

AGENDA

TOWN OF SURGOINSVILLE BOARD OF MAYOR & ALDERMEN

REGULAR MEETING

Monday, March 11th, 2024 @ 6:00pm

Agenda published on Town of Surgoinsville – City Hall Facebook Page, Surgoinsville City Hall, Surgoinsville Utility District, Post Office, & Surgoinsville Public Library on March 7th, 2024.

INVOCATION

Mayor Graham

PLEDGE OF ALLEGIANCE TO THE FLAG

Alderman Hoss

ROLL CALL

Alderman Bishop, Alderman Collier, Mayor Graham, Vice-Mayor Jarnagin, Alderman Hoss, Alderwoman Mierek, Alderman Sandidge

I.

VISITORS

- Starting in July 2023 there will be a requirement for all visitors to sign in to the ‘Visitor’s Log’ to attend a Surgoinsville BMA, PC, BZA and any other meetings where business will be deliberated by two or more board members who have the authority to make decisions. If any visitor wishes to speak at any of these meetings, they must also sign the ‘Wish to Speak Log’.

II.

CONSENT AGENDA

- All matters listed under the consent agenda are considered in the ordinary course of business by the Board of Mayor and Aldermen and will be enacted by one motion in the form listed. If the board desires other action, the single item in question will be removed from the consent agenda and considered separately.

III.

MINUTES

- Consider approving the February 12th, 2024, BMA Minutes.

IV.
REPORTS

- Police Chief's Report
- Fire Department Report
- Maintenance Supervisor's Report
- Sewer Report

V.
OLD BUSINESS

VI.
UNFINISHED BUSINESS

VII.
NEW BUSINESS

- Consider accepting Breathing Air Systems BID for the 2024 Volunteer Firefighter Equipment & Training Grant.
- Consider the approval and appropriate budget amendment for Quote# 041676 from Almen Enterprises LLC for Fire Engine Unit# 2106 censor cluster replacement \$710.52 and labor \$270.00, totaling \$980.52.
- Consider the authorization to execute a standard form of agreement with the county and neighboring municipalities for law enforcement assistance.
- Consider Ordinance No. 170-2024 which an ordinance to rezone certain property identified as Parcel 013.01 on Hawkins County Tax Map 66I, Group D From B-3, to R-1, within the corporate limits of Surgoinsville.
- Consider Ordinance No. 171-2024 which is an ordinance to amending the FY2024 Budget, Budget Amendment #1.
- Consider approving quote ELDT from Central Buses, Inc. in Blountville in the amount of \$2000 for each employee actively working to obtain his/her CDL and appropriate budget amendment for this line item 110-43190-148.

VIII.
COMMUNITY INTERESTS

IX.
COUNCIL REQUEST

X.
OTHER BUSINESS

Discuss any business that is properly brought before the Board of Mayor and Aldermen for discussion.

**TOWN of SURGOINSVILLE
BOARD of MAYOR AND ALDERMEN**

**BMA Meeting Minutes
Monday, February 12th, 2024, @ 6pm**

The BMA session of the Surgoinsville Board of Mayor and Aldermen was held February 12th, 2024, at 6p.m. in the Surgoinsville City Hall after public notice was published on *Town of Surgoinsville – City Hall* Facebook Page and posted at City Hall, Surgoinsville Utility District, Post Office, & Surgoinsville Public Library.

INVOCATION

Mayor Graham did the invocation and asked Alderman Hoss to lead the Pledge of Allegiance to the Flag of the United States of America.

ROLL CALL

Mayor Graham requested a roll call for the record of attendance as follows:

Present

Mayor Graham
Vice-Mayor Jarnagin
Alderman Collier
Alderman Mierek
Alderman Sandidge
Alderman Bishop
Alderman Hoss

Absent

ANNOUNCEMENTS

- Mayor Graham made an announcement that Larry Rea, who has assisted with the Town's finances over the past several years, had resigned effectively immediately.

