

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES  
December 10, 2001

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, December 10, 2001, at 9:00 a.m. in the Conference Room of the County Administration Building, in the Town of Pulaski, the following members were present: H.W. Huff, Jr., Chairman; Archa Vaughan, Jr.; J. Mack Baker; Winston Snead; and Carl Mathes. Staff members present included: County Administrator, Peter M. Huber; Assistant County Administrator, Nancy M. Burchett; and County Engineer, Ron Coake.

1. Citizen Comments

No citizen comments were heard at this meeting.

2. Reports from the County Administrator and Staff

a. Collection Staff Activity

1. Adjustments

On a motion by Mr. Mathes, seconded by Mr. Vaughan, and carried, the Board of Directors approved adjustments in the credit amount of \$29,193.96 per staff recommendation.

Voting yes: Mr. Huff, Mr. Vaughan, Mr. Baker, Mr. Mathes and Mr. Snead.

Voting no: None

2. Inmate Availability Report

Staff reported the inmate count for the month of November had been one inmate per day.

3. Balance Due Report

The Board reviewed and accepted the balance due report as submitted by staff.

4. Lien Report

The Board reviewed and accepted the lien report as prepared by staff. Said report reflected total liens in the amount of \$349,343.31.

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5. Work Order Count

Staff reported that there were 12 brush pick-ups, 9 large items, 6 tires and 3 refrigerators requiring pick-up as of December 6, 2001.

b. Purchase of Radford Pump Station Capacity by Montgomery County Public Service Authority:

On the motion of Mr. Baker, seconded by Mr. Mathes and carried, the Board of Directors approved the Deed of Transfer between the Public Service Authority and the Montgomery County Public Service Authority transferring 100,000 gallons capacity in the Radford Pump Station for an amount of \$49,805.63.

Voting yes: Mr. Baker, Mr. Snead, Mr. Mathes, Mr. Vaughan and Mr. Huff.

Voting no: none.

A copy of the Deed of Transfer shall be filed with the records of this meeting.

c. Heron's Landing Streetlight Financial Protection:

Staff reported confirmation had been received from American Electric Power that the Public Service Authority could discontinue streetlight service.

Chairman Huff requested staff draft an agreement outlining details for the streetlight service by the Public Service Authority. Further, the agreement language for this agreement should be general in nature in order that future subdivisions could utilize the same agreement with the PSA for this type of service.

d. Drop Site/Recycling Center Guidelines:

On the motion of Mr. Mathes, seconded by Mr. Baker and carried, the Board of Directors approved the following Drop Site Center Guidelines as recommended by staff:

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The recycling center is for anyone who desires to recycle materials in compliance with Pulaski County Public Service Authority guidelines. The attendant will direct you as to how to recycle materials that are properly prepared and how to best prepare materials that you wish to recycle. Please follow instructions and place the items in the proper container. Please do not contaminate recyclables by not following instructions.

The large item drop site is for the convenience of Pulaski County Public Service Authority full paying residential customers. Apartment owners or landlords are considered commercial customers. This facility is for residents only. Commercial customers must take materials directly to the landfill and pay the fee for disposal at that site. Drop site users must follow the following directions:

- Do not leave items at the gate when the site is not open.
- Please place items in the designated containers only. Do not leave items on the ground.
- Follow instructions from the attendant on duty.
- Large volumes of materials must be taken directly to the landfill. Large volumes shall be defined as no more than 3 loads.
- The attendant can provide information on acceptable materials at this site.
- Refrigerators must be emptied before being left at this site.

### Acceptable Items include:

Brush

Household trash

Small amounts of demolition or construction debris

Batteries

Car or light truck tire (8 per year)

### Unacceptable Items Include:

Liquids

Hazardous waste

Dead animals

Spoiled food waste

Large truck or tractor tires

Voting yes: Mr. Baker, Mr. Snead, Mr. Mathes, Mr. Vaughan and Mr. Huff.

Voting no: none.

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e. Information Items:

1. Personnel Changes

The Board reviewed the personnel update as prepared by Assistant County Administrator Nancy Burchett.

2. Bella Vista Water Tank Vandalism

Ronnie Coake, County Engineer, reported the telemetry system at the Bella Vista Water Tank had recently been destroyed by vandalism. Further, he estimated the replacement cost of the equipment to be \$5,000 to \$10,000 and that it could take up to eight weeks to replace the equipment. Mr. Coake also reported until the new equipment is installed, the system would have to be operated manually which could result in some overflows.

Staff advised that the Sheriff's Department was investigating this incident and an insurance claim had been filed for the destroyed equipment.

3. Filing of Disclosure Statements:

Staff advised that the Disclosure Statements previously given to Board members did indeed have to be completed and returned to the County Administrator's Office no later than January 15, 2002. Staff also offered assistance to any Board member in completing these forms.

4. Rolling Hills, Vista and Orchard Hills Sewer Systems:

Staff advised the Board of Supervisors had recently approved an application for Rural Development Funding of the above noted projects. Further, the Board reviewed an award letter from the Southeast Rural Community Assistance Project, Inc. funding up to \$47,500 for these projects to pay for up to \$2,000 per low income household for connection fees, building permit fees and installation of the physical connection to the home.

5. Fairlawn Large Item Drop Site:

Staff reported the Fairlawn Drop Site is now open for large items drop off and will soon be accepting recyclable products.

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6. Financial Report

The Board reviewed a financial report of the PSA as of the end of October 2001. Chairman Huff requested staff compare the present delinquent collections to the same time period last year.

f. Current Authorized Projects & Items Under Review:

The following projects were reported to be under review:

1. Cloyd's Mountain Sewer Extension by VDOT
2. New River Industrial Park Sewer Pump Station
3. Surveys for Sewer Extension for Dublin Area Subdivisions
4. Collier Acres Sewer Extension with Commerce Park Development
5. Engineering for Mobile Home Park Water & Sewer Extensions
6. Water Hydrant Flushing

3. Approval of November 13, 2001 Minutes

On the motion of Mr. Vaughan, seconded by Mr. Mathes, and carried, the PSA Board of Directors approved the minutes of the November 13, 2001 with a correction to item 2g. adding "from \$250.00 to \$300.00" for the annual preparation of the Form 5500.

Voting yes: Mr. Huff, Mr. Vaughan, Mr. Mathes, Mr. Baker and Mr. Snead.  
Voting no: None.

4. Accounts Payable

On the motion of Mr. Baker, seconded by Mr. Snead and carried, the PSA Board of Directors approved the accounts payable listing for checks numbered 7893-7985, subject to audit.

Voting yes: Mr. Huff, Mr. Vaughan, Mr. Mathes, Mr. Baker and Mr. Snead.  
Voting no: None.

5. Other Matters:

No other matters were discussed at this meeting.

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6. Adjournment

There being no further business to discuss, the meeting was adjourned until the next regular meeting of the Pulaski County Public Service Authority Board of Directors to be held on January 14, 2002 at 9:00 a.m. at the County Administration Building, 143 Third Street, NW, in the Town of Pulaski, Virginia.

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H.W. Huff, Chairman

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J. Mack Baker, Secretary