

Minutes from the Commission Meeting held on

May 14, 2012

The Mayor and Commissioners of the Town of Englewood, Tennessee met in regular session on Monday May 14, 2012 at 6:00 P.M. in the Municipal Building.

ROLL CALL

Mayor Roach called the meeting to order with Commissioners Gene Coleman, Terry Hanner and Amos Brock present. *Neil Moses was not present at the meeting.*

INVOCATION

Invocation was given by Amos Brock

APPROVAL OF THE APRIL 2012 MINUTES

Motion was made by Brock, seconded by Hanner to approve the April 2012 Minutes. All Ayes

COMMUNICATIONS FROM THE MAYOR

There were no communications from the Mayor.

COMMISSIONER REPORTS

There were no Commissioner Reports.

OLD BUSINESS

Bids on landscaping at the park

There were no bids presented to the Board.

Bids on work at the tennis court

Town Manager Robert Cass addressed the Board with bids for repairing the asphalt at the tennis courts. The Board then decided to wait for more bids before a decision was made.

Bids for tearing down the house at 19 Spring Garden Avenue

*The Board then opened a bid from Collin Shadden to demolish the house at 19 Spring Garden Avenue. The bid was in the amount of \$2,200.00. **Motion** was made by Brock, seconded by Coleman to hire Shadden to demolish the house.*

Resolution No.100; a resolution to borrow \$400,000. 00 for the new City Hall/Police Department building

Motion was made by Coleman, seconded by Hanner to adopt ***Resolution No. 100***; a resolution to borrow \$400,000 for the construction of a new City Hall/Police Complex. The term will be 12 years with the interest rate being 2.67%. Coleman Aye, Hanner Aye, Brock Aye and Roach Nay. A copy of the resolution will be attached to the Minutes.

Purchase of an Asphalt Recycling Machine

Discussion was then made concerning the purchase of an asphalt recycling machine. Cass told the Board that he had watched a demonstration of the machine and he didn't feel like it was worth the expense since the town doesn't do a lot of patching. Coleman then asked if there were any other companies that sold these machines at which time Cass told him that he wasn't aware of another company. Hanner then said that he didn't think that the town needed to purchase the machine at which time Hanner made a motion not to purchase the machine. The motion died for lack of second. The Board didn't choose to purchase the machine.

April clean-up week

Cass then addressed the Board concerning clean-up week. Cass said that a lot of citizens called complaining that their garbage had not been picked up. He further stated that the truck went through the entire town and if items were not out, the truck didn't reroute. Accurate notice had been given to citizens to have the items out by 8:00 A.M. on that Monday morning.

All Town Departments inventory listings

Cass stated that he had the Maintenance, City Hall and Water Plant's inventory listings and he needed the other departments' turned in as soon as possible.

NEW BUSINESS:

April 2012 Financial Report

Cass then read the April 2012 Financial report. There were no questions from the Board.

Building Permit Requirements.

Cass then stated that all remodeling, additions and demolition projects need to have an approved building permit before the projects are started. Brock then said that he didn't feel like anything needed to change regarding the way the town had been taking care of the building permit regulations. He further said the inspector just needed to do his job.

Cass said that he just wanted everyone treated the same.

Resolution No. 101; The City of Harriman, Tennessee is requesting approval to build a V.A. Hospital

Motion was made by Brock, seconded by Coleman to adopt Resolution No. 101; a resolution approving a V.A. Hospital be built in Harriman. All Ayes

Change online payment company from Paymentus to BIS. Paymentus charges a convenience fee of \$3.50 per transaction for utility and citation payments. They charge 2.65% of the amount due on property tax payments. Business Information Systems (BIS) charges 2.75% or \$1.00 whichever is the highest on property tax and utility payments and 3% per amount due on court fines and fees, building permits and miscellaneous payments. This is an example of the change; a customer has a utility bill of \$30.25, if they pay online with our current company they will pay \$3.50 for the convenience fee; if we choose the BIS Company they would pay \$1.00.

There is another option of the BIS Company which would integrate with our current software. Once a payment is made online, it will automatically post to their account instead of the clerk printing out the daily report, logging the payment and then applying it to the daily batch. This service would be \$400.00 annually on the tax rolls and \$500.00 annually on the utility payments. With the integrated system a customer can look his account up online, view an annual trend of water usage and payment history. Tax rolls will also be available online. Title companies along with private individual will be able to look up property information. This system is similar to the counties online bill pay service.

Motion was made by Coleman, seconded by Hanner to change debit/credit card payment companies from Paymentus to BIS with the integrated system. All Ayes

Charles Wilson-water taps box 136 County Road 505

Discussion was then made concerning Charles Wilson who owns property on County Road 505. Wilson called Cass and said that he had been promised free water taps by the former Public Works Director Joe Cline and he wanted more taps installed. Cass instructed Wilson that he would need to appear before the Board of Commissioners regarding this request. Wilson did not appear at the meeting so Cass told the Board what Wilson had requested. The Board then said that Wilson will need to pay for taps just like everybody else.

Request for speed limit and kids at play signs on Old Englewood Road

Cass then said that a citizen had called requesting speed limit and children at play signs on Old Englewood Road. The Board then decided not to place the signs on that road.

Purchase monitoring software for the Highway 411 and Cumberland Heights Water Tanks

Discussion was then made to purchase a monitoring system for the Highway 411 and Cumberland Heights Water Tanks. This system would read the amount of water in the tanks and a person could log on to their computer system and see how much water is in the tanks. **Motion** was then made by Hanner, seconded by Coleman to purchase the equipment in the amount of \$7,008.80 for both tanks. All Ayes

Library budget amendments

Katie Buckner was present to discuss the need of a new computer for the library. **Motion** was made by Brock, seconded by Hanner to purchase a computer for the Library. The computer will cost approximately \$1,500.00. All Ayes.

Buckner then asked the Board if the town could pay for 75% of the Municipal Buildings restroom supplies and the Library pay 25% at which time the Board agreed to this arrangement.

Discussion concerning the sewer line at Everlasting Life Church

Cass then addressed the Board concerning the sewer line at the Everlasting Life Church. Cass said when heavy rains occur the church is the first area that the sewer drains- since this area is the lowest point of the sewer system. Further discussion was made at which time Cass said they will continue to try to find a solution to the problem.

Approval of Purchase Orders by the Town Manager before any purchases are made in June 2012.

Cass then stated that any purchases made in June that have not been approved by him will be paid out of the 2012-2013 fiscal year budget.

Police Department report

Police Chief Darrell Wright read the April 2012 Police Department report.

Fire Department report

Fire Chief Billy Roach read the April 2012 Fire Department report.

First Reading of an Ordinance to approve the 2012-2013 Budget and Tax

Rate

The Board then discussed the 2012-2013 Fiscal Year Budget and Tax Rate. **Motion** was made by Coleman, second by Hanner to pass the First Reading of an ordinance establishing the 2012-2013 Fiscal Year Budget with the property tax rate remaining the same at 1.1625 per \$100.00 of assessment. All Ayes

Any other business to legally come before the Board

There was no other business.

Adjournment

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

Mayor

Recorder