

REGULAR MEETING OF  
**THE HARTSVILLE/TROUSDALE COUNTY COMMISSION**

<i>Dwight Jewell, Chair</i>	<i>Shane Burton</i>	<i>Landon Gulley</i>	<i>Lesley Overman</i>	<i>Ethan Boles, TCHS</i>
<i>Bill Fergusson, Pro Temp</i>	<i>Gary Claridy</i>	<i>Richard Harsh</i>	<i>Amber Russell</i>	
<i>Beverly Atwood</i>	<i>Rick Davis</i>	<i>Richard Johnson</i>	<i>Lonnie Taylor</i>	
<i>Mary Ann Baker</i>	<i>Jerry Ford</i>	<i>Rachel Jones</i>	<i>Gary Walsh</i>	
<i>Ken Buckmaster</i>	<i>T. Bubba Gregory</i>	<i>David Nollner</i>	<i>Steve Whittaker</i>	

MONDAY, APRIL 25, 2022 | 7:00 P.M. | TC COURTHOUSE

*Work Session Monday, April 18, 2022 | 7:00PM | TC Courthouse*

**AGENDA**

- 1. Open Court**
- 2. Invocation** – Rick Davis
- 3. Pledge to the American Flag** – Rachel Jones
- 4. Roll Call** – Rita Crowder, *County Clerk / Electronic Check in*
- 5. Approval of Minutes**  
*The minutes of the March 28, 2022 Commission meeting have been distributed.*
- 6. Announcements**
- 7. Amendments to the Agenda / Approval of Agenda**
- 8. Citizens' Response to Agenda Items**  
*If you wish to speak to the Commission on a matter in this month's agenda, please sign in at this time.*
- 9. Director of Schools** – Dr. Clint Satterfield
- 10. County Mayor Report** – Stephen Chambers
- 11. Committee Reports**
  - A. Steering Committee – *April 5*
  - B. Budget & Finance – *April 18*
  - C. Veteran Services – *April 21*
  - D. Other Reports
- 12. Active Business**
  - A. **Appointments**
    - 1) Animal Shelter Board
    - 2) Industrial Development Board
    - 3) PILOT Approval Committee
  - B. **Resolutions**
    - 1) **Resolution 2022-10-754** Senior Center Vehicle Management Policy
    - 2) **Resolution 2022-11-755** ECD Road Names

C. **Ordinances**

FIRST READING

- 1) **Ordinance 237-2022-07** Rezoning A1 to R1 Hwy 25/Old Hwy 25

PUBLIC HEARING & SECOND READING

- 2) **Ordinance 236-2022-06** Rezoning A1 to R1 Templow

D. **Budget Amendments**

**101 – COUNTY GENERAL**

2022-101-36	Insurance Recovery	\$	6,178
2022-101-37	Workhouse Recycling		1,012
2022-101-38G	Elections Grant		25,000
* 2022-101-39	Homeland Security Grant 2019		3,050

**118 – AMBULANCE**

* 2022-118-03	EMS Staff Increase	\$	1,970
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**131 – HIGHWAY**

2022-131-02	State Aid Projects	\$	32,000
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E. **American Rescue Plan Funds Spending Approval**

ARPA 128-03	Parks & Recreation	\$	25,000
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F. **Notaries**

- *County Clerk will present names at Commission meeting.  
Notary applications are due by noon on the 4<sup>th</sup> Monday of each month.*

**12. Other Business**

- \* A. Certificate of Compliance – Hartsville Liquors
- \* B. Resignation of School Board Member

**13. Public Comment**

**14. Adjourn**

# MINUTES

## MARCH 28, 2022 - HARTSVILLE/TROUSDALE COUNTY COMMISSION MEETING

**BE IT REMEMBERED**, That the Hartsville/Trousdale County Commission met pursuant to adjournment with the Honorable Dwight Jewell, Commission Chairman, presiding and the following commissioners present to wit: Beverly Atwood, Mary Ann Baker, Ken Buckmaster, Shane Burton, Gary Claridy, Rick Davis, Bill Fergusson, Jerry Ford, Bubba Gregory, Landon Gulley, Richard Harsh, Richard Johnson, Rachel Jones, David Nollner, Lesley Overman, Amber Russell, Lonnie Taylor, Gary Walsh, Steve Whittaker, and Ethan Boles.

1. **Open Court** - Sheriff Ray Russell
2. **Invocation** - T. Bubba Gregory
3. **Pledge to the American Flag** - Richard Johnson
4. **Roll Call** - Rita Crowder, County Clerk / Electronic Check in - **20 PRESENT, 0 ABSENT, 1 STUDENT REP.**
5. **Approval of Minutes**  
Motion this court approve the minutes as presented.  
Motion by Jerry Ford, Second by Gary Claridy **MOTION CARRIED**
6. **Announcements** - Steve Paxton, Election Administrator, updated the commission on the upcoming elections. The deadline for turning in petitions is April 7th at 12:00 noon. Currently, there are at least 2 candidates in each district. He suggested not waiting that late to turn them in due to the fact that they have to be verified.
7. **Amendments to the Agenda / Approval of Agenda**  
Remove Resolution 2022-07-751 from the agenda.  
  
