

# SANITATION AUTHORITY MINUTES



## TOWN OF GATE CITY SANITATION AUTHORITY MINUTES

October 8, 2018

156 E. JACKSON ST.

6:00 pm

### I. CALL TO ORDER

Roger Cassell, Chairman/Council Member, called the meeting to order at 6:04 P.M.

### II. ROLL CALL – Deputy Town Clerk, Lisa Loggans

	PRESENT:	ABSENT:
Chairman, Roger Cassell	X	
Vice-Chair, Jo Ann Castle	X	
Board Member, Sandra Craft	X	
Board Member, Bob Richards		X
Board Member, Daris Hartsock	X	
Town Attorney, Michele Brooks	X	
Town Manager, Greg Jones	X	

Others present: Dave Wilson, Larry Sturgill, Jim Craft

### III. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATIONS OF OATHS ON INTRODUCTION OF GUESTS.

Chairman Roger Cassell welcomed Sandra Craft to her first meeting as a Sanitation Authority Board Member.

### IV. CONSENT AGENDA

- Approval of agenda

**Motion made to amend the agenda to add CLOSED SESSION under New Business.**

Motion by: Jo Ann Castle

2<sup>nd</sup> by: Daris Hartsock

VOTE: Aye, 4

Nay,

Absent, 1 – Bob Richards

Abstain,

**Motion made to approve agenda as amended.**

Motion by: Sandra Craft

2<sup>nd</sup> by: Daris Hartsock

VOTE: Aye, 4

Nay,

Absent, 1 – Bob Richards

Abstain,

### V. APPROVAL OF MINUTES

- Approval of Minutes

TABLE until next Sanitation Authority meeting.

### VI. APPROVAL OF PAYMENTS

- **Motion made to approve payment of bills for August 2018 and September 2018.**

Motion by: Daris Hartsock

2<sup>nd</sup> by: Jo Ann Castle

VOTE: Aye, 4

Nay,

Absent, 1 – Bob Richards

Abstain,

**VII. COMMUNICATIONS**  
NONE

**VIII. PUBLIC COMMENT**  
NONE

**IX. UNFINISHED BUSINESS**

- **Update on DEQ Wastewater Line Replacement**

Dave Wilson (Mattern and Craig) said easement procurement remains. Town Manager Greg Jones said there are some unsigned easements that Mattern and Craig will be assisting with. A mussel habitat survey must also be completed before the project can begin. A fish study must also be completed, as an indigenous species of fish is believed to live in a particular portion of waters where the project lies.

**X. NEW BUSINESS**

- **PSA Billing Audit**

**CLOSED SESSION**

**Motion made for Sanitation Authority to enter into closed session to discuss 1.) Legal  
Upon advice of legal counsel, Engineer Dave Wilson and CPA Larry Sturgill to also attend closed session.**

Motion by: Daris Hartsock

2<sup>nd</sup> by: Sandra Craft

VOTE: Aye: 4

Nay:

Absent: 1 – Bob Richards

Abstain:

Chairman Roger Cassell opened the closed session at 6:27 P.M.

**RETURN FROM CLOSED SESSION**

Sanitation Authority returned from closed session at 7:57 P.M.

**Motion made for Sanitation Authority to return from closed session.**

Motion by: Jo Ann Castle

2<sup>nd</sup> by: Sandra Craft

VOTE: Aye: 4

Nay:

Absent: 1 – Bob Richards

Abstain:

**CERTIFICATION OF CLOSED MEETING – Read by: Town Attorney Michele Brooks**

**WHEREAS**, the Gate City Sanitation Authority has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-7312 of the Code of Virginia requires a certification by the Sanitation Authority that such closed meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED, that** the Gate City Sanitation Authority hereby certifies that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirement by Virginia law were discussed in closed meeting to which this certification applies and (2) only such business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Gate City Town Council.

ROLL CALL VOTE: Chairman, Roger Cassell	AYE
Vice-Chair, Jo Ann Castle	AYE
Board Member, Sandra Craft	AYE
Board Member, Bob Richards	(ABSENT)
Board Member, Daris Hartsock	AYE

#### **MOTIONS FROM CLOSED SESSION:**

Council returned from closed session at 7:58 P.M.

#### **Motion to open savings account for PSA Forced Main issue.**

Motion by: Jo Anne Castle  
2<sup>nd</sup> by: Daris Hartsock  
VOTE: Aye: 4  
Nay:  
Absent: 1 – Bob Richards  
Abstain:

#### **Motion to contribute 50% of Forced Main principle and Forced Main debt reserve to savings account Forced Main issue, beginning with September 2018 bill.**

Motion by: Jo Anne Castle  
2<sup>nd</sup> by: Sandra Craft  
VOTE: Aye: 4  
Nay:  
Absent: 1 – Bob Richards  
Abstain:

#### **Motion to bring Larry Sturgill, CPA under engagement to perform audit on PSA billing.**

Motion by: Daris Hartsock  
2<sup>nd</sup> by: Jo Ann Castle  
VOTE: Aye: 4  
Nay:  
Absent: 1 – Bob Richards  
Abstain:

### **XI. OTHER BUSINESS**

Jo Ann Castle asked which side of US Highway 23 the sewer line lies. Town Manager Greg Jones said that this varies depending on location. Jo Anne Castle said she was specifically asking about the former Scott Motel property. Sewer line is estimated to lie just before the property, running under US Highway 23 at that point.

**XII. ADJOURN**

**Motion made for Board to adjourn to quarterly Sanitation Authority Meeting on January 14, 2019, at 6:00 p.m.**

Motion by: Sandra Craft                      2<sup>nd</sup> by: Jo Anne Castle

VOTE:    Aye, 4  
            Nay,  
            Absent: 1 - Bob Richards  
            Abstain,

Chair Roger Cassell, adjourned the meeting at 8:12 P.M.

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Roger Cassell – Chair

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Deputy Town Clerk – Lisa Loggans