

Town of Chapel Hill

Meeting Minutes

Board of Mayor and Alderman

Monday January 10, 2022 6:00 pm

The Town of Chapel Hill Board of Mayor and Alderman held their regular monthly meeting on Monday, January 10, 2022 at Chapel Hill Town Hall, 4650 Nashville Highway, Chapel Hill, TN.

Members present: Mayor Mike Faulkenberry, Vice Mayor Marion Joyce, Alderman Dottie Morton, Alderman Dale Brown, Alderman Jonathon Gilbert, Alderman Joe Sedlak, Alderman Brian Williams, Town Attorney Todd Moore, Town Administrator Amanda Harrington, Accountant Cassie Edrington and Interim Recorder Carolyn McDonald.

Mayor Faulkenberry called the meeting to order.

Roll call with all members present.

1. **Agenda was approved with deferral of item H** – First Reading of Ordinance for adoption of Fats, Oil & Grease Policy. Vice Mayor Joyce made motion to approve with second by Alderman Williams. All members voting Aye
2. A motion was made by Vice Mayor Joyce and seconded by Alderman Brown to **approve the minutes** with a correction being noted on Item 7g to reflect Alderman Williams made motion and seconded by Alderman Sedlak. All members voting Aye.
3. **Receipt of Financial Reports for December 2021** was deferred for future review. Motion was made by Alderman Morton to defer with second by Vice Mayor Joyce with all members voting Aye to defer.
4. **Approval of Financial Reports for July –September 2021.** Cassie Edrington explained to the members that reports are anticipated to be complete for July-December 2021 by the next Board meeting as some items are still under review and needing reclassified for accuracy to be accounted to the proper fund.

Cassie also had prepared a water/sewer presentation that shows need for concern over water loss and low revenue. She recommends a rate study by TAUD or MTAS and need for rate increases as the new system goes into effect. She explained several options, grants, rate increases, etc. which will be reviewed in an upcoming work session. The cash reserve is dropping significantly and we must have additional revenue.

Mayor Faulkenberry wants a work session within a week to review the water/sewer needs and also review the garbage rates for the Town. This work session is set for January 18, 2022 at 6:00.

Mayor Faulkenberry also will be appointing a Board member to represent Chapel Hill at all future Marshall County water/sewer related meetings.

5. **Citizen Input-** Mr. Nathan Greene, Lauren Lane, Chapel Hill

Mr. Green stated he has been trying to get correct information as to flooding on his property since March 2021. He has spoken with the developer who lays blame with the city and told him to check the bond contract. He contacted Administrator Harrington several times with no response. He came into the Town Hall seeking information also. He then copied Mayor Faulkenberry on his emails with Administrator Harrington and as yet has had no contact. He stated he enjoys living in Chapel Hill but is perplexed by lack of response from anyone on this matter.

Attorney Moore stated that there should have bonds allocated to make sure the drainage for the development is in conformance. If the Town can determine that the development wasn't built to plan then those funds can be used to make the developer fix the issues or fix them ourselves (town). An engineer would be required to determine correctness or not. The Town doesn't have someone on staff currently for these inspections. Site plans and bonds have currently not been found as Administrator Harrington stated but it is an ongoing process to locate where these may be stored.

Mayor Faulkenberry apologies for not responding in a more timely manner but assures he and the Board have been working on this problem for awhile. He stated the Planning Commission is working on a bond to assure this will not happen going forward. He stated the Board and Town office will do everything to research and find possible ways to correct this drainage problem and address Mr. Greens issue.

Mr. Green stated that the drainage problems is a serious concern for him but he is very upset by the lack of response and communication since his initial effort in March. The Board apologized and accept the need and responsibility to correct this need for communication. The Mayor stated that within one week he will call Mr. Green with any information on this matter.

6. **Communication from Mayor and Alderman** – Mayor Faulkenberry wants to move this to the bottom of the meeting.

7. **Reports for Staff-** Administrator Harrington states she wants updates on the sewer plant and has asked Greg Davenport to communicate this.

Mr. Davenport reports the new plant design is cost effective yet expandable and presents site plans to the Board. He is currently working with the state to require necessary permits but this could be a long process. He advised the need to seek ARP Funds through TDEC. There will be a zoom meeting January 20th at 9:00 am he recommends this webinar. He states the need for much patience during this building process as it will be lengthy. There will be the need for additional manpower and expertise staff this new plant. The current cost of this plant is between 6-7 million dollars.

Alderman Williams ask for code department reports and stated he has requested these reports several times.

Alderman Joyce ask for employee time absent reports. She stated that Interim McDonald would need to do these reports.

Administrator Harrington reported no Code Enforcement Officer is currently on staff. She is taking violation reports and relaying the information to the proper person to correct or address any problem. The Board is requesting reports on Codes.

