

SANITATION AUTHORITY MINUTES



TOWN OF GATE CITY SANITATION AUTHORITY MINUTES

October 2, 2023

156 East Jackson Street, Gate City, VA 24251

6:00 PM

I. CALL TO ORDER

Roger Cassell, Chairman, called the meeting to order at 6.04 PM

II. ROLL CALL – Town Clerk – Lora Matthews

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

Others present:

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

None

IV. CONSENT AGENDA

Approval of agenda

Motion made to approve the agenda.

Motion by: Bob Richards 2nd by: Jan Meade

VOTE: Aye: 4

 Nay: 0

 Absent: 1

 Abstain: 0

V. APPROVAL OF MINUTES

Motion made to approve the minutes of the Sanitation Authority Meeting from July 10, 2023.

Motion by: Jo Ann Castle 2nd by: Jan Meade

VOTE: Aye: 4

 Nay: 0

 Absent: 1

 Abstain: 0

VI. APPROVAL OF PAYMENTS

Motion made to approve payment of bills for July, August and September 2023.

Motion by: Jan Meade	2 nd by: Bob Richards
VOTE: Aye:	4
Nay:	0
Absent:	1
Abstain:	0

VII. COMMUNICATIONS

None

VIII. PUBLIC COMMENT

No Public Present

IX. UNFINISHED BUSINESS

Chairperson Roger Cassell asked about the status of the Daniel Boone flow meter installation. Town Manager Greg Jones stated it was his understanding that PSA has received the meter. We are currently waiting for PSA to install the flow meter. Chairperson Cassell stated that the meter has been on order for over a year. Board Member Jo Ann Castle asked if there was a timeline on the installation. Town Manager Greg Jones stated he has not received installation information from the engineers.

X. NEW BUSINESS

1. PSA Billing Concerns

No action taken.

2. Transfer \$66,009.69 from FA-GCSA Repair & Maintenance to SA Fund

No action taken. Board indicated billing issues with the invoice.

3. Hire full time Public Works Employee – SA Liability Increase

Town Manager Greg Jones stated that the Town Council has approved hiring three full-time positions. The Safety Coordinator position will be merged into a Interim Public Works Director and hire two additional town crew team members. The part-time positions will be eliminated. The Sanitation Authority will be responsible for one full-time position and the town will be responsible for the 2nd full-time position and the Interim Public Works Director. The additional charge to the Sanitation Authority for the full-time position will be \$29,338.41. Greg Jones stated that the Sanitation Authority had \$85,000 in surplus for this year's budget.

Motion made to hire the additional full-time public works employees at an increase of \$29,338.41.

Motion by: Jo Ann Castle

2nd by: Jan Meade

VOTE:	Aye:	4
	Nay:	0
	Absent:	1
	Abstain:	0

XI. CLOSED SESSION

Motion made for Sanitation Authority to enter into closed session to discuss

No Closed Session.

XII. OTHER BUSINESS

Town Manager Greg Jones stated that DEQ has awarded funding to address the wastewater lines at the Gate City High School. EPA has not announced the grant funding portion of this project. That will not be anticipated until the spring of 2024.

XIII. ADJOURN

Motion made for Sanitation Authority to adjourn to next quarterly meeting, January 8, 2024.

Motion by: Jan Meade

2nd by: Bob Richards

VOTE:	Aye:	4
	Nay:	0
	Absent:	1
	Abstain:	0

Chairman Roger Cassell, adjourned the meeting at 6:22 PM

Roger Cassell – Chairman

*Resigned position without
providing his signature*

Lisa Loggans

Deputy Town Clerk – Lisa Loggans