replacement Project 1.) Securing of the easements; which are now all in hand and 2.) The mussel survey; which fees are being procured currently to get this completed (six months to complete once procurement is ready). A body burden analysis will be completed if necessary.
- PSA Billing Audit**

**CLOSED SESSION**

**Motion made for Sanitation Authority to enter into closed session to discuss PSA Billing Audit for legal reasons and to include Dave Wilson in the discussion.**

Motion by: Jo Ann Castle 2<sup>nd</sup> by: Sandra Craft

VOTE: Aye, 5  
Nay,  
Absent,  
Abstain,

**Motion Carried.**

Chairman Roger Cassell opened the closed session.

**RETURN FROM CLOSED SESSION**

Sanitation Authority returned from closed session.

**Motion made for Sanitation Authority to return from closed session and enter into regular session.**

Motion by: Daris Hartsock 2<sup>nd</sup> by: Sandra Craft

VOTE: Aye, 5  
Nay,  
Absent,  
Abstain,

**Motion Carried.**

**CERTIFICATION OF CLOSED MEETING – Read by: Town Attorney Michele Brooks**

WHEREAS, the Gate City Sanitation Authority has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-7312 of the Code of Virginia requires a certification by the Sanitation Authority that such closed meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED**, that the Gate City Sanitation Authority hereby certifies that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirement by Virginia law were discussed in closed meeting to which this certification applies and (2) only such business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Gate City Sanitation Authority.

ROLL CALL VOTE: Chairman, Roger Cassell        AYE  
Vice-Chair, Jo Ann Castle        AYE  
Board Member, Sandra Craft        AYE  
Board Member, Bob Richards        AYE  
Board Member, Daris Hartsock        AYE

NO MOTIONS COMING OUT OF CLOSED SESSION RECEIVED- MOVE FORWARD

X. **NEW BUSINESS**

- **Public Hearing – May 13, 2019: FY 2019 Budget Amendment**  
**Motion made to conduct a Public Hearing on May 13, 2019 at 6:00 P.M. for FY 2019 Budget Amendment.**

Motion by: Daris Hartsock                        2<sup>nd</sup> by: Bob Richards  
VOTE: Aye, 5  
Nay,  
Absent  
Abstain,                        **Motion Carried.**

- **Public Hearing – May 13, 2019: FY 2020 Proposed Budget**  
**Motion made to conduct a Public Hearing on May 13, 2019 at 6:00 P.M. to discuss the FY 2020 Proposed Budget immediately following the Public Hearing for FY 2019 Budget Amendment.**

Motion by: Jo Ann Castle                        2<sup>nd</sup> by: Sandra Craft  
VOTE: Aye, 5  
Nay,  
Absent  
Abstain,                        **Motion Carried.**

- **Special Called Meeting – May 13, 2019 at 6:00 P.M.: Approve the Amended FY 2019 Budget and any other Unfinished Business**  
**Motion made to conduct a Special Called Meeting on May 13, 2019 at 6:00 P.M. to Approve the Amended FY 2019 Budget and any other Unfinished Business immediately following the scheduled Public Hearings.**

Motion by: Bob Richards                        2<sup>nd</sup> by: Jo Ann Castle  
VOTE: Aye, 5  
Nay,  
Absent  
Abstain,                        **Motion Carried.**

- **Special Called Meeting – June 10, 2019 at 6:00 P.M.: Approve the FY 2020 Budget and Any Other Unfinished Business**  
**Motion made to conduct a Special Called Meeting on June 10, 2019 at 6:00 P.M. to Approve the FY 2020 Budget and any other Unfinished Business.**

Motion by: Sandra Craft                        2<sup>nd</sup> by: Bob Richards

VOTE:   Aye, 5  
           Nay,  
           Absent  
           Abstain,           **Motion Carried.**

- **\$20,000.00 Down Payment for CAT Backhoe**

- Chairman, Roger Cassell stated funds were being put into the capital fund to pay for a new backhoe in the future. However, the backhoe that is currently being used is twenty years old and is having several mechanical issues that will be more costly to repair (\$18,000) considering depreciation, than to put a down payment on a new one. The current backhoe will have a trade-in value of \$20,000. Trade-in value changed the price of the new backhoe from approximately \$118,000 to approximately \$98,000.

CAT 420F2 Backhoe Cost:	\$117,190
Trade-in:	<u>(\$20,000)</u>
Net Cost:	\$97,190
Sanitation Savings	(\$20,000)
Capital Outlay Account (Town)	<u>(\$20,000)</u>
Total to be Financed:	\$57,190

- The total cost of \$57,190 is to be financed at 3.4% for seven years through BB&T Bank.

**Motion made to approve the Gate City Sanitation Authority to pay a \$20,000 down payment on a new CAT Backhoe.**

Motion by: Daris Hartsock   2<sup>nd</sup> by: Jo Ann Castle  
                   VOTE:   Aye, 5  
                                   Nay,  
                                   Absent  
                                   Abstain,           **Motion Carried.**

**XI.    OTHER BUSINESS - NONE**

**XII.   ADJOURN**

**Motion made for Board to adjourn to Special Called Sanitation Authority Meeting on May 13, 2019, at 6:00 p.m.**

Motion by: Daris Hartsock   2<sup>nd</sup> by: Sandra Craft  
                   VOTE:   Aye, 5  
                                   Nay,  
                                   Absent  
                                   Abstain,           **Motion Carried.**

Chair Roger Cassell, adjourned the meeting at 7:05 P.M.

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Roger Cassell – Chair

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Deputy Town Clerk – Lisa Loggans