Motion this court approve this agenda as amended.  
Motion by Richard Harsh, Second by Lonnie Taylor **MOTION CARRIED**
8. **Citizens' Response to Agenda Items** - None Presented.
9. **County Mayor Report** - Stephen Chambers
  - **Comm. Dev. Block Grant** - Mayor Chambers and Grant Consultant, Faye Leonard, held a Public Hearing via Zoom. Several topics were discussed, but they felt the most need was in home improvements in designated areas for lower income residents. There is a Res. on the agenda for approval to submit.
  - **GNRC Strategic Plan** - They met with some members of the commission, trying to get our strategic plan in place. They want to meet again at a later date with officials and Dept. Heads for more discussion possibly at Farmer's Restaurant.
  - **Traffic Signal Grant** - We did not receive this grant. Mayor Chambers said that he will continue to look for ways to improve this situation.
  - **Mental Health and Substance Abuse Task Force** - Mayor Chambers has assembled a task force to work with the county on how to address those issues with not just the general public, but with the jails, schools and other areas. American Rescue Funds can possibly be used to fund this program. There will be a meeting Wed. @ 12:00, March 30th.
  - **2018 Home Grant** - This grant has been completed and will be closed out soon.
  - **CDBG-CV Grant** - Housing Authority Director, Maxwell Carter, has informed Mayor Chambers and members of the Housing Authority of this grant. The grant could help to install broadband at the housing projects.
  - **Tommy McFarland, Water & Sewer Superintendent** - Well wishes for a speedy recovery. He is in Centennial Hospital with pancreatitis and gall bladder surgery.

## 10. Committee Reports

- A. **Steering Committee** - March 10 - The committee discussed the PILOT program and voted to send it on to Budget and Finance. They discussed a Retroactive pay policy that needs approval from the commission so that it can be included in the personnel policy. Other discussion included a Resolution creating a committee for resale of land bought at Delinquent Tax Sales.
- B. **Parks & Recreation** - March 3 - Cliff Sallee updated the committee on the Ball Park lights. Tri-County doesn't stock the lights we need. It will be about 14 weeks before they are in. He stated that 17 lifeguard applicants and still need 1 assistant manager. One of the applicants will be a cook and cleaner in the concessions. Pool chemicals have doubled in price but we can get them. They discussed the park and the repairs needed there along with the rubber chips to be put down. The next meeting is scheduled for April 28th @ 6:00 pm.
- C. **Veteran Services** - March 15 - No quorum. The committee plans to replace some members hoping to remedy this issue.
- D. **Budget & Finance** - March 17, March 21 - **03/17** - The committee met to discuss the compensation study. The committee decided to recommend the step-based compensation from the wage study without a dollar amount tied to the full commission. After some discussion on how to proceed, the committee voted to adjust the study data and to have 3 options for them to review as to the percentage to adjust the salaries. They also recommended a \$2.00 immediate increase for each employee with the Sheriff's Dept. effective April 7, 2022. These increased amounts will be reflected in the FY23 budget figures.  
  
**3/21** - The committee reviewed the Co. Trustee / Financial Summary from Feb. 2022. They also reviewed and recommended for approval by the full commission the Budget Amendments and the PILOT Program on the March Co. Commission meeting.
- E. **Audit** - March 28 - Elected to leave officers the same: Richard Harsh, Chairman; Steve Whittaker, Vice Chairman; Mary Ann Baker, Secretary. Mayor Chambers reviewed the Fund Balances from the FY2021 Audit. The Water Department had the only findings. They only had two and have already submitted corrective action plans to correct those findings.

### F. Other Reports

## 11. Active Business

### A. Appointments

#### 1) Board of Equalization

- David Baldwin

#### 2) Resale of Land Committee

- Gary Claridy

#### 3) Veteran Services Committee

Remove: Bill Painter, David Chambers, Dave Traini

Appoint the following:

- Jeff Baxley

- Dan Belcher

- Tom Shea

#### 4) Board of Zoning Appeals

- Coreen Linville

Motion this court approve all appointments.

