

City of Erin  
Beer Board Meeting  
Regular Board Meeting  
May 5, 2020

The City of Erin met in session on Tuesday, May 5, 2020 at 6:00 pm at the Erin City Hall. This meeting was comprised of some participants attending by electronic means and others in person. The in person gathering was limited to ten (10) persons or less per Executive Order 22 and 23, which *directed Tennesseans to stay home unless engaging in essential activities to limit their exposure to and the spread of COVID 19* and by electronic means per a memorandum dated March 20, 2020 from the Office of the Tennessee Comptroller of the Treasury, which reads in part:

***Public Meetings by Electronic Means***

*On March 20, 2020, Governor Bill Lee signed Executive Order No. 16 ("the Order"), which suspends the requirements of the Tennessee Open Meetings Act ("TOMA") to the extent necessary to allow any governing body subject to the requirements of TOMA to meet and conduct essential business by electronic means if the body determines meeting electronically is necessary to protect the health, safety, and welfare of Tennesseans in light of the COVID-19 pandemic.*

*The Order applies to any state, county, or municipal governing body or any other public body that may be subject to the requirements of TOMA. It allows members of the governing body to participate and vote in public meetings without being physically present to protect public health, safety, and welfare and prevent the spread of COVID-19. This temporary measure was set to expire on May 18, 2020, unless further action is taken by the Governor.*

A video of The City of Erin meetings will be posted to YouTube under the *City of Erin Tennessee* page. In addition to the City of Erin web page *erintn.org*, the City of Erin has also developed a Facebook page – *City of Erin, Tennessee*. City of Erin information will be posted publicly to these sites.

Mayor Bailey was present and presiding.

Pastor Charles Thornburg gave the opening prayer.

Mayor Bailey called the meeting to order and the roll call of attendance is as follows: By teleconference –Aldermen Jennifer Warren, Liz Buttermore of the Houston County Herald, Jim Stevens Attorney for the City of Erin. Attending in person were: Alderman Ted Carson, Alderman Lisa Bass, Alderman Cecil Baggett, Alderman Paul Gooden, Alderman Jackie Smith, Alderman Lisa Moore, Alderman Jackie Parchman, Angela Neilson Recorder, Jackie Wyatt Chief Water Plant Operator, and Charles Thornburg - Pastor of the Midway Church of God of Prophecy.

**Motion** to approve the April minutes made by Parchman and second by Warren. Roll call vote recorded as follows: Voting YES: Smith, Moore, Bass, Baggett, Parchman, Warren, Gooden, Carson. Motion carries.

Mayor Bailey commented on the COVID 19 situation:

- Things are changing daily
- The Tennessee Health Department provides updates each day at 2:00 pm
- As of today – (6) cases total, (4) of which are recovered, (2) active
- Mayor Bailey appreciated what everyone is doing to limit this outbreak of coronavirus
- It is good to be careful and practice social distancing

Mayor Bailey went over the items included with the agenda:

- Emergency Declaration by the City of Erin
- Houston Declaration of Emergency
- Executive Order No. 30

National Day of Prayer will be Thursday, May 7, 2020 in the Square. Everyone is asked to wear a mask and social distance. This is a good time for prayer for our community.

The Election Office ask to have a reminder announced concerning the August Election:

- Non-Resident Property Right Voters are eligible to vote in the August Election. In the City of Erin, to vote as a non-resident property rights voter, you must fill out a separate registration and provide proof of ownership before the registration deadline of July 7, 2020. In accordance with City of Erin Ordinance #607, all property rights voters must vote absentee by mail.

Mayor Bailey discussed the City of Erin property/buildings being closed to the public due to the COVID 19 Pandemic:

- The City Hall building is closed to the public
- The drop box is located at the front of the building
- The ladies are in the office and if anyone needs assistance, the ladies have been going out
- There is a sign with information and the phone number to the office posted on the doors.
- Ms. Betty Beard is still off work for self-quarantine
- Mayor Bailey ask for the Alderman to give their opinion on when the lobby should re-open to the public
- Alderman Smith noted that someone complained on Facebook that no one was answering the phone and that City Hall was closed
- It was clarified that the ladies are present each and every day during normal working hours and they do answer the phone – the day this person complained was the day MLEC was changing out a utility pole and the power to the entire downtown area was without electricity and that also means the City Hall was without phone service as the phones are a business service system
- Alderman Gooden thought that “what is currently in place is good”
- Mayor Bailey reiterated that “we do meet people at the door” - “we have done four water taps this month, which is more than normal”
- Alderman Parchman verified that the phone number is on the front door
- Mayor Bailey stated the we should act in the best interest of the community