MINUTES

- January 8th, 2024 - BMA meeting minutes: A motion was made by Vice Mayor Jarnigan to approve the January minutes as presented. The motion was seconded by Alderman Bishop. The voting was unanimous in favor to approve the minutes as written.

DEPARTMENT REPORTS

- Police Chief James Hammonds read his January 2024 Police report. Chief Suthers read the Fire Department Report for January 2024. Bobby Hickman read the Maintenance for January 2024. The January 2024 *Daily Vehicle Inspection Checklist* for each vehicle was emailed to each Board Member for review. Sewer Report provided for January 2024. A motion was made by Vice

Mayor Jarnigan to approve the January reports as presented. The motion was seconded by Alderman Mierek. The voting was unanimous in favor of approving the reports as written.

FINANCIAL DOCUMENTS

- No Financial Reports were available.

VISITORS

- Gene Hicks and Jimmy Smith attended this meeting and requested to approach the Board of Mayor & Aldermen with a concern. Mayor Graham granted them the floor. Gentlemen requesting road repair that leads to their driveways, located on Looney Street and off of Highway 11W. Mr. Hicks & Mr. Smith state that the recent snow caused the pavement to be damaged and broken at the entrance from 11W. Vice Mayor Jarnigan stated that this location must first be identified as a State Right of Way, Private Drive, or City Road. Attorney Joe May states that the Town does not have the authority to repair State roads. Maintenance Manager, Bobby Hickman, is to contact TDOT and obtain clarification on the ownership of said location. Attorney Joe May also suggested TTAP (Tennessee Transportation Assistance Program) can assist with this if TDOT is unable. Town will update Mr. Hicks and Mr. Smith.

OLD BUSINESS

UNFINISHED BUSINESS

NEW BUSINESS

- Consider declaring a Dell Desktop Model# p6331p, Product# BK155AA-ABA, Serial# CNX0030QVL as surplus. Chief Hammonds states that this device has no value and unable to update or function. A motion was made by Alderman Bishop to declare Dell Desktop as surplus. This motion was seconded by Alderman Sandidge.
- Consider the *Professional Services Agreement Between Town of Surgoinsville, Tennessee and SAFEbuilt, LLC* and authorize the Mayor to authorize the execution of this agreement. A motion was made by Alderman Collier. The motion was seconded by Alderman Hoss. A roll call vote was obtained and was unanimous in favor of approving.
- Board of Mayor and Aldermen requested a list of the Town's fees regarding zoning, building permits, inspections, etc. City Recorder, Megan Gentry, to provide this for review at the March Work Session.
- Consider the 2024 Property Tax Rate. This item was tabled. Attorney Joe May referenced an email from Tennessee Municipal League on 02/09/2024 regarding Local Property Tax Cap. Alderman Collier is to discuss this further with Gary Hicks, per request of the Board of Mayor and Aldermen.
- Consider the approval for the City of Surgoinsville Volunteer Fire Department to apply for FEMA GO FY 2023 Assistance to Firefighters Grant. This grant will have a 5% match. Chief Suthers states that the Fire Department is applying for \$450,000 to replace the mini pump. Town will have a 5% match of \$22,500 if approved. Chief Suthers states that a decision on approval or denial and the amount will be made between August and September 2024. A motion was made by Vice Mayor Jarnigan to approve applying for the FEMA GO FY 2023 Assistance to

Firefighters Grant. The motion was seconded by Alderman Mierek. A roll call vote was obtained and was unanimous in favor of approving.