Motion by Richard Harsh, Second by Bubba Gregory

**MOTION CARRIED**

**B. Resolutions**

- 1) **Resolution 2022-06-750** 2022 CDBG Program  
 Motion this court approve Resolution #2022-06-750.  
 Motion by Gary Claridy, Second by Rachel Jones  
**ELECTRONIC VOTE: 20 YES, 0 NO, 0 ABSENT** **MOTION CARRIED**
  
- 2) **Resolution 2022-08-752** PILOT Program  
 Motion this court approve Resolution #2022-08-752.  
 Motion by Jerry Ford, Second by Shane Burton  
**ELECTRONIC VOTE: 20 YES, 0 NO, 0 ABSENT** **MOTION CARRIED**
  
- 3) **Resolution 2022-09-753** Accept Donation of Little League Ballfield signage  
 Motion this court approve Resolution #2022-09-753.  
 Motion by Landon Gulley, Second by Bubba Gregory  
**ELECTRONIC VOTE: 20 YES, 0 NO, 0 ABSENT** **MOTION CARRIED**

**C. Ordinances**

**FIRST READING**

- 1) **Ordinance 236-2022-06** Rezoning A1 to R1 Templow  
 Motion this court approve this Ordinance 236-2022-06 - 1<sup>st</sup> Reading  
**ELECTRONIC VOTE: 20 YES, 0 NO, 0 ABSENT** **MOTION CARRIED**

**PUBLIC HEARING & SECOND READING**

- 2) **Ordinance 235-2022-05** Rezoning R1 to R3 Main Street  
 Motion this court close this Public Hearing.  
 Motion by Richard Harsh, Second by Gary Claridy **MOTION CARRIED**
  
- Motion this court approve Ordinance 235-2022-05 - 2<sup>nd</sup> Reading  
 Motion by Shane Burton, Second by Gary Claridy  
**ELECTRONIC VOTE: 19 YES, 0 NO, 1 ABSTENTION** **MOTION CARRIED**

**D. Budget Amendments**

**101 - COUNTY GENERAL**

<b>2022-101-33</b>	ARPA Bonus Appropriation	\$ 240,526
<b>2022-101-34</b>	LGSF: Playground Equipment	36,611

Motion this court combine and approve both Budget Amendments.  
 Motion by Richard Harsh, Second by Jerry Ford  
**ELECTRONIC VOTE: 18 YES, 0 NO, 2 ABSTAINED W/CAUSE** **MOTION CARRIED**

<b>2022-101-35FB</b>	Sheriff Compensation Increase	49,571
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Motion this court approve this Budget Amendment.  
 Motion by Beverly Atwood, Second by Rachel Jones  
**ROLL CALL, BOOK 3, PAGE 205 - 15 YES, 1 NO, 4 ABSTAINED W/CAUSE (SELF/FAMILY)** **MOTION CARRIED**

**111 - URBAN SERVICES**

<b>2022-111- 04FB</b>	Sheriff Compensation Increase	\$ 6,898
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Motion this court approve this Budget Amendment.  
 Motion by Beverly Atwood, Second by Lonnie Taylor  
**ROLL CALL, BOOK 3, PAGE 205 - 15 YES, 1 NO, 4 ABSTAINED W/CAUSE (SELF/FAMILY)** **MOTION CARRIED**

**118 - AMBULANCE SERVICES**

**2022-118-02FB** EMS Pay Increase \$ 32,690

Motion this court approve this Budget Amendment.

Motion by Beverly Atwood, Second by Rachel Jones

**ROLL CALL, BOOK 3, PAGE 205 - 18 YES, 1 NO, 1 ABSTENTION**

**MOTION CARRIED**

**131 - HIGHWAY**

**2022-131-01FB** ARPA Bonus Appropriation \$ 52,197.88

Motion this court approve this Budget Amendment.

Motion by Mary Ann Baker, Second by Lonnie Taylor

**ROLL CALL, BOOK 3, PAGE 205 - 19 YES, 1 NO**

**MOTION CARRIED**

**141 - GENERAL PURPOSE SCHOOLS**

**2022-141-09 (38)** Strategic Compensation Bonuses \$ 138,207

**2022-141-10 (39)** ARPA Bonus Appropriation 190,473.22

**2022-141-11 (40)** ARPA Bonus TCRS coverage 9,316

Motion this court approve all 3 Budget Amendments.

Motion by Gary Walsh, Second by Beverly Atwood

**ELECTRONIC VOTE: 19 YES, 0 NO, 1 ABSTENTION**

**MOTION CARRIED**

**E. AMERICAN RESCUE PLAN FUNDS SPENDING APPROVAL**

**ARPA 128-02** Ambulance Purchase \$ 360,000

Motion this court approve this purchase.

Motion by Bill Fergusson, Second by Richard Harsh

**ELECTRONIC VOTE: 20 YES, 0 NO**

**MOTION CARRIED**

**F. Notaries**

- Angie White - First National Bank
- Mandy Dixon - First National Bank
- Betty Anderson - Self-employed
- Melanie Link - Security Fire Protection

Motion this court approve these Notary applicants.

Motion by Mary Ann Baker, Second by Gary Walsh

**MOTION CARRIED**

12. **Other Business** - None Presented.

