

**Minutes from the Commission Meeting held on
September 7, 1993**

The regular meeting of the Englewood Board of Commissioners convened at 6:00 p.m. on September 7, 1993 at Englewood City Hall. After a call to order by the Mayor, all commissioners were noted to be present. After call for a review of the minutes of the previous meeting, a motion was made by Peeler and seconded by Long to accept the minutes as presented. All ayes.

Invocation was given by Ralph Davis.

Items of business:

***Notice of noncompliance for Englewood Water System: Citations addressed by Supt. Joe Cline:

1. Receiving bids on new chlorinator. No knowledge of low chlorine residual. Report back as soon as bids are received.
2. No chlorine residual in east part of system attributed to being small line at the farthest end of system. Chlorine out-go has been increased to offset this.
3. Absent personnel-Jan 24 was upset at water plant. Personnel had been trained, March 26, left plant to go to office to papers for state. July 2, line break caused upset. Personnel are not to leave plant unattended.
4. The filter work is in the process of being completed. State personnel were told this at inspection. Work to be completed within the next two weeks.
5. Looking at purchase of new chemical feeder. Have price quotes on new one and the possible reconditioning of the old.
6. Sedimentation basin was cleaned out in August when alum sludge pond was cleaned out.
7. Currently in the process of getting cross connection records up to date. Have requested T.A.U.D. help in this matter.
8. Have no knowledge of low pressure problems. If from past complaints, the town would appreciate any documentation from the state.
9. Cleaned out first of August, backwash basin.
10. Glassware bought July 21, 1993, as soon as Mr. Burris requested it. All lab equipment has been re certified.
11. All unnecessary equipment and materials will be removed from water plant.
12. A bacteriological sampling plan will be submitted within 30 days.
13. Customer complaint log has been maintained since day of survey.
14. Emergency operations plan: It is almost revised and updated. Will be presented to Board for passage when completed.
15. Better records will be kept: The plan is in operation.
16. Monthly operation reports were signed late previously. They are now on time.
17. High turbidity on January 24, 1993 was due to upset at the plant. Sample was O.K. in morning but higher later. State said not report it.
18. Coding errors-Forgot to put name on request.
19. Storage tank inspection enacted July '92. Must be done within five years. Bids will be solicited when funds available.

20. Proper flushing has been done. Records are being set up.
21. Have plans to install blow-offs at areas without them. They are installed now but were not installed previously on the old lines.
22. Size of lab not a violation. Same as it was when built 30 years ago.
23. Are meeting regulations and exceeding them. Chlorine residual and turbidity checked every 2 hours.

***The MTAS report completed by PSG, Inc. was then reviewed with review of the recommended corrective actions. No violations were noted but several areas need to be addressed when funds are available.

***The annual occupational safety and health report was then reviewed by the Board. Recommendations that a two man chlorine changing policy be implemented and that chlorine cylinders on the ground be chained up, were placed on priority to be done.

***The August 9, 1993 TML loss survey was next reviewed with the following action taken on recommendations:

1-93: Smoke detectors for City Hall-Prices will be checked into for all city public bldgs.

2-93: Police radio antennae ground: To be checked into by Chief Jack.

3-93: City storage barn: All materials will be cleaned out-no paint or flammable materials will be left there.

4-93: Bids are being taken on senior citizens roof for replacement.

5-93: Fire extinguisher will be placed at pool.

***Tennessee Public Service Commission gas on-site inspection: Action taken on violations were:

192.463: New ground bed for cathodic protection was installed in August 1993.

192.465: Monitoring of external corrosion control is now being done.

192.491: Now keeping corrosion control records.

192.614: Working on damage prevention program.

192.615: Working on emergency plan.

192.743: Replaced relief valve at gas station.

192.747: Have completed and documented 100% valve maintenance on the distribution system.

***Cross Connection Ordinance & Inspection: Supt. Joe Cline informed the Board of the state policy that prevents the combination of two sources of water unless a back flow preventer is used and this must be enforced. Public must be informed of this policy via notices and newspapers. Identifying possible problems will start when reading meters and high risk factors can be identified. Ordinance has been in effect since 1987.

***Customers that disconnect from system: After discussion, a motion was made by Peeler and seconded by Casteel that customers choosing to disconnect from system will not be rehooked if pressure does not allow until a state regulated 6" water line can be installed. If water can be supplied, reconnection fee will be raised from \$350.00 to

\$700.00 for outside customers and from \$120.00 to \$240.00 for inside customers. All commissioners voted aye.

***City residents with wells: A motion was made by Peeler with a second by Long that all wells within the town must be health department approved and a meter must be purchased and installed to monitor water usage to be read by the meter reader so that sewer charges can be billed. All voted aye.