- Consider accepting the 2024 Volunteer Firefighter Equipment & Training Grant and the proposed *Cascade System Bid Notice*. A motion was made by Alderman Mierek. The motion was seconded by Alderman Collier. A roll call vote was obtained and was unanimous in favor of approving.
- Consider accepting the proposal of land donation from First United Methodist Church of Surgoinsville with the Town's commitment to apply for the BlueCross Health Places. A motion was made by Alderman Mierek. The motion was seconded by Alderman Collier. A roll call vote was obtained and was unanimous in favor of approving.
- Consider accepting the FY2023 Audit as written. A motion was made by Alderman Collier. The motion was seconded by Alderman Hoss. A roll call vote was obtained and was unanimous in favor of approving.
- Consider accepting the FY2024 *Contract to Audit Accounts of Town of Surgoinsville* with David Ellis. A motion was made by Vice Mayor Jarnigan to accept this contract. The motion was seconded by Alderman Bishop. A roll call vote was obtained and was unanimous in favor of approving.

COMMUNITY INTEREST ITEMS

COUNCIL REQUESTS

OTHER BUSINESS

- Alderman Mierek voiced concerns regarding the roads in Stewart Landings and states that she has received multiple complaints from the community. Maintenance Manager, Bobby Hickman, states that the weather conditions will need to improve and dry, then he plans to work to resolve this matter using pugmill. Mayor concurred and will address this more in the Summer.

ADJOURNMENT

The BMA Meeting was dismissed at 6:50 pm.

Merrell Graham, Mayor

ATTEST:

Megan Gentry, City Recorder

Surgoinsville Police Department
Surgoinsville, Tennessee 37873



Monthly Activity Report

February , 2024

Complaints: 226

Incidents: 9

Accidents: 11

Offense Reports: 8

Citations: 19

Animal Complaints: 3

Code Enforcement: 2

Arrest: 5

A handwritten signature in black ink, appearing to read 'James Hammonds', is written over the text 'Arrest: 5'.

Total Miles: 3149

Respectfully Submitted,

Chief James Hammonds

TOWN OF SURGOINSVILLE PUBLIC WORKS REPORT FEB 2024

RES. 69.16 TON COM. 17.18 TON BRUSH TRUCK. 13.46 TON DUMP TRAILER 2.01 TON RECYCED PLASTIC 965 LBS

MARKS AUTO \$416 42

O,REILLY \$126.77 OIL FILTER .OIL. AIR FILTER .DEFF FLUID TRASH TRUCK

COMPASS MINERALS SALT.50 TON

LIBERTY LUMBER.\$528.90 POY HOLE PATCH

CO/OP. \$119.88 MARKER PAINT SEWER

FLEETPRIDE.\$153.08 BRAKES FOR TRASH TRUCK

AMAZON \$52.71 AIR HOSE FOR THE SHOP

VELOCITY TRUCK CENTER .DIAGNOSTIC TESTING FOR ENGINE LIGHT AND LABOR.\$ 847.10

VULCAN \$368.11 PUG MILL STERWART LANDING AND DRIVEWAY TILE

SUPER BRIGHT LED LIGHTS FOR SEWER TRUCK.\$109.69

SUPER BRIGHT LED LIGHTS FOR FLAT BED F350. \$132.69

ANIMAL CONTROL 1 DOG

February sewer report 2024

2-5 checked school flow meter

checked service line at car wash

2-6 checked system at 128 Reynolds Ave. to make sure it was working properly

2-9 alarm at car wash pumps working service line fixed on 2-5 before new concrete was poured that evening took off lid and discovered the alarm float was hung up unstuck float system working properly when i left

2-12 811 locator 106 Old Stage Rd

2-14 repaired pressure relief valve at river front park with the help of Donnie m. and Bobby H. i also called Ken Johnson at 10:16 am and reported the leak he said he would take care of his end and get it reported approx. 100 gallon of fluid had leaked out Ken Johnson stated he felt it was not needed to report just 100 gallon but on 2-19 he said he was told to get it reported anyway Ken was called at 10:16 AM from Bobby H. phone due to i did not have his number this call was made on 2-14

2-21 flow meter reading at Phipps Bend 57974465.924

2-23 checked behind School system working properly

2-23 111 Hill Ave, sewer smell in basement of house determined the smell was stagnant water from where it had been raining not a sewer smell

2-27 replaced pump 1 at Mike Allen on Main St checked floats they were working properly

2-28 repaired service line at 1068 Main St.

at entry 2-26 went to post office to check on sewer smell no problem found

we have 15 pumps in stock

Does your bid comply with the specifications as written? Yes NO

Does your proposal include an exception to this requirement? Yes NO

Anti-Collusion Statement

By signing this bid, the bidder agrees that the bid is made without any agreement with any other person or firm making a bid to The Town of Surgoinsville Fire Department.