13. **Public Comment**

- **Bryan King** thanked the commission on the passage of Res. 2022-08-752 for the PILOT Program. Mr. King said this project started 10 years ago when Mayor Chambers was on the Industrial Dev. Board and he had worked tirelessly on getting this together. The board has worked diligently with TN Central, Rochelle, McCulloch & Aulds, PLLC, Chairman Jewell and everyone who had sat in on focus groups to help make this project possible. Mr. King said this program is a huge step for Trousdale County. Thanks to all that helped to make this happen.

- **Brad Anderson**, President of the Hartsville Little League, informed the commission of the total price of the score boards donated by Wilson Bank & Trust. That total is \$15,217.00. The Hartsville Little League will pay for the shipping and installation. That total will be \$4,950.00. These boards will be made by MT Score and they have a 5yr. Warranty. Mayor Chambers asked that when the Little League gets the receipts for these items to please bring them in to the Mayor's Office.

14. **Adjourn**

Motion this court Adjourn.

Motion by Gary Walsh, Second by Rachel Jones

**MOTION CARRIED**



# APPOINTMENTS

APRIL 2022

## ANIMAL SHELTER BOARD

- Debbie Jenkins**, *reappointment 2yr term*
- Ginny Gregory**, *reappointment 2yr term*
- Linda Sue Johnson**, *reappointment 2yr term*
- Mark Presley**, *reappointment 2yr term*
- Teresa Turner**, *reappointment 2yr term*

## INDUSTRIAL DEVELOPMENT BOARD

- \_\_\_\_\_, *term ending November 30, 2023*  
*assuming seat vacated by Robert Thurman of First National Bank*

## PILOT APPROVAL COMMITTEE

- Mayor** *by position*
- IDB Chairman** *by position*
- Robert Thurman**, *Citizen at large*

*Motion to approve appointments as presented.*

*Motion to approve:* \_\_\_\_\_

VOICE VOTE

*Second motion:* \_\_\_\_\_

*Absent* \_\_\_\_\_

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# **RESOLUTIONS**

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**RESOLUTION #2022-10-754**

**RESOLUTION UPDATING THE VEHICLE MAINTENANCE PLAN FOR THE  
HARTSVILLE/TROUSDALE COUNTY SENIOR CITIZENS CENTER**

**WHEREAS**, the Hartsville/Trousdale County Senior Citizens Center has been advised of the availability of grant funds to provide for the purchase of vans for the Center; and

**WHEREAS**, the Center is very much in need of transportation availability for its participants both in the form of a handicapped accessible van and a regular van to provide for better outreach and service to our County's senior and handicapped community; and

**WHEREAS**, TDOT offers grant funding for such vans through the FTA Traditional Section 5310 Project Grant, such funding requiring a 10% match from the grantee; and

**WHEREAS**, a condition of the grant award is the implementation of a vehicle maintenance plan; and

**WHEREAS**, such a plan was established in 2015 by Resolution 2015-25-504.

**NOW THEREFORE BE IT RESOLVED** by the Hartsville/Trousdale County Commission meeting in regular session, that the attached updated Vehicle Maintenance Plan is hereby adopted for the Senior Center, and incorporated into this Resolution by reference.

Motion to approve: \_\_\_\_\_

*Electronic Voting*

Second motion: \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_ ABSENT \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**Dwight Jewell**  
Commission Chair

\_\_\_\_\_  
**Rita Crowder**  
County Clerk



2022 Maintenance  
Plan.pdf

# VEHICLE FLEET MAINTENANCE PLAN

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## FORMAL APPROVAL OF POLICY

This Plan has been approved by the Board or Governing Body.

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Authorized signature

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Date of Approval

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## HARTSVILLE/TROUSDALE COUNTY SENIOR CENTER

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**270 Marlene Street,  
Hartsville, TN, 37074  
Ginny Gregory, Director  
615-374-1102  
ginny.gregory@trousdalecountytn.gov**

**Hartsville/Trousdale County Government**  
328 Broadway, Rm 6  
Hartsville, TN 37074  
Stephen Chambers, Mayor  
615-374-2461  
Stephen.Chambers@trousdalecountytn.gov

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# VEHICLE FLEET MAINTENANCE PLAN

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## INTRODUCTION

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**Hartsville/Trousdale County Senior Center** in its continuous development and concern for the safety of its staff and community members has developed this maintenance plan. This is a living document that will be updated on an “as needed” basis and reviewed annually for compliance to new rules, regulations, and laws.

This plan is designed to keep all vehicles and related equipment in safe, reliable, and operational condition. It requires management, drivers, and related staff to be well trained and accountable for specific roles.

### Specific roles

#### MANAGEMENT

**Ginny Gregory- Director Hartsville/Trousdale County Senior Center** will make sure that all staff is properly trained and certified as deemed appropriate to perform preventive maintenance on the vehicles and will document all maintenance related activities.

