



**GATE CITY SANITATION AUTHORITY MINUTES**  
**AUGUST 10, 2011**  
**156 E. JACKSON ST.**  
**6:00 PM**

**I. CALL TO ORDER**

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

**II. ROLL CALL –Town Clerk Kathy Riley**

PRESENT: Chairman, Jim Craft  
Vice-Chair, Dewey Breeding  
Council Member, Roger Cassell  
Board Member, Daris Hartsock  
Board Member, Rodney Baker  
Town Attorney, Michele B. Brooks

ABSENT: Town Manager, Steve Templeton  
Acting Town Manager, Mark Jenkins

Others present: None

**III. CONSENT ADGENDA**

• **Approval of Bills**

**Motion made to approve payment of bills for July, 2011.**

**Town Attorney, M. Brooks** – Just wanted to let everyone know that Chris informed her that we have not received last month bill from PSA. She and Mr. Danko have left messages on each other's voice mail, but she has called him.

Motion by: Vice-Chair, D. Breeding 2<sup>nd</sup> by: Board Member, D. Hartsock

VOTE: Yeas, 4  
Nays, 0  
Absent 0

• **Approval of Sanitation Minutes**

**Motion made to approve Minutes for July 13, 2011.**

Motion by: Board Member, R. Baker 2<sup>nd</sup> by: Vice Chair, D. Breeding

VOTE: Yeas, 4  
Nays, 0

**IV. PUBLIC COMMENT - None**

Chairman, J. Craft, closed the public comment session at 6:04 P.M. and opened the consent agenda session.

**V. UNFINISHED BUSINESS - None**

**VI. NEW BUSINESS**

**Board Member, R. Baker** – Would like to revisit something from last meeting regarding an individual who paid a bill for sewer but was not connected. With no policy on that, no refund was provided. He suggested possible development of a policy to handle that situation in future. Suggests something spelling it out when customer comes in to sign up or when the bills go out, a disclosure.

**Vice Chair, D. Breeding** – Agrees that a set policy is needed and discussion was made to set a policy.

**Town Attorney, M. Brooks** – We did, but as far as developing one, you have the authority to do that and asks if there has ever been a committee within the Sanitation Authority for policy.

**Vice Chair, D. Breeding** – Not that he is aware of.

**Daris Hartsock** – Asks how many times has this come up in the past?

**Vice Chair, D. Breeding** – First time he has ever had it come up. We have exempted 3-4 people of paying, but doesn't recall refund.

**Chairman, J. Craft** – Never run across it before.

**Daris Hartsock** – States when signing up, ask potential customer if they are on sewer.

**Town Attorney, M. Brooks** – Feels we can do that on the application. It is their duty to determine if they are on sewer or not.

**Daris Hartsock** – If missed, then maybe possible refund, but then questions, how long does it take to realize you are not on the sewer.

**Town Attorney, M. Brooks** – Every Real Estate Disclosure has a statement regarding your water and your sewer. Questions time limit of when you would know if you have water or sewer.

**Board Member, R. Baker** – Just brought this up as a starting point of discussion. Feels we do need some type of policy and on the User Agreement. That is a good place for it.

**Town Attorney, M. Brooks** – States Town has an extensive Water Policy and it would be smart to have a policy to follow.

**Chairman, J. Craft** – He asks for a copy of Water Policy to review and amend it to suit our situation.

**Town Attorney, M. Brooks** – Suggests jotting down suggestions of things that are in there that you may want to adopt.

**Vice Chair, D. Breeding** – Asks can we combine the two.

**Town Attorney, M. Brooks** – States, Town Council does the water and Sanitation determines the sewer, suggests if the County has a policy look at theirs and looking on line for other counties wanting to keep it simple and applicable to our area.

**Board Member, R. Baker** – Reiterates benefit of having a policy and believes it would be fairly brief.

**Chairman, J. Craft** – He suggests possibly getting this together and voted on at next meeting.

**Town Attorney, M. Brooks** – Feels the need of getting heads together to get it in a cohesive form for approval by the Sanitation Authority.

**Council Member, R. Cassell** – Asks if Public Hearing will be necessary, with one being done with the Water Policy. Did not know if we had to, but we did.

**Town Attorney, M. Brooks** – Would look into that, but her understanding was with policy, you did not have to have a Public Hearing.

**Board Member, R. Baker** – Questions if a customer had a sewer back up in their home and caused damage.

**Vice Chair, D. Breeding** – States it has happened and not sure if our insurance would cover that?

**Council Member, R. Cassell** – Said yes and provides situation regarding Mike Click.

**Board Member, R. Baker** – States that is another issue that can be worked into a policy.

**Chairman, J. Craft** – Explains situation with Long John’s Silver and Pizza business with their discharge of grease and what they had to do.

**Board Member, R. Baker** – Questions billing for businesses, same as residential?

**Town Attorney, M. Brooks** – States it was brought up a Council Meeting about a proposal for those who opt out of sewer connection and being charged a minimum fee of \$15.00 per month in lieu of the sewer.

**Board Member, R. Baker** – Refers to it as an Availability Ordinance. He discusses a pretreatment program for industrial use of sewer, explaining circumstances that would cost more for treating, i.e. metals, solvents, starch, etc.

**Chairman, J. Craft** – States we have no industry here, but he mentions the carwashes.

**Board Member, R. Baker** – States carwash would have to have a DEQ permit and reiterates using the Water Policy as a template and work on it for next meeting.

**Town Attorney, M. Brooks** – Asks if Town Clerk finds any policies used by other counties to forward them to Board Members

Chairman, J. Craft, closed the public comment session for new business at 6:15 P.M. and opened the consent agenda session.

## VII. OTHER BUSINESS

**Chairman, J. Craft** – Asks Town Attorney if she has anything from PSA?

**Town Attorney, M. Brooks** – Replies Mr. Danko and I are talking to each other’s phones.

**Council Member, R. Council** – We did vote last night for a contract for a new auditor which includes Sanitation Authority. We only received one bid.

**Town Attorney, M. Brooks** – She thinks they are going to start Monday from what she understands.

**Council Member, R. Cassell** – Discusses 45 day deadline regarding receipt of Audit for grants for Phase 1 and 2 projects.

**Town Attorney, M. Brooks** – Discusses the bid amounts provided by new auditing firm for next three years explaining an option to renew for additional two years.

**Council Member, R. Council** – Part of that cost will be spread out to the Sanitation Authority.

## VIII. ADJOURN

Motion for Board to adjourn to next regularly scheduled Sanitation Meeting on September 14, 2011 at 6:00 p.m.

Motion by: \_\_\_\_\_ 2<sup>nd</sup> by: \_\_\_\_\_

VOTE: Yeas,  
Nays,  
Absent

Chairman, Jim Craft, adjourned the meeting at 6:25 P.M.

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Jim Craft – Chairman

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Kathy Riley – Town Clerk