The Board is very concerned that there are no responses to our citizens and want this matter corrected by all including themselves. Administrator Harrington stated the town has been very short staffed and doing as best as could be expected. Now with new staff the process will be contact Town Hall and information will be relayed to Administrator or Chad Dennis. At that point Chad Dennis would determine who should be dispatched to check on the situation. With the new IWORQ system the computer can generate the report creating a paper trail. E-mails have been a problem as they have not reached the proper person and the Board again states a need to respond to our citizens even if it is not a resolution response but a "we are working on your problem but have no new information at this time".

8. Resolution 2022-01 Authorizing donation of \$20,000 to Chapel Hill Youth Baseball/Softball League

Alderman Joyce made a motion to approve with Alderman Sedlak seconding. Roll call vote has all members voting Aye and motion passes.

A notice will be published in the newspaper and then the check can be issues to the league.

9. Resolution 2022-02 Approval of Contract with Carolyn McDonald as Interim Town Recorder

A motion to approve was made by Alderman Morton and seconded by Alderman Sedlak. With a roll call vote all members voting Aye.

10. Resolution 2022-03 Renewal of Mutual Aid Agreement (Chief Kon)

A motion to approve was made by Alderman Williams and seconded by Vice Mayor Joyce. With all members voting Aye.

11. Resolution 2202-04 Town of Chapel Hill Public Facility Rental Policy

Administrator advises review by the Board and take a close look at the new fees

The motion to approve was made by Joyce and seconded by Alderman Morton. All members voting Aye

12. Resolution 2202-05 Establishing the Town of Chapel Hill Employee Retirement Plan & Policy

Administrator Harrington and Cassie Edrington are working on a plan review of the Simple IRA plan but so far nothing has been found to back up this policy. For some unknown reason all employees were not give the opportunity to participate. Administrator Harrington is working to correct any oversites. Officer Kon has also been researching and correcting going forward. Wording states an up to 3% match for IRA.

A motion was made to approve by Alderman Williams and seconded by Alderman Brown. All members voting Aye

13. Resolution 2022-06 Resolution authorizing repair of Overflow Line on High Street tank as approved in Capital Request in FY 21-22 budget

Motion to approve was made by Vice Mayor Joyce with second by Alderman Sedlak. By roll call vote all members voting Aye

14. Resolution 2202-07 Approval of Supplemental Environmental Projects Package \$ Associated Costs

Attorney Moore gave an update stating a Notice of Appeal to stop the process of having to pay the fine. He has filed this notice and that stayed our time and set us on the process for a corrective plan. At this time we do not have to pay any of the \$69,000 fine at this time. We will have to pay some money but hopefully not in the form of fines and fees but in corrective measure.

Alton Hethcoat stated the structure of the process was fines and fees usually are allowed to be directed to improve our system. We present and submit our plan to TDEC. Usually the money would be used to do work on customers property, perhaps replacing septic tanks for customers.

He stated we (city) have money allocated to our city and also we need to petition the County Mayor and ask for access to or county allocation of money.

He stated we need to petition the County Mayor for access to the Budget Committee and ask for a portion of money. The state also got an allocation of funds and will receive request from citys for this money. You will need assistance with this from John Greer and Ethan Carter. Mr. Hethcoat has discussed this with Administrator Harrington.

A motion to approve was made by Alderman Sedlak and seconded by Vice Mayor Joyce. All members voting Aye

15. Resolution 2202-08 DEFERRED

16. Other business Vice Mayor Joyce invited everyone to Trivia Night

Alderman Morton asked for a gift donation for Trivia Night and Mayor Faulkenberry will supply this with a leftover Christmas Party gift.

A safety review is needed for the City Park and Alderman Williams had questions on painting the caboose.

17. Other Business Mayor Faulkenberry stated a work session needs to be set to discuss the office location of Recorder and the contract of Administrator Harrington. This session is set with the Water/Sewer work session. This meeting is set for January 18, 2022 at 6:00 pm.

Currently Cassie Edrington is working in financials and assisting the auditors and Administrator Harrington is working in daily financial responsibilities such as invoices, paypal transfers, etc.

Attorney Moore suggest Cassie's contract remain in effect at least until after the budget year.

Alderman Gilbert inquired about permitting for Viking Pizza. Mr. Hethcoat stated he has informed her of the policy regarding Oils & Fats and what is required as this is actually 2 food service businesses and the owner is aware of what is needed to move forward. Nothing is required from the Town at this point.

The Consumer Confidence Report (CCR) was not mailed timely last year reported Mr. Hethcoat. If we mail in a timely manner this year we are not required any further action.

Administrator Harrington reports TDEC is doing an audit on a Clean Water Grant the town has previously received. She will support Carolyn McDonald and Cassie Edrington in gathering all information for this audit. Taylor Jefferies is our contact.

Adjourn

Mayor Michael Faulkenberry

Recorder Carolyn McDonald