#### DRIVERS

The drivers must be certified according to State laws. Driver must know the proper starting, shifting, and braking procedures to extend the life of the vehicle and must be vigilant in reporting his/her observations. No vehicle should be sent into service low on oil, antifreeze, automatic transmission, or power steering fluid. Unsealed batteries and windshield washer fluid must also be checked and filled. Drivers should be alert for unusual noises, bad tires, noisy or poor brakes, and clutch adjustments.

All drivers should be completely familiarized with the vehicles including engine compartment, driver controls, and passenger safety devices. Drivers should be trained to recognize unusual noises and describe basic mechanical problems to the supervisor and/or mechanic.

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## **VEHICLE FLEET MAINTENANCE GOALS AND OBJECTIVES**

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**Hartsville/Trousdale County Senior Center** will use the maintenance plan to obtain the goals listed below:

- 1) To maintain the rolling stock and equipment in a safe working condition to promote cost-effective operation of the fleet.**
- 2) Document all service and maintenance work performed in a well-organized, collective manner.**

Our objectives to complete the goals listed above include:

- 1) To conduct basic preventative maintenance by performing pre-trip and post-trip inspections.**
- 2) Performing preventative maintenance through regular service routines with a licensed service mechanic.**
- 3) Use of Non-Ethanol gasoline**
- 4) Maintain vehicles and related equipment by following the manufacturer's warranty requirements.**

**Hartsville/Trousdale County Senior Center** has the means to carry out the goals and objectives by:

- 1) Budgeting expenditures into its annual budget for preventative maintenance and unpredicted vehicle repairs.**
- 2) Developing standard work procedures for scheduled vehicle maintenance.**

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## GENERAL AGENCY AND VEHICLE FLEET INFORMATION

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**(Describe the type of vehicles in the fleet, the basic kind of transportation provided by the Agency, basic area that is covered, specific location(s) where the vehicle(s) is parked, and state how many vehicles is ADA complimentary.)**

The **Hartsville/Trousdale County Senior Center** currently has only one vehicle, a 1999 Dodge van. Our Center offers transportation to all of the local Senior community for social and recreational purposes and the basic service area is all of Trousdale County. The vehicle is parked at the Center. We have no vehicles that are ADA complimentary.

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# PREVENTIVE MAINTENANCE INSPECTIONS & SERVICES

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## INTRODUCTION

Vehicle and component (e.g., handicapped access equipment) manufacturers manuals are an important part of the vehicle maintenance plan as they define specific maintenance intervals and provide critical information when the maintenance work is actually to be performed.

Preventive maintenance (PM) inspections and Scheduled services should follow the recommended intervals by the manufacturer. If preventive maintenance services are not being done according to the guidelines of the manufacturer, the agency may jeopardize any claim to a warranty.

**(See Appendix F: Preventative & Scheduled Maintenance Chart)**

Services eligible for warranty payment must be made by the appropriate personnel and filed with the manufacturer. Documentation of such services should remain in the vehicle file.

**Hartsville/Trousdale County Senior Center** operates a warranty recovery program to ensure that cost of parts and repairs on warranty-covered items are recovered.

Return to manufacturer/vendor

Authorization for warranty return and labor claims, if applicable, are obtained from the manufacturer or vendor. Information is supplied to the vendor on the circumstances of the failure, if known. The item is then returned to the vendor warranty department for repair or replacement.

**Hartsville/Trousdale County Senior Center** retains copy of the warranty claim form for tracking purposes. The Agency will also notify TDOT of all warranty returns.

## DOCUMENTATION

Preventive maintenance (PM) inspections and Scheduled services should be performed, and documented according to a proper schedule. All documentation including maintenance forms, logs, receipts, inspections, and trip logs should be kept through the life of the vehicle plus 3 years. Whenever a mechanic or tow truck is dispatched to a vehicle in service, documentation should be submitted and placed in the vehicle file. **Ginny Gregory- Director Hartsville/Trousdale County Senior Center** is responsible for maintaining the vehicle documentation.

**(See Appendix A: Information for Onsite Mechanic/Tow Sheet)**

## PM INSPECTIONS

Preventive maintenance (PM) inspections are basic inspections to help provide an opportunity to detect and repair damage or wear conditions before major components need repairs.

These inspections generally cover:

- A list of specific items to be checked
- Record repairs and the routine application of fluids
- Indicate inspection interval (i.e., daily or weekly); and mileage
- Indicate if repair/replacement needed for an item.

**(See Appendix B: Daily Inspection Checklist)**

## IDENTIFIED DEFECTS

Identified defects should be reported to **Ginny Gregory- Director Hartsville/Trousdale County Senior Center**. Defects must be reviewed and repaired based on the categories listed:

- **SAFETY DEFECT**

The vehicle cannot be released until the repairs are completed, except in case of an emergency. Safety cannot be compromised.

