



***GATE CITY SANITATION AUTHORITY MINUTES  
SEPTEMBER 12, 2012  
156 E. JACKSON ST.  
6:00 PM***

**I. CALL TO ORDER**

Roger Cassell, Chairman/Council Member called the meeting to order at 6:01 P.M.

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

PRESENT: Chairman/Council Member, Roger Cassell  
Vice-Chair, Dewey Breeding  
Board Member, Jim Craft  
Board Member, Daris Hartsock  
Board Member, Rodney Baker  
Town Manager, Jeremy Keller

Others present: Town Attorney, Michele B. Brooks, Andy Miles

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

**Andy Miles – Discusses:**

- Update finding a way for PSA and the Town to work together with the interceptor line
- Chris Starnes, Lenowisco, has offered to prepare an Appalachia Regional Commission Grant application for the town, but will need some information for the application which is due next week and explains it is a two phase application.
- The grant has a \$500,000 limit with a 30% match
- Explains the cost for the project and suggests applying for other grants from different programs
- Meeting with Jon Broskey, Lane Group, to go over technical stuff
- Additional information will be needed if application for grants is made with Rural Development or DEQ
- Chris Starnes to get with PSA to get a letter of support or to be a co-sponsor and explains it would help to have two localities working together or supporting a project
- The initial grant would be just for the town. Chairman/Council Member, R. Cassell asked if you could use a grant to pay for a grant with Andy responding yes
- Chris' needs to receive authorization or someone's signature on the application form

- The timeline of applications, explains if you make first cut there is a good chance to receive an offer and if asked to come back for the second round is when all the technical information would be needed

**Motion made to amend the agenda to add authorization to Chris Starnes to apply for a ARC grant to be placed under unfinished business.**

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

VOTE: Yeas, 5  
 Nays, 0  
 Absent, 0  
 Abstain, 0

**IV. CONSENT ADGENDA**

- **Approval of Bills.**

**Chairman/Council Member, R. Cassell** – Informs the Board Members that Town Council did vote to purchase a dump truck at \$36,000 +/- with the Sanitation Authority going in ½ of the costs and you would be seeing that line item on the report.

**Motion made to approve payment of bills for August, 2012.**

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

VOTE: Yeas, 5  
 Nays, 0  
 Absent, 0  
 Abstain,

**V. APPROVAL OF MINUTES**

- **Approval of Minutes.**

**Motion made to approve minutes of the Sanitation Authority meeting minutes from August 8, 2012.**

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

VOTE: Yeas, 5  
 Nays, 0  
 Absent, 0  
 Abstain, 0

**V. COMMUNICATIONS - None**

**VI. PUBLIC COMMENT - None**

**VII. UNFINISHED BUSINESS**

- **Chris Starnes, Lenowisco, apply for grant on behalf of the Town**

**Motion made to authorize Chris Starnes, Lenowisco, to file an application with ARC for the Daniel Boone Interceptor Improvement and to authorize the necessary signatory for the town to sign the application on behalf of the Sanitation Authority.**

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

VOTE: Yeas, 5  
Nays, 0  
Absent, 0  
Abstain, 0

**VIII. NEW BUSINESS**

• **Road Bore at Pond Quarry by Humphrey Enterprises**

**Chairman/Council Member, R. Cassell** – Discusses:

- The installation of the sewer line, a letter was sent to the Mayor in November, 2011 and not sure if the work was authorized or not.

**Board Member, D. Breeding** – Asked what the purpose of the road bore was for and if the road bore was done. Town Manager, J. Keller responded yes, but they haven't tapped into the sewer.

**Chairman/Council Member, R. Cassell**

- Provides explanation of AEP negotiations with Humphrey's regarding the property
- His receipt of the November, 2011, via email
- Questions if the appropriate permits were pulled and if Mark (Jenkins) was aware of it
- Expresses his problem with them going out there to tap into our sewer with no inspections or Town's knowledge of how it was put in, what guidelines were followed, pipe size used, etc.
- Asks what legal recourse they would have with Town Attorney, M. Brooks providing possible actions and recourses

**Board Member, R. Baker** – Suggests a letter with specific questions regarding the construction of the line installed, an Engineer Certification documenting it was installed correctly along with copy of permits

**Chairman/Council Member, R. Cassell** – Questions if the proper permits were obtained from VDOT and the railroad

**Town Attorney, M. Brooks** – Suggests inviting them to come in front of the Sanitation Authority to explain it.

**Chairman/Council Member, R. Cassell** – Explains the reason for tap fees was to not make money, but to cover for Town's expense and though they bore all the costs by doing the work it is just the fact they had no knowledge of it being done. He further states it should not have been authorized and feels it should have been brought to the Sanitation Authority.

**Town Attorney, M. Brooks** – Suggests the letter be sent from the Town Manager with Chairman/Council Member, R. Cassell suggesting the Town Manager draft the letter and the Town Attorney review it before it is sent out.

**Motion made to have Town Manager, with the consultation of the Town Attorney to draft a letter to Humphrey Enterprises requesting information on the installation of tap, including the size line, length of line, photograph, and copies of permits that they obtained to do the installation .**

Motion by: Board Member, R. Baker 2<sup>nd</sup> by: Board Member, J. Craft

VOTE: Yeas, 5

Nays, 0  
Absent, 0  
Abstain, 0

- **Request a Public Hearing to revise the Water Policy, Section XIV, regarding sewer taps fees to amend policy to reflect current fee listed as \$900.00 Residential, will be the minimum fee, with the stipulation that more expenses could be incurred depending on the price of the other equipment and supplies, and that a final total will be based on total materials and labor, as shown via invoices.**

**Chairman/Council Member, R. Cassell** – Provides the Board with an explanation of the Town Council’s vote to revise the Water Tap Fees, explains the Sanitation Board would have to do the same and the need to have a Public Hearing.

**Town Manager, J. Keller** – Provides a breakdown of the different costs involved with the sewer taps.

**Motion made to advertise to have a Public Hearing to revise the Water Policy, Section XIV, to reflect the tap fee changes to be before the meeting in October.**

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

VOTE: Yeas, 5  
Nays, 0  
Absent, 0  
Abstain, 0

**IX. OTHER BUSINESS**

**Town Manager, J. Keller** – Provides status of the sewer at Elliott and Poplar Street as fixed explaining what work was performed, the total bill was \$11,094.00 and it is fixed right.

**X. ADJOURN**

**Motion made for Board to adjourn to next regularly scheduled Sanitation Meeting on October 10, 2012 at 6:00 p.m.**

Motion by: Board Member, D. Breeding 2<sup>nd</sup> by: Board Member, J. Craft

VOTE: Yeas, 5  
Nays, 0  
Absent 0

**Chairman/Council Member, Roger Cassell, adjourned the meeting at 6:42 P.M.**

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Roger Cassell – Chairman/Council Member

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Town Clerk – Kathy Riley