

Minutes from the Commission Meeting held on

April 9, 2012

The Mayor and Board of Commissioners of the town of Englewood met in regular session on Monday April 9, 2012 at 6:00 P.M. in the Municipal Building.

ROLL CALL

Mayor Raymond Roach called the meeting to order with Commissioners Gene Coleman, Terry Hanner, Neil Moses and Amos Brock present.

INVOCATION

Invocation was given by Amos Brock.

APPROVAL OF THE MARCH 2012 MINUTES

Motion was made by Moses, seconded by Coleman by to approve the March 2012 Minutes.

COMMUNICATIONS FROM THE MAYOR

No communications from the Mayor.

COMMISSIONER REPORTS

No commissioner reports.

OLD BUSINESS:

DISCUSSION CONCERNING THE PARK

The Board discussed various things that needed to be taken care of at the park. Town Manager Robert Cass told the Board that he didn't know if the Board wanted to build restrooms or not. He further stated that ground work needed to be performed at which time Moses asked, "What part of the work is the city going to do." Cass then said that is what he wants to know. What part does the Board want the city to do and what part do they want to contract out? Moses then said to solicit contractors to get the repairs completed. Cass then said that he could contract with Erosion Solutions to do the park landscaping.

Cass then stated the tennis court needed to have hot mix put on it and the post needed to be repaired. He also said that he found some basketball goals at the sewer plant. Roach then asked if the Board still wanted to build restrooms at the park and if they did could it be built next to the soccer fields. Cass then said that it would need to be built next to the pavilion. Moses then said it would be good to install cameras at the park to try and stop the vandalism. He further stated that the park can't be locked all of the time.

BID FROM SEATONS IRON METAL COMPANY FOR THE GMC SANITATION TRUCK AND FIRE DEPARTMENT LADDER TRUCK

Cass addressed the Board concerning bids that he had received from Seatons. Russ Seaton with Seatons Iron and Metal Company said that the sanitation truck would bring around \$2,000; and the fire truck would bring around \$4,500. The Board then agreed sale the trucks to Seatons Iron Metal Company. Motion was then made by Brock, seconded by Coleman to sale the vehicles to Seatons Iron. All Ayes

DISCUSSION OF THE NEW BUILDING INSPECTOR BUILDING/ INSPECTION FEES

Cass then told the Board that he was considering hiring Michael Bredwell as the towns building inspector. Cass further said that he was going to pay the building inspector \$25.00 for each trip that he makes for inspections, house condemnations and planning committee meetings. The Board then agreed to pay the inspector as Cass had stated.

Discussion was then made concerning the town judge Derek Green's role as the Administrative Hearing Officer. The Board requested for Sondra Denton to contact Green and set up a meeting with him along with the City Attorney Doris Matthews on Tuesday, May 15, 2012 at 5:30 P.M.

DISCUSSION REGARDING THE ROOF REPAIRS AT THE WATER PLANT

Cass said the Water Plants roof has been repaired, but the water plant operator Mary Miller said she thought the roof was leaking at which time Cass told her that it hadn't been raining for the roof to be leaking. He further said that he was planning on going to the water plant to determine if the roof was leaking or not.

PROPOSING TO BID OUT THE DEMOLITION OF THE HOUSE AT 19 SPRING GARDEN

Motion was made by Brock, seconded by Moses to get bid proposals on the demolition of the house at 19 Spring Garden Avenue. All Ayes

ENGLEWOOD CITIZEN SURVEY

Discussion was made concerning citizens surveys regarding their opinions of the town. Cass then asked the Board how they wanted the surveys delivered to the public. He said the town could either mail them which would cost two envelopes and two stamps per household or hand them out when citizens come into City Hall to pay their bills. Coleman then said to put a reminder on the water bills once the surveys have been sent out. Motion was then made by Coleman, seconded by Moses to mail out the surveys using bulk mailing- without including return envelopes and stamps. All Ayes

BUILDING INSPECTION FEES

Discussion then returned to the business of the building inspection fees. Moses said that if the fees to pay the expenses of the Building Inspector exceeds the revenue the building permits accrues; the General Fund could pay the difference. Moses further said for the town to pay the expense of the building inspector's certification test so the inspector can get his certification quickly. Cass then said the inspector said that he was going to pay for the test himself so that if he didn't stay with the town, his license could follow him.

NEW BUSINESS:

FINANCIAL REPORT

Town Manager Robert Cass read the March 2012 Financial Report. Discussion was made concerning the Natural Gas Funds revenue not bringing in what had been budgeted. City Recorder Sondra Denton then said that she had spoken with the towns' auditor Richard Hill regarding the Natural Gas Funds loss. Hill stated that as long as the gas fund doesn't show a loss two (2) years in a row; then there wouldn't be a problem this fiscal year. Cass then went over the Balance Sheet for each fund. While Cass was going over the Water and Sewer Fund; he stated the repairs at the Sewer Plant would come out of the Water and Sewer Maintenance Fund. Cass stated that the General Fund's revenues as of March 31, 2012 were \$559,993.37 with the expenditures being \$544,493.79 which is 80.47% revenue realized and \$15,499.00 of revenues over expenditures; the Solid Waste Funds revenues were \$63,460 which is 73% of the revenues realized and expenditures were \$ 60,493.00 with revenues exceeding expenditures by \$2,967.00; the Water and Sewer Funds revenues were \$478,277.34 which is 75.25% of revenues realized and the expenditures were \$445,422.30 with the revenues exceeding expenditures by \$32,855.8.; The Natural Gas Funds revenues were \$138,352.41 with the expenditures being \$155,760.54, with the expenditures exceeding revenues by \$17,408.00; the Drug Fund revenues were \$3,791.92 and the expenditures were \$3,315.58 with revenues exceeding expenditures by \$476.34. The total revenues of all funds were \$1,039,629.29. This includes deducting the water and gas deposits.