- Alderman Carson commented that “people don’t want to wear a mask and they do not social distance themselves”
- Alderman Moore commented that the Nursing Home uses “microban” for disinfectant – which is out of stock everywhere
- Alderman Bass commented that the Health Department has staggered the worker to a 3 day a week shift; any symptoms, then they wear a full mask
- The Courthouse is still closed to the public except by appointment, which is basically what City Hall is doing
- Mayor Bailey said “we will continue to look at things, we want the customers and the employees to be comfortable”
- Alderman Bass suggested a table with mask to give to the customers – finding mask will be the issue, but if we can find them, we will have them out
- Alderman Carson felt the City should take precautions – start with baby steps

### **Committee Meetings:**

The City held budget meetings on April 14 and April 21. The minutes were presented in the agendas and the summary is as follows:

#### *April 14, 2020 meeting*

- *This budget (2020-2021) is barebones*
- *The Comptroller’s Office has suggested to be conservative due to the unknown effects of the COVID 19 pandemic on the State collected tax revenue*
- *This is the first time the Mayor has not included an increase for the employees other than the step-raises*
- *At this time, restaurants are not open for dine in, it is carryout only. Hopefully the businesses will recover and the sales tax revenue will not suffer to the extent predicted*
- *110-33191 - Safety Grant line item is from the City’s insurance carrier Public Entity Partners*
- *110-33194 – Is Rural Development Grant for paving in the amount of \$225,000.00*
- *TEAP Grant is for playgrounds. If the grant is not awarded, the expense line will not be utilized*
- *FEMA Property Grant is for land acquisitions inside the City limits of Erin – concentrating along Town Branch / Erin Branch*
- *110-33460 is Governor Lee’s one-time funding for communities in the amount of \$58,000.000. This will be used for the City’s matching portion of the paving project.*
- *110-33480 Grant for the Fire Department. Again, if grant is not awarded, the money will not be spent.*
- *Last year the City purchased two vehicles, a backhoe and mini-excavator. This budget does not contain any equipment purchases. Phillip Baggett had commented to the Mayor that the City is in good shape with equipment.*
- *The Police Department Budget was presented by Chief Moore*
- *110-42100-148 - The Erin Police Department budget contains money in training for two officers to attend the Police Academy. (the first officer was supposed to attend the*

*March class, but due to the COVID 19 pandemic, the academy has been closed and all classes are delayed until the summer)*

- *110-42100-261 – tires for the vehicles*
- *110-42100-331 - \$2,000.00 increase for gas/oil*
- *The Police Department budget has an increase of \$9,000.00 over last years.*
- *The Fire Department Budget was presented by Chief Warren.*
- *The Fire Department budget has an increase of \$7,000.00*
- *110-42200- Fee's and dues - \$2,000.00 was added*
- *110-42200- Reporting Software - \$2,500.00 was added*
- *110-42200-148 – training – travel is required*
- *110-42200-250 Professional Services and 110-42200-261 Repair and Maintenance Motor Vehicles remain the same.*
- *110-42200-300 – Supplies – will be used for SCBA's*
- *110-42200-392 – Hydrants line is \$5,000.00. We have two hydrants in the system that will be covered by the insurance*
- *The Fire Department required fees include: State of TN, NFPA, TN Fireman's Association, etc.*
- *Both Chief Moore and Chief Warren were in attendance to discuss their budget request.*
- *There is NO tax increase*
- *There is NO water or sewer rate increase*
- *This General Fund budget does include taking \$58,000.00 from the Maple Street Bridge account to balance. (this money was approved for use during last years budget to fund a portion of the paving project 2019 but was not transferred as it was not needed)*
- *Overall General tax revenue was reduced by \$85,000.00 based on lower projections for 2020-2021.*
- *Sewer budget includes \$35,000.00 for equipment for the Wastewater Treatment Plant that is necessary now and cannot wait until the new plant is complete*
- *Water and Sewer combined will have a surplus of \$23,065.28*
- *Recommendations from Rural Development and the Comptroller's Office are for the City of Erin to have a rate study completed for the water and the sewer rates, for all customers*
- *Due to the COVID 19 pandemic, the Comptroller has recommended the penalty amount be waived for the month of April 2020.*
- *According to the Comptroller, water is not free to anyone. All customers shall pay for all water used.*
- *People will try to take advantage if they can (by not paying)*
- *We will put the penalty back on next month*
- *We encourage persons not to get behind if at all possible, all charges will eventually have to be paid*
- *People on fixed incomes and persons that are still working – their income situation has not changed*
- *Alderman Moore and Alderman Parchman both agreed that the employees are very important and to look at the numbers to include some sort of raise*
- *Alderman Gooden recommended a budget with a 1% raise and a budget 2% raise*

- *Some businesses in Houston County are still doing well while a few have closed for this period*
- *The budget will be updated to reflect both the 1% and 2% raise amounts.*

