

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

**BMA Meeting Minutes  
Monday, January 8<sup>th</sup>, 2024, @ 6pm**

The BMA session of the Surgoinsville Board of Mayor and Aldermen was held January 8<sup>th</sup>, 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

**Absent**

Alderman Sandidge

Alderman Bishop  
Alderman Hoss

**MINUTES**

- December 11<sup>th</sup> & 18<sup>th</sup>, 2023 - BMA meeting minutes: A motion was made by Alderman Mierek to approve both of the December minutes as presented. The motion was seconded by Alderman Hoss. The voting was unanimous in favor to approve the minutes as written.

**DEPARTMENT REPORTS**

- Police Chief James Hammonds read his December 2023 Police report. Mayor Graham read the Fire Department Report for December 2023. Bobby Hickman read the Maintenance for December 2023 which includes a *Daily Vehicle Inspection Checklist* for each vehicle. Sewer Report provided for December 2023. A motion was made by Alderman Hoss to approve the December reports as presented. The motion was seconded by Alderman Bishop. The voting was unanimous in favor of approving the reports as written.

**FINANCIAL DOCUMENTS**

- No Financial Reports were available.

## VISITORS

### OLD BUSINESS

- Consider the liability forms provided by PEP Insurance for events held at Riverfront Park. Town of Surgoinsville will provide a response to each identified concern listed on the Loss Control Survey and review the forms for use at Riverfront Park. These liability forms will be discussed again at the February Work Session.

### UNFINISHED BUSINESS

#### NEW BUSINESS

- Consider the approval to purchase a 30-gallon Flammable Liquid Safety Cabinet as suggested by PEP Insurance. Purchase will be made from Zoro Tools Inc. for \$516.79 + \$185.00 shipping, totaling \$ 701.79. A motion was made by Vice-Mayor Jarnigan to approve this purchase. Seconded by Alderman Mierek. A roll call vote obtained and was unanimous in favor of approving.
- Consider Resolution 148-2024 which authorizes the Mayor of Surgoinsville to make, sign, & submit an application requesting FY2024 CDBG Funds. A motion to approve was made by Vice-Mayor Jarnigan. The motion was seconded by Alderman Bishop. A roll call vote obtained and was unanimous in favor of approving.
- Consider Budget Amendment establishing salary for Board of Mayor and Aldermen. Salary beginning January 1<sup>st</sup>, 2024, for each Alderman will be \$125 monthly with an additional \$25 for each Special BMA Meeting. A motion to approve was made by Alderman Hoss. The motion was seconded by Vice-Mayor Jarnigan. A roll call vote obtained and was unanimous in favor of approving.
- Mayor Graham brought before the BMA to consider the approval of allocating \$2500 for the purchase of materials for building a swing set at Riverfront Park. Mayor Graham indicated that the Medical Board would share some of the cost. A motion to approve was made by Vice-Mayor Jarnigan. The motion was seconded by Alderman Bishop. A roll call vote obtained and was unanimous in favor of approving.
- Vice-Mayor Jarnigan brought before the BMA to consider appointing our Code Enforcement Officer to also serve as Property Acquisition Agent. A motion to approve was made by Vice-Mayor Jarnigan. The motion was seconded by Alderman Mierek. A roll call vote obtained and was unanimous in favor of approving.
- Alderman Bishop brought before the BMA to consider that all Maintenance Department employees must be actively and progressively working to obtain his/her CDLs by July 1<sup>st</sup>, 2024. A motion to approve was made by Alderman Bishop. The motion was seconded by Alderman Mierek. A roll call vote obtained and was unanimous in favor of approving.

### COMMUNITY INTEREST ITEMS

#### COUNCIL REQUESTS

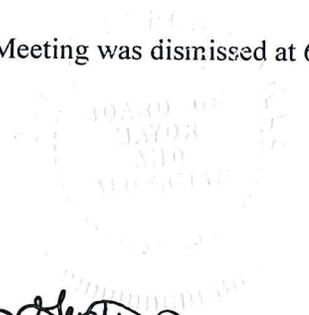
**OTHER BUSINESS**

- Vice-Mayor Jarnigan discussed the length of time that an employee can remain employed by the Town of Surgoinsville after his/her short-term disability has ended. Attorney Joe May stated that after an employee has no vacation, sick, or personal time remaining, that there is a problem. Attorney Joe May continued that this is part of Human Resources Management and that takes economic management and good personnel practice. Mayor Graham elaborated that when the employee runs out of time off, it becomes up to the Town to keep that employee employed. Mayor Graham elaborated that the concern is how long can an employee be without payment and the Town holding that job. Attorney Joe May states that he will reach out to other Towns. Attorney May suggested that Megan look at Human Resources materials that are available on MTAS.
- Attorney Joe May states that he has identified a contact for a Building Inspector. Megan, City Recorder, also made mention of a Building Inspector that was given earlier in the day by Travis Bishop with MTAS.
- Chief Hammonds reported that there are concerns with the Phipps Bend Flowmeter readings. The readings appear to be erroneous. This concern was identified when Megan pulled the quarterly flow meter readings and appears to have begun on 12/29/2023. He provided a Pulse Flow Multi Day Report to the BMA from 12/01/2023 to 01/08/2024 to assist in explaining. Megan has notified Church Hill Utility that we had identified concerns with the flowmeter readings, as these are the readings that Church Hill Utility uses for billing, and that we are actively working to identify the problem. Chief Hammonds spoke with Rita at Surgoinsville Utility District and confirmed that there were no known leaks or increased usage identified.
- Chief Hammonds provided an update on the school flowmeter readings. Mark, engineer with The Lane Group, is pulling the data at this flowmeter. The Lane Group has placed a secondary flowmeter reading device for 30 days and is in the process of completing a study to identify the cause of the readings not matching.

**ADJOURNMENT**

The BMA Meeting was dismissed at 6:34 pm.

ATTEST:

  
Megan Gentry  
Megan Gentry, City Recorder

Merrell Graham  
Merrell Graham, Mayor