This bid form shall be filled out and returned with the bid.

Name of Bidder Kevin Thompson

Company Breathing Air Systems

Address 409 Spears Ave.

City/State/Zip Code CHATTANOOGA, TN 37405

Terms NET 30

Pricing

Compressor 44,095.43 tanks 7,956.64

Installation 1,555.00

Extended warranties ~~o~~

Maintenance ~~o~~

Does your bid have any exceptions, clarifications, or variances from our specifications?

Yes No

If yes, please include a separate summary sheet to explain.

Signature of Bidder Kevin Thompson

Title SALES MANAGER

Date 2/21/24

Almen Enterprises LLC

PO Box 6780
Kingsport, TN. 37663
Phone: 423-458-2012 Fax: - -

ub Estimate For Order

041676

Estimate for Services

Estimate Date : 3/1/2024

Surgoinsville, Town of
1735 Main Street PO Box 67
Surgoinsville, TN 37873

Main: 423-345-2213 2 Secondary: 423-358-0331 1

2010 Freightliner - M2 Series - M2-112 - Mercedes-Benz MBE 4000 E
Lic # : 2106 - TN Odom. In: 15308
Unit # : 2106
VIN # : 1FVHC5CV5 ADAN7942

Part Description	Qty	Sale	Ext	Labor Description	Extended
Gauge Cluster	1.00	710.52	710.52	Road service to replace gauge cluster	270.00

Parts/Supplies: 710.52 Labor: 270.00 Total : \$ 980.52

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is one year or 12,000 miles whichever comes first. Warranty covers defective parts or workmanship and does not apply to wearable parts that have worn out or damage caused by abuse or misuse of the vehicle. Warranty work has to be performed in our shop & cannot exceed the original cost of repair. No warranty will be given on work performed when parts are provided by the customer. Used parts are subject to the warranty given by the vendor providing said parts.

Signature _____ Date _____ Time _____

Effective FY 2025

HAWKINS COUNTY EMERGENCY COMMUNICATIONS DISTRICT

2291 East Main Street • Rogersville, TN 37857



MEREDITH BACHMAN
Chairwoman, Board of Directors

ROBERT L. CAMPBELL
Executive Director

TERESA WHITAKER
Deputy Director

January 4, 2024

Mayor Merrell Graham
Surgoinville City Mayor
PO Box 67
Surgoinville, TN 37873

by population
\$23,373.00
annually. July to June
billed quarterly
Dispatch & NCIC user fee.

Honorable Mayor Graham,

I am writing to inform you of the recent actions taken by the Hawkins County Emergency Communications District Board of Directors during the October 2023 meeting. These actions are in accordance with Rule 8 of the Tennessee Emergency Communications Board, which mandates that local districts establish interlocal agreements with other governmental agencies.

Effective July 2024, it will be a requirement for our district to have interlocal agreements in place with each municipality that we provide dispatching services to. This is a necessary step to ensure seamless coordination and effective emergency response within our jurisdiction.

Furthermore, the board of directors has also voted to implement dispatching service fees to the municipalities. This decision includes an increase in NCIC user fees. We understand that budget planning for the upcoming fiscal year is underway, and we wanted to provide you with ample time to consider these changes.

In the coming weeks, I will reach out to you with detailed information regarding the interlocal agreement and specific fees associated with the dispatching services. We appreciate your understanding and cooperation as we work towards implementing these necessary measures.