- **MECHANICAL DEFECT**

A defect that will worsen and increase cost. The vehicle cannot be released until the repairs are completed, except in case of an emergency.

- **ELECTIVE MECHANICAL DEFECT**

A defect that does not compromise safety will not cause further damage if operated but needs to be corrected prior to the next PM cycle. Repair should be scheduled. Due to transportation costs and disruption to operations, this decision should not be made lightly.

- **ELECTIVE OR COSMETIC DEFECT**

The defect will not compromise safety and will not cause further damage or cost as it is an aesthetic defect. The vehicle should be scheduled for an off-peak time in the future, as determined by management, or at the next scheduled PM Service.

**(See Appendix C: Reporting Defects sheet)**

## TYPES AND DESCRIPTIONS OF PM INSPECTIONS

The manufacturer's recommended service schedule should be adhered to by either mileage or months. Basic PM Services are 4 levels that are listed below:

**(Note: See Manufacturer's Manual for mileage/month internals)**

Level A – Conducted at **5000 miles or 3 month intervals**. Change oil and filter, inspect tires, electrical system, service all fluid levels, lubricate chassis and doors, check A/C, hoses, fire extinguishers, belts, brakes, lights, test drive, body damage, etc. Inspect and test vehicle lift.

Level B – Conducted at **50,000 to 100,000 miles**. Includes all items in level A. Check coolant, specific gravity, and ph.

Level C – Conducted at **15,000 miles**. All items in levels A and B, plus change fuel filter, replace air filter, and inspection of braking system.

Level D – Conducted at **150,000 miles**. All items in levels A, B, and C, plus inspection and repack of wheel bearings.

**(See Appendix D: PM Service Schedule sheet)**

## PRE/POST TRIP INSPECTIONS

An important aspect of preventive maintenance is the establishment of strong communication between drivers and management. An easy way to ensure and document this communication link

is through the use of the driver's daily vehicle inspection checklist that is either a pre-trip or post-trip inspection.

The driver should identify any defects and report them to **Ginny Gregory- Director Hartsville/Trousdale County Senior Center**. All checklists are to be maintained in the vehicle's permanent file.

The pre- and post-trip inspection forms shall be legibly completed and signed by the vehicle driver. A pre-trip inspection should include as a minimum:

**(See Appendix G: Pre-Trip Inspection Report and Appendix H: Post Trip Inspection Report)**

- Cleanliness – Properly maintained and free of loose articles.
- Lights and reflectors – High/low beams, tail lights, turn signals,
- 4-way hazard flashers, marker lights, license plate light and reflectors should be cleaned as needed
- Brakes – Both foot and emergency brakes should be capable of effectively stopping or restraining the vehicle. Brake pedal should be firm after 1-2 inch free-play on a single down stroke. No noises, vibration or steering changes should result from applying the brakes while moving.
- Horn – Gives an adequate and reliable warning signal.
- Windshield, washer, wipers and defroster – Surfaces must be clean and unobstructed, inside and outside. Washer reservoirs are to be filled as needed.
- Mirrors – All rear vision mirrors must be clean, properly adjusted and unobstructed. Outside mirrors must be mounted on both sides.
- Tires – Must be of adequate load capacity when vehicle is fully loaded. Tires shall be inflated to recommended pressures and compatible with each set (i.e., all radials or all bias ply; no mixed sets.) Tire wear surfaces and sidewalls shall be inspected daily for debris, damage, and wear. Tires shall be replaced prior to revealing the “wear bars” between the treads at the contact surface.
- Speedometer – Shall be operational and accurately record speed.
- *Seat Belts – If the vehicle has seat belts, they must be in good operating condition and used by all passengers and drivers. Wheelchair passenger restraints and securement systems shall be fully operational.*
- Doors – Capable of being opened, shut, and locked as required.
- Fluids – All fluid levels must be checked each time the vehicle is fueled and maintained at the manufacturers recommended operating levels. This includes engine coolant, oil, brake fluid, power steering fluid, transmission fluid and washer solvent.
- Wheelchair lifts – Check operating and structural condition by operating through one complete cycle.
- Emergency Equipment – Should be present and operational:

- Flares
- First Aid Kits
- Blood Borne Pathogens Clean-Up Kit
- Reflective Vest for Driver
- Fire Extinguishers
- Flashlight W/Batteries
- Reflective Triangle
- Clean-Up Kit for Cleaning & Sanitizing the Vehicle

A post-trip checklist should include as a minimum:

- Service brakes including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wipers
- Rear vision mirrors
- Emergency equipment
- Wheelchair lift

**(See Appendix E: Post Trip Checklist)**

The inspection shall identify the vehicle and list any defect or deficiency discovered by or reported to the driver which would affect the safety of operation of the vehicle or result in its mechanical breakdown. If no defect or deficiency is discovered by or reported to the driver, the report shall so indicate. In all instances, the driver shall sign the report. Driver needs to sign the driver vehicle inspection report.