***Gas leak survey: Annual for business district: Bids were reviewed from Lisco, Inc. and Tennessee Meter Company with Lisco bid being \$220.00 per day and Tennessee Meter Company being \$225.00 per day. As both Lisco and Tennessee Meter Company had done good jobs in the past, a motion was made by Davis and second by Long to go with the low bid of Lisco, Inc. All commissioners voted aye.

***Roofing City Hall: A motion was made by Casteel and seconded by Peeler to amend the contracted maintenance on general government buildings by adding \$10,000 to the account from the surplus of fiscal year 1992-93. All ayes. Concerning the mop roof for City Hall, it was agreed that all bids would be rejected and bidders be allowed to submit another bid on the roof and anyone else interested could also bid. A motion was then made by Peeler and seconded by Long that the Mayor be allowed to review all bids and go with the best bid. All ayes.

***Work at the Senior Citizens Building: Mayor reports that he went to the county commission requesting that they pay up to 80% of a cost of \$25,000.00 to repair the roof. The commission informally agreed to pay 80% up to \$25,000 but would have to be formally approved at the next county commission meeting. A bid was then reviewed from Eddie Baxter. His bid included taking the completed top off, rewire, bring it up to date on codes, three metal outside doors and also stated that he was self-insured. A motion was then made by Peeler and seconded by Davis to accept the bid of Eddie Baxter if the county commission comes through with their part of the money. All ayes.

***The final audit report on the Sunset Avenue Rehab Project was then reviewed by the Board.

***The Mayor then announced that he had appointed Ralph Davis to the McMinn County Commission on aging and that he had graciously accepted the appointment.

***Repeal of Ordinance 10-213: After discussion concerning air rifles, a motion was made by Peeler to rescind Ordinance 10-213. Upon further discussion, Commissioner Peeler withdrew the motion.

***Upon a motion by Casteel and a second by Davis, the Board agreed to a donation of \$50.00 to the Lion's Club. All voted aye.

***Based on a request for a street light by Glenn Martin, it was noted that a street light was needed at the street intersection. A motion was made by Casteel and seconded by

Peeler to install a street light at the intersection of Pangle Street and Sunnyside. All ayes.

***Clean-up Policy tabled. Mayor states that he would like to have public hearing on September 21, 1993 so citizens of Englewood could voice any areas of concern that they have.

***Cable TV Review Board: A motion was made by Peeler and a second by Davis to give authority to the Mayor to enter into an agreement with McMinn County concerning a cable TV review board and bring back the final report. All ayes.

***Sunset Avenue sidewalk repair-tabled.

***City Attorney recommends the action on anti-drug policy be tabled.

***Concerning the road to Ronnie Carter property off Conner Drive, the Board agreed that if the road is brought up to specifications, the city will take it over.

***Hepatitis B Shots Policy: Based on the determination that the police, maintenance, sewer, and sanitation departments were at risk, a motion was made by Peeler and seconded by Casteel to pass Ordinance 90793 (an ordinance to establish a comprehensive infectious disease control policy for the City of Englewood) on first reading. All ayes.

***A motion was made by Peeler and seconded by Casteel that if an employee refuses to take the Hepatitis B Vaccine and then refuses to sign the declination form, that would be grounds for dismissal. All ayes.

***Concerning the lease on the city rent house, it was tabled until the next meeting so that it could be reviewed at the workshop.

***Cleaning City Hall: A motion was made by Davis and seconded by Peeler to utilize the town's garbage workers to clean City Hall after their garbage pick-up is concluded. After cleaning they will be allowed to clock out and be paid for an 8 hour day. All ayes.

***Upon reviewing the CT, Inc. Contract for the 411 project, a motion was made by Casteel and seconded by Peeler to authorize Mayor Cass to sign contract. All ayes.

***A motion was then made by Casteel and a second by Peeler to authorize the Mayor to solicit engineers for the \$500,000 grant to update the water system. All voted aye.

***Due to the illness of employee Doug Wilson, a motion was made by Davis and seconded by Peeler to change the present personnel policy to allow an employee to voluntarily donate vacation or sick days to help a fellow employee. All ayes. A further motion was made by Peeler and seconded by Long to give authority to the Mayor to

advance vacation and sick days to the employee up to the amount due him next year. All ayes.

***Bids received for the purchase of a new police car were then reviewed with a low bid of \$12,800 to \$12,900 from Ted Russell Ford. A motion was then made by Long and a second by Peeler to approve the purchase of a '94 police car at a cost of between \$12,800 and \$12,900. All ayes.

***With no further business to conduct, a motion was made by Peeler and seconded by Casteel to adjourn the meeting. All ayes.

Robert L. Cass
Mayor

Carolyn Goodin _____
Recorder