Should you have any questions or concerns, please do not hesitate to reach out to me. Thank you for your attention to this matter, and we look forward to continuing our partnership in ensuring the safety and well-being of our community.

Sincerely,

A handwritten signature in blue ink that reads "Lynn Campbell".

Lynn Campbell | Executive Director

Office (423) 272-7532 • Mapping (423) 272-8999 • Fax (423) 272-1694

POLICY NO. 08

INTERLOCAL AGREEMENTS

PURPOSE: The following policy requires interlocal agreements between an emergency communications district and another governmental entity be memorialized in writing, approved by the local board of directors, and that such agreements be provided to the Board.

POLICY:

All agreements or arrangements between an emergency communications district and another governmental entity in which facilities, resources and/or income of any kind is shared, contributed or obtained shall be memorialized in written interlocal agreements adopted by the board of directors of the local emergency communications district before the implementation of such an agreement. A copy of each interlocal agreement, or any amendments to an interlocal agreement, shall be submitted to the Board within forty-five (45) days after such agreement is executed by the entities involved.

Effective: August 5, 2015.

Supersedes: Policy No. 25 (Adopted 7-16-04).

ORDINANCE NO. 170-2024

AN ORDINANCE TO REZONE CERTAIN PROPERTY IDENTIFIED AS PARCEL 013.01 ON HAWKINS COUNTY TAX MAP 066I, GROUP D FROM B-3, (CENTRAL BUSINESS DISTRICT), TO R-1, (LOW DENSITY RESIDENTIAL DISTRICT) WITHIN THE CORPORATE LIMITS OF SURGOINSVILLE, TENNESSEE

WHERE AS, the Town of Surgoinsville Board of Mayor and Aldermen has adopted a zoning ordinance establishing zoning districts within the Town of Surgoinsville, Tennessee, and regulations for the use of property therein; and

WHEREAS, the Town of Surgoinsville Board of Mayor and Aldermen realizes that any zoning plan must be changed for time to time to provide from the continued efficient and economic development of the Town; and

WHEREAS, Victoria Burlingame, owner of certain property has requested that the property be rezoned from B-3, (Central Business District), to R-1, (Low Density Residential District); and

WHEREAS, the Town of Surgoinsville Municipal Planning Commission did review the request on February 20, 2024, and recommends that the Surgoinsville Board of Mayor and Aldermen approve the rezoning of the property.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Board of Mayor and Aldermen of the Town of Surgoinsville, Tennessee amend the Surgoinsville Zoning Map to show the following property to be zoned R-1 (Low Density Residential District):

Parcel 013.01 within the Town of Surgoinsville, shown on Hawkins County Tax Map 066I, Group D, located on Bank St. and shown on the map attached hereto as "Exhibit A."