WATER AGREEMENT BETWEEN BUFORD MCDOWELL AND THE TOWN OF ENGLEWOOD

Cass addressed the Board concerning an agreement between the Town and Buford McDowell who is the owner of the Wishing Well Trailer Park. The agreement states that the master meter will be read along with the individual meters and if the master meter shows a reading, then McDowell would be responsible to pay the difference which would be on a 2" meter rate. The agreement also states that McDowell is responsible for the lines and meters at the trailer park. Motion was made by Coleman, seconded by Hanner to accept the agreement and to invoice McDowell for the water usage in March 2012. All Ayes

CULVERT AT 11 SPRING GARDEN AVENUE

Mitch Frazier addressed the Board requesting permission to install a culvert at 11 Spring Garden Avenue which would be on the town's right of way and also give him permission

to park a vehicle where the culvert is installed. Brock then said that it would need to be inspected before it is approved. Motion was made by Brock, seconded by Coleman to allow the culvert to be installed and parking be permitted. All Ayes

CONGO GROUP; SPEED LIMIT TRAILER

Debbie Clendenan and her co-worker with Congo Group addressed the Board concerning photo speed trailer cameras. After demonstrations of the trailer camera the Board decided against partnering with the company for the device.

APPOINTMENT AND FEES OF MITCHELL EMERT & HILL P.C. AS AUDITOR FOR THE 2011-2012 FISCAL YEAR

Motion was made by Brock, seconded by Moses to hire Mitchell Emert and Hill as the auditors for the 2011-2012 Fiscal Year and the fee will be \$22,750.00. All Ayes

WORK EXPERIENCE AGREEMENT BETWEEN THE TOWN OF ENGLEWOOD AND THE TENNESSEE CAREER CENTER

Cass then addressed the Board concerning a work experience agreement between the town and the Tennessee Career Center. The agreement states that the career center will pay an employee \$10.00 per hour until he has had appropriate training for the job assigned and if the work is satisfactory, the town will be required to give the employee a part time job.

ENGLEWOOD SWIMMING POOL SCHEDULE AND FEES

Roach requested for the pool rates to stay the same with the opening date being within the last week of May. Cass then stated that an ad had been run in the Daily Post Athenian for pool managers and lifeguards and he had several applications already turned in.

ASPHALT RECYCLING AND HOT PATCHES

Cass then addressed the Board concerning a machine which would recycle asphalt. The Board then said they would like to see a demonstration of the product before considering purchasing one.

TML CONFERENCE INVITATION

Cass then informed the Board that the Tennessee Municipal League had invited Sondra Denton to attend its annual conference which will be June 9-12, 2012. The Tennessee Municipal League will pay for Denton's registration fees and all meals. Cass further stated that he had given Denton permission to attend the conference.

UNITED WAY INVITATION

Cass then informed the Board that Sondra Denton had been invited by the United Way to serve on the Community Panel and he had given her permission to attend the meetings.

2012-2013 BUDGET

Discussion was then made concerning the 2012-2013 Budget. Cass gave the Board budget preparation documents along with employee salary rates for them to view and give their opinion on what they felt the budget/employee rates should be for the 2012-2013 fiscal year. Cass further explained the budget preparation process and how the budget is projected. He further stated that he would like to have the budget approved by June 30, 2012. If the budget does not get approved in the appropriate amount of time, then the town will continue to work with the current year's budget. He further instructed the Board to consider the utility rates or possible rate increases for the budget.

INVENTORY OF TOWN DEPARTMENT

Cass then said that he needs an inventory listing for all town departments. He said that he had been trying to get the inventory listings for a couple of years and still hadn't gotten them from all of the departments.

LIBRARY BUDGET

Roach then asked Cass about the Library Budget. Cass said that the library's attendance is way down along with the revenue. Cass further said that every year he has tried to increase the Library's Budget and Roach hadn't allowed him too. Roach said that he wouldn't approve the increase because once the library's budget has been increased; the town will always have to budget for that amount.

POLICE DEPARTMENT REPORT

Police Chief Wright read the March 2012 Police Department report.

FIRE DEPARTMENT REPORT

No fire report

ANY OTHER BUSINESS TO LEGALLY COME BEFORE THE BOARD

There were several comments made from various audience members regarding building a new City Hall/ Police Department building. Further discussion was made at which time Cass told the audience again that the General Fund had \$559,993.37.

ADJOURNMENT

Motion was made by Coleman, seconded by Brock to adjourn the meetings. All Ayes

Raymond Roach
Mayor

Sondra Denton
Recorder