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## ADA ACCESSIBILITY EQUIPMENT

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### INTRODUCTION

The American Disability Act (ADA), Title 49, CFR, Section 37.161, Subpart G requires that transportation services maintain the ADA features of their facilities and vehicles in operative condition. These ADA features, include, but are not limited to:

- Lifts and other means of access to vehicles;
- Securement devices;
- Signage or systems to aid communications with persons who have impaired vision or hearing.

Accessibility features must be repaired promptly if they are damaged or out-of-order. When an accessibility feature is out-of-order, **Hartsville/Trousdale County Senior Center** shall take reasonable steps to accommodate persons with disabilities who would otherwise use the feature.

ADA, Title 49, CFR, Section 37, 163 requires the establishment of regular and frequent maintenance checks of the lifts. The vehicle drivers must report, by the most immediate means available, any failure of a lift. The vehicle lift should be repaired as soon as possible.

ADA, Title 49, CFR, Section 37, 173 requires all personnel to be trained to proficiency in the use of ADA equipment, as appropriate to their duties.

### PREVENTIVE MAINTENANCE PLAN

A preventive maintenance plan for ADA accessibility features should be in place; including a system of maintenance checks based on manufacturers recommended guidelines within number of cycles or yearly, whichever comes first.

**(See Appendix L: Wheelchair Lift Maintenance Policy)**

### MANAGEMENT OF VEHICLE FLEET

#### PHYSICAL INVENTORY

**Hartsville/Trousdale County Senior Center** will conduct a physical inventory check on all vehicles and lifts annually.

#### VEHICLE HISTORY FILE

Each vehicle will have a written record documenting preventive maintenance, regular maintenance, inspections, lubrications, and repairs performed.

**(See Appendix J: Maintenance Log and Appendix K: Mechanic Service Sheet.)**

A minimum of the following information will be maintained in the records:

- Identification of the vehicle
  - Serial/VIN Number
  - Year
  - Make
  - Model Type
  - License Plate Number
- Date
- Mileage
- Description of each inspection, maintenance, repair, lubrication performed
- The name of the business/shop performing an inspection, maintenance, lubrication, or repair to the vehicle or lift.

**Hartsville/Trousdale County Senior Center** will use the businesses or shops listed below for vehicle maintenance. **Hartsville/Trousdale County Senior Center** has confirmed with the businesses and shops listed below that the mechanics are certified and qualified to perform maintenance work on a vehicle.

- 1) **Ronnie's Amoco- 201 McMurry Blvd., Hartsville, TN 37074- 615-374-2416**
- 2) **Woodard Tire- 402 River Street, Hartsville, TN 37074- 615-374-9338**
- 3) **Hartsville Alignment- 217 McMurry Blvd., Hartsville, TN 37074- 615-374-2797**
- 4) **Hartsville/Trousdale County Public Works-328 Broadway, Hartsville, TN 37074**

**Hartsville/Trousdale County Senior Center** will use the businesses or shops listed below for lift maintenance. **Hartsville/Trousdale County Senior Center** has confirmed with the businesses and shops listed below that the mechanics are certified and qualified to perform maintenance work on a lift.

- 1) **Mobility Works- 1015 S. Water Ave., Gallatin, TN 37066- 615-451-7373**

Appendix A:

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**INFORMATION FOR ONSITE MECHANIC/TOW**

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- 1) Today's Date \_\_\_\_\_ 2) Last 5 digits of VIN \_\_\_\_\_  
3) Time Called : \_\_\_\_\_ 4) Driver \_\_\_\_\_  
5) Route \_\_\_\_\_

6) Location of Vehicle: Be specific – street address, cross street, highway marker

_____
_____
_____

7) Reported Trouble: Ask specific questions and be as precise as possible.

_____
_____
_____

- 10) Replacement vehicle \_\_\_\_\_ 11) Call received by: \_\_\_\_\_

MANAGEMENT REPORT

1) Time arrived at Bus: \_\_\_\_\_ 2) In-Service Repair    Bus Exchange    Towed  
(Circle one)