Date approved by the Planning Commission: 2/20/2024

Date passed on First Reading Board of Mayor and Alderman: _____

Date passed on Second Reading Board of Mayor and Alderman: _____

Date of the public hearing by the Board of Mayor and Alderman: _____

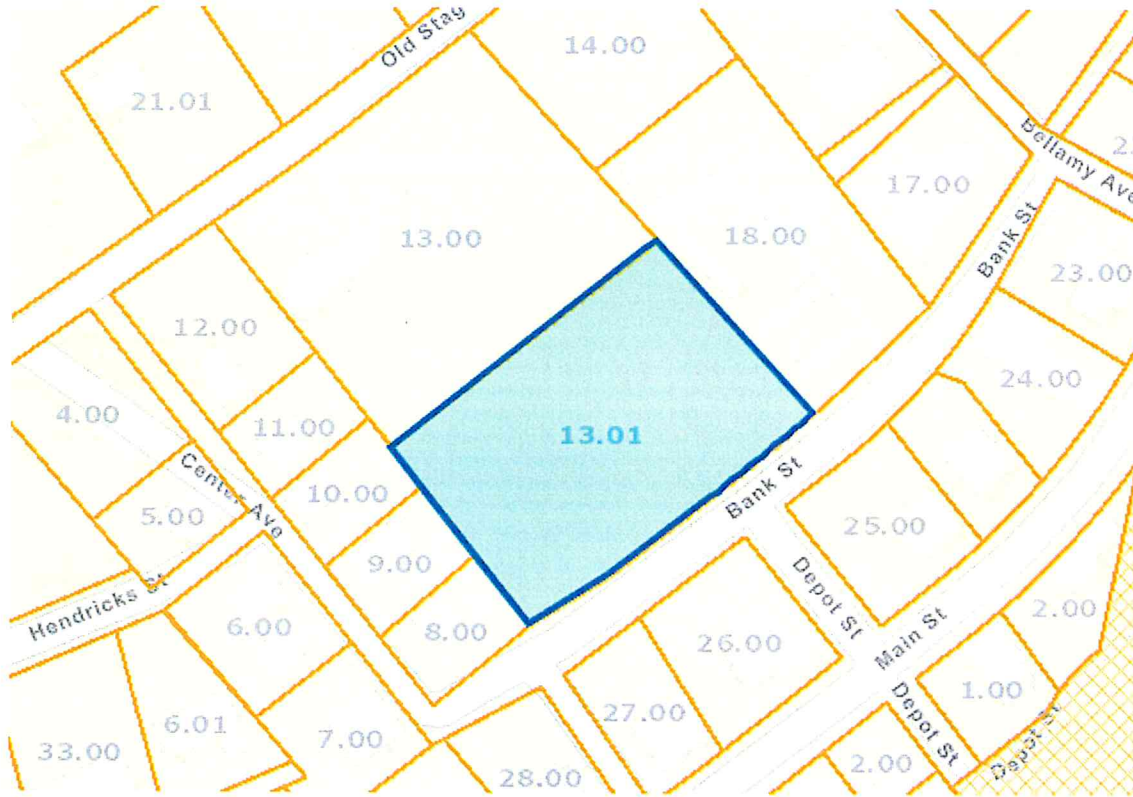
Approved and Signed in Open Meeting: _____
Mayor

Attest: _____
Town Recorder

Approved as to Form: _____
Town Attorney

ORDINANCE NO. 170-2024

EXHIBIT A: AREA TO BE REZONED FROM B-3 TO R-1
A PORTION OF THE TOWN OF SURGOINSVILLE ZONING MAP IDENTIFIED AS TAX
MAP 066I, GROUP D, PARCEL 013.01.



ORDINANCE NO. 171-2024

**AN ORDINANCE OF THE TOWN OF SURGOINSVILLE, TENNESSEE
AMENDING THE 2023-2024 FISCAL YEAR BUDGET
BUDGET AMENDMENT #1**

WHEREAS, the Town of Surgoinsville Board of Mayor and Aldermen adopted the fiscal year 2023-2024 budget by passage of Ordinance Number 171-2024; and

WHEREAS, pursuant to the Tennessee state constitution, Section 24 of Article II, no public money shall be expended except pursuant to appropriations made by law; and

WHEREAS, pursuant to the Municipal Budget Law of 1982, as found in the *Tennessee code Annotated*, section 6-56-209, the Mayor and Alderman have the authority to authorize the budget officer to transfer moneys from one appropriation to another within the same fund; and

WHEREAS, expenses and revenues will be greater than anticipated; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Surgoinsville, Tennessee that changes be made to the fiscal year 2023-2024 budget as follows:

SECTION 1. Ordinance Number 171-2024 is hereby amended increasing(decreasing) the following:

<u>General Fund</u>	
Revenue	
Intergovernmental Revenue	\$ 25,000
Grants	103,600
Interest	300
Miscellaneous	<u>10,145</u>
Total Revenue	139,045
Expenditures:	
Legislative Board	-
Financial Administration	20,823
City Hall Buildings	18,130
Public Work Buildings and Grounds	-
Other General Government	51,000
Police Department	32,100
Records And Identification	850
Fire Protection and Control	14,750
State Street Aid	52,900
Sanitation	(14,678)
Senior Citizen Activities	-
Parks & Recreation	(17,780)
Debt	<u>-</u>
Total Expenditures	<u>158,095</u>
Net Change in Fund Balance	\$ <u><u>(19,050)</u></u>

