

Town of West Jefferson - Board of Aldermen
Special Meeting Minutes
March 20, 2024 | 5:30 p.m.

Board Members Present: Mayor Tom Hartman, Alderman Rusty Barr, Alderman Calvin Green, Alderman John Reeves, Alderwoman Beth Shelton, Alderman Stephen Shoemaker

Town Staff Present: Town Manager Brantley Price, Assistant Town Manager Rebecca Eldreth, Police Chief Bradley Jordan, Maintenance Supervisor Eric Miller, WWTP Superintendent Brandon Patrick

At 5:30 p.m. Mayor Hartman called to order the special meeting of the Board of Aldermen.

Special Session - Discussion of FY 2024-25 Budget.

Discussion of Projects to Benefit Town Residents

- Paint Cemetery Fence – to be completed by 6/30/24
- Rework Creek in Park

Discussion of Revenues

- Total Property Tax \$1,479,000 at \$0.35 per \$100
- Transfer \$30,000 to Park for Final Phase of Playground Equipment

Discussion of Cost-of-Living Adjustment for Employees

- Annual Inflation Rate for January 2024 – 3.4%
- Social Security Increase 2024 – 3.2%
- 5% COLA for town employees was unanimously approved.
- 6.5% COLA for law enforcement was unanimously approved.

Discussion for Insurance After Retirement

- Town of Jefferson provides the following:
 - \$500 stipend for 55 years old with 30 years of service or 60 years old with 20 years of service
 - \$250 stipend for 60 years old with 15 years of service

Administration - Town Manager Brantley Price reviewed the administrative requests for the budget. Noteworthy items discussed are as follows:

- Possible 20-40% increase in property insurance
- Possible BR Energy cost adjustment in October
- Downtown Wi-Fi annual fee, service, and maintenance
- Becca – Municipal and County Administrative Class
- Add to replace 3 desktops
- Town Hall outside renovation
 - Possible roof replacement (repaired 3 times and not sure all leaks stopped)
- Review replacing covers on town clock after hotel renovation
- Christmas Decorations

- Paddy Mtn
- Arts Council Building Roof Replacement
- Garbage pickup Rate Increase

Police - Police Chief Brad Jordan went over the proposed Police Department budget items which included the following:

- 6.5% Cost of Living Adjustment
- Additional Officer Position
 - Salaries & benefits
 - Upfit one officer
- Uniforms
- Departmental supplies
 - Tasers (3)
 - Ballistic vests (3)
 - Miscellaneous equipment
 - Replace 3 tough books
 - One desktop
- Maintenance Repair vehicles
- Police Vehicle

Maintenance - Maintenance Supervisor Eric Miller discussed his proposed budget for the Maintenance Department, Streets, Park, Cemetery and Fire Department. Items discussed include:

- Part-time – mow, weed eat, open restrooms weekend
- Snow Blade for new 4500 dump truck
- Ventrac – accessories
 - broom
 - canopy
 - hood – vacuum for leaves
- Small tools
- Street barricades to fill with water for Events
- Bucket truck replace hydraulic lines
- Flowers on poles and planters
- Spruce up bump outs in downtown
- Replace tile 3rd Ave
- Storm drain Boxes & tile replacement
- Sidewalk replacement
 - Regency Property/Reeves Law Firm
 - Section of sidewalk from W Main to W State Street
- Maintenance 163/221 Aesthetics Project
- Paving
 - Wilton Ave
 - Burley Ave
- Salt

- Tile public restrooms
- Replace Eric's Truck with new ton pickup

Park

- Phase III Playground Equipment
- Mulch Playground
- Repair Tennis Courts
- Bridge Replacement
- New Mower

Cemetery

- Map and Mark Additional Plots in Small Area by the Parking Lot

Fire Department

- Helicopter Insurance
- Hose and Ladder Testing
- Additional Food Budget
- Upgrade Headlights on Trucks to LEDs
- Tires for Truck 4 and 5
- Repair Floors
- Repair Back Wall Ladder 7 Bay
- Repair Back of Building and Add Gutters

Revenues Water/Sewer

- State Budget Wastewater Upgrade and Greenfield Pump Station Upgrade
- AIA Grant/ ARPA Funds
 - Interconnect with Jefferson
 - Water
 - Sewer
 - Interconnect Loan

Water - WWTP Superintendent Brandon Patrick discussed items for the water and sewer budget which included:

- Lead Service Line Locate and Replace
- Sampling
- Misc. Parts for Filter Plant
- SCADA for Filter Plant
- Training and Education
- Penalties and Fines
- Pressure Transducer
- Detention Tank Sensors
- Chemical Feed Pumps
- New Well Meters

- SCADA Service
- Ross Valves Maintenance
- Small Hand Tools
- Boots/Rubber Boots
- Well and Detention Pumps
- Filter Plant Pump
- Engineering – projects – Oakwood Booster pumps (be able to pump and fill tank at oakwood & add valve behind forest Ridge)

Sewer

- Sewer Jetter
- Repair Sewer Laterals Buck Mtn
- Repair I&I Issues
- Upgrade Greenfield Pump Station
- Upgrade Beaver Creek Pump Station
- Wastewater upgrade
- Penalties & Fines
- Training & Education
- 4” Trash Pump
- Backwash Pumps for Filters
- Suction Hoses
- Small Hand Tools
- Lime for Sludge Fields
- New Blower
- Beaver Creek Pump Station Pump
- Polymer/Landfill Tipping Fees
- UV Bulb and Ballast Replacement
- Belt Press Maintenance
- Boot/Rubber Boots
- Extra Sampling
- Tires for F250
- Belt Press Service Call
- Mower
- Engineering Projects – 221 sewer access to Ray Well Side – BC Pump station – new well industrial Park

Adjournment- With nothing further, Alderman Reeves made the motion to adjourn the special meeting. Alderman Shoemaker seconded with a vote of 5-0 in favor.

Tom Hartman, Mayor

Rebecca Eldreth, Town Clerk