#### *April 21, 2020 meeting*

- *Comments from the last meeting has been calculated into the new budget presented to the Alderman*
- *1% Raise would increase the General Fund Budget expenses by \$5,500.96*
- *2% Raise would increase the General Fund Budget expenses by \$11,056.93*
- *Water / Sewer Fund 1% raise would increase expenses by \$832.07*
- *Water / Sewer Fund 2% raise would increase expenses by \$1,672.45*
- *Water / Sewer Fund would still balance and have a surplus of revenue over expenses*
- *Mayor Bailey reiterated the Governors' one time grant of \$58,000 for the City of Erin. This money has very specific requirements for use. The City of Erin will use this grant toward the local match for the 2020 Paving Project in which we will also receive a grant from Rural Development*
- *2% Raise in the General Fund will require an additional amount of \$9,433.18 taken from the Maple Street Account*
- *This is an interesting time due to the COVID 19 pandemic*
- *The numbers are conservative for projected revenue*
- *Alderman Gooden, Alderman Moore, Alderman Baggett and Alderman Parchman all agreed the City Employees are good employees and the City "needs to hold on to them"*
- *Motion to recommend the budget as presented with a 2% raise for employees that will not receive the step raise to the full Board of Mayor and Alderman for approval on first reading made by Gooden, second by Moore. All said Yes.*

#### **New Business:**

##### **Motion**

To approve Resolution 05012020 which will request funds from the State of Tennessee in regards to the *Tennessee Public Chapter No. 651*, Title III-22, Items 10.33-34 which established the Governor's Local Government Support Grants which provides one-time funding to local governments, in the amount of \$58,512.00 made by Gooden, second by Carson. Roll call vote as follows: YES – Smith, Moore, Bass, Baggett, Parchman, Warren, Gooden, Carson. Motion carries.

##### **Motion**

To approve to approve Ordinance 623, an Ordinance for Budget Amendments for FY 2019-2020 on first reading made by Moore, second by Baggett. Roll call vote as follows: YES - Smith, Moore, Bass, Baggett, Parchman, Warren, Gooden, Carson. Motion carries.

Motion Ordinance 624, Budget for 2020-2021 on first reading made by Moore, second by Gooden. Per advice of the Comptroller of the State of Tennessee, the budget is conservative. Budget includes at 2% raise for employees not intitled to the step raise. Budget does NOT include a tax increase nor does it include a water or sewer rate increase. This is a reassessment year for Property Tax which will decrease the tax rate for this year \$1.0334. Roll call vote as follows: YES - Smith, Moore, Bass, Baggett, Parchman, Warren, Gooden, Carson. Motion carries.

Motion To approve the Rehab of the City of Erin Clay Wright water tank located at Clay Wright Road and Hwy 13 North as required by TDEC, following all purchasing policy guidelines made by Gooden, second by Moore. Roll call vote as follows: YES - Smith, Moore, Bass, Baggett, Parchman, Warren, Gooden, Carson. Motion carries.

Motion: To approve the maintenance of the sludge pond at the water plant, following at purchasing policy guidelines made by Gooden, second by Moore. Roll call vote as follows: YES - Smith, Moore, Bass, Baggett, Parchman, Warren, Gooden, Carson. Motion carries.

Motion to approve a refund of the Beer Permit application fee to the Houston County Fair Board in the amount of \$200.00 (two separate applications for two different locations) and to the Irish Firefighters Benevolent Association in the amount of \$100.00 made by Baggett, second by Bass. Roll call vote as follows: YES - Smith, Moore, Bass, Baggett, Parchman, Warren, Gooden, Carson. Motion carries.

#### Police Report

Chief Mark Moore presented the Board the police report for the month of April, 2020. Activity has been down but is starting to pick up some.

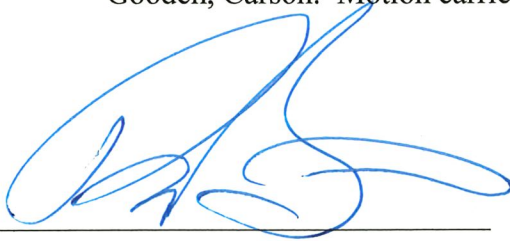
#### Fire Report

Chief Danny Warren provided the Board with the fire report for the month of April, 2020. Activity included response to 2 landing zones, 1 residential structure fire, 1 EMS assist, 1 wreck with injuries, 1 rope rescue, and 1 hazardous materials incident.

Motion

to adjourn made by Moore, second by Parchman. Roll call vote as follows: YES - Smith, Moore, Bass, Baggett, Parchman, Warren, Gooden, Carson. Motion carries.

Approve: \_\_\_\_\_



Paul Bailey, Mayor

Attest: \_\_\_\_\_



Angela Neilson, Recorder