<u>Drug Fund</u>	
Revenue	\$ 140
Expenditures:	
Drug Investigation & Control	<u>1,525</u>
Total Expenditures	<u>1,525</u>
Net Change in Fund Balance	\$ <u>(1,385)</u>

<u>Sewer Fund</u>	
Revenue	\$ 10,450
Expenses:	
Sewer	<u>10,450</u>
Total Expenses	<u>10,450</u>
Net Change in Fund Balance	\$ <u>-</u>

SECTION 2. The Board of Mayor and Aldermen authorizes the City Recorder to make said changes in the accounting system.

SECTION 3. This ordinance shall take effect immediately upon final passage, the public welfare requiring it.

Passed on First Reading _____
Date

Passed on Second Reading _____
Date

Public Hearing Held On _____
Date

APPROVED:

Mayor

ATTEST:

Town Recorder

I hereby certify that this is a true and exact copy of the foregoing Ordinance which was approved and adopted at a meeting held on the _____ day of _____, 20____, the original which is on file in the office of the City Recorder.

(Signature)

(Title)

ELDT Training Information

From: Kourtney Baker <centralbus143@gmail.com>

Sent: Mon, Mar 4, 2024 at 1:49 pm

To: mgentry@surgoinvilletn.gov

[logo.png](#) (52.9 KB)



Central Buses, INC
 115 Hobbs Hollow Rd,
 Blountville, TN 37617
 423-323-4268

ELDT cost: \$2000.00
 What's included: Drug Test, Theory, Behind The Wheel Training, Range Training, Vehicle to train/test in, CDL Testing.

Make Checks Payable to: Central Buses, Inc.

Please feel free to contact me if you have any further questions.

Thank You,

Kourtney Baker
 CDL Class B Trainer



From **MSC Main Office**
5434 Fort Henry Drive
Kingsport TN 37663
423-239-9434

Quote No. **0001091**

Type Repair
Prepared By Tony Davis
Created On 03/07/2024

Quote For **Surgoinsville Utility District**
Surgoinsville River Front Park
1735 Main Street
Surgoinsville TN 37873
(423) 345-2496

Description of Work

Provide labor, materials and equipment to take apart clean & install rubber repair kit in a 2" Wilkins 975XL2. Test after repairing.
We look forward to working with you.

Services to be completed

[Backflow] Backflow - Wilkins 975XL2 4299398

Provide labor, materials and equipment to take apart clean & install rubber repair kit in a 2" Wilkins 975XL2. Test after repairing.

Parts, labor, and fees	Quantity	Unit Price	Total
labor & materials	1	\$462.00	\$462.00
		GRAND TOTAL	\$462.00

By my signature below, I authorize work to begin and agree to pay the Grand Total.

Name: _____ Date: _____

Signature: _____

3/7/24, 12:16 PM

RE: backflow repair

QUOTE

RE: backflow repair

From: Aaron Oconnor <Aaron.Oconnor@mascofp.us>

Sent: Thu, Mar 7, 2024 at 10:57 am

To: mgentry@surgoinvilletn.gov

Cc: Randall Jones

Morristown Sprinkler
\$ 865.46

3/7/24, 12:16 PM

RE: backflow repair

TO PROVIDE LABOR AND MATERIAL TO REBUILD AND RETEST 2" WILKINS 975XL2

PRICE= \$865.46

Thank you

Aaron O'Connor | Inspections Sales Leader | Morristown Automatic Sprinkler Co. | Direct 865-444-7240 | Fax 865-687-8622 | aaron.oconnor@mascofp.us | www.morristownsprinkler.com