3) Time Repair/Exchange Completed \_\_\_\_\_

4) Nature of Trouble \_\_\_\_\_

\_\_\_\_\_

5) Remarks \_\_\_\_\_

Operator's Signature \_\_\_\_\_

Agency Staff Signature \_\_\_\_\_

## APPENDIX B: DAILY INSPECTION CHECKLIST

VIN \_\_\_\_\_

Odometer \_\_\_\_\_

Vehicle Number: \_\_\_\_\_

Date \_\_\_\_\_

INTERIOR INSPECTION			EXTERIOR INSPECTION		
1	All Seats and Seat Belts		20	Exterior Body And Components	
2	Doors/ Hinges/Latches/locks		21	Tires / Wheels – Lug Nuts, Tire Pressure	
3	Flooring/Headliner/Side Panels		22	Access Doors/Emergency Doors	
4	Mirrors		23	Fuel Cap And Port	
5	Interior Lights		24	Engine Oil /Trans. Fluid Check	
6	Exterior Lights <ul style="list-style-type: none"> <li>• Directional</li> <li>• Step/door</li> <li>• Emergency flashers</li> <li>• Clearance</li> <li>• Head lights</li> <li>• Panel lights</li> <li>• Tail lights</li> <li>• Back up lights</li> <li>• Brake lights</li> </ul>		25	Power Steering Fluid Level	
			26	Battery	
			27	Radiator Fluid Level	
			28	Belts/Hoses/Wiring	
			29	Under hood/Exhaust System	
			30	Brakes/Brake Fluid/Brake Pedal	
			31	Parking Brake/Emergency Brake	
			32	Acceleration/Steering/Tracking	
			33	Suspension - Shocks/Springs	
7	Warning System/Horn/radio		34	Water/Fluid Leaks	
8	Starter System/Automatic Choke/Backup Alarm		35	Lift/Ramp	
9	Windshield Wiper/ Washers/ Windshield		36	Wheelchair Lift/Ramp – Cycled Y/N - Smooth Operation	
10	Windows/Emergency Windows		37	Interlock System Lift Fluid Levels	
11	AC/Heater/defroster – front /rear		38	4 Tie Downs Per Position	
12	GAUGES: Fuel/Oil/Volt/Temp		39	4 Min. Safety Loop Strap Per Vehicle	
13	Roof Hatch		40	Other	
14	Fare Box		41	Fire Extinguisher/First Aid Kit/Safety Triangles	
15	Clean		42	Blood borne Kits /Seat Belt Cutter	
16	Required Stickers/posters displayed		43	License Plate/Operators Manual	
			44	Registration/Insurance	

ADDITIONAL COMMENTS:

SYMBOLS	
✓	OK
X	REPAIRS REQUIRED
R	REPAIRED
O	NOT APPLICABLE

Driver: \_\_\_\_\_

## APPENDIX C: REPORTING DEFECTS

VIN \_\_\_\_\_

Date \_\_\_\_\_

Mileage \_\_\_\_\_

*Please circle all that apply.*

Doors	W/C Lift	A/C or Heat	Exterior Lighting
Stick	No Power	Defroster	Headlights
Too fast	Deploy	No Heat	Tail Lights
Too Slow	Platform	No A/C	Turn Signals
Won't Close	Restraint	A/C Light	Flashers
Won't Open	Stow	Blowers	Clearance

Electrical	Suspension	Brakes	Body Damage
Dome Lights	Air Leak	Pull L/R	Bumpers
Gauges	Leans	Lock Up	Front End
Telltale Lamps	Won't Raise	Soft	Rear End
Horn	Kneeler	Noisy	Left Side
Chime	Noisy	Parking Brake	Right Side

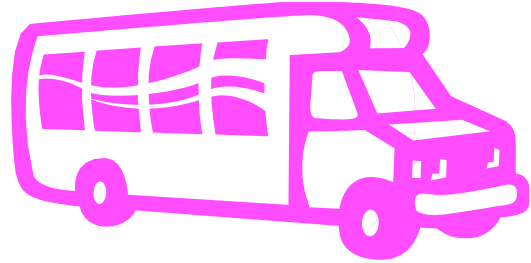
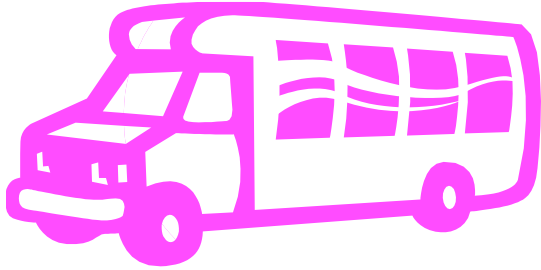
Windows	Mirrors	Steering	Radio
Broken	Broken	Hard	Dead
Etched	Too Loose	Shimmies	Static
Won't Open	Too Tight	Excessive Play	Volume
Won't Close	Won't Adjust	Pulls Left	Won't Transmit
Need Cleaning	Spot Mirror	Pulls Right	Won't Receive

Engine	Transmission	Tires
Stop Light	Low Power	Transmission Light
Check Light	Won't Start	Won't Shift
Overheats	Oil Leak	No Forward
Smokes	Fuel Leak	No Reverse
Vibrates	Water Leak	Slips
Stalls	Noisy	Leaks
		Flat
		Damaged
		Low Air
		Low Tread
		Uneven Wear
		Loose Lugs

Other Items			
Wipers	Accelerator	Sensitive Edge	Emergency Exits
Interior Dirty	Exterior Dirty	Graffiti	Interlock
Seats	Other (specify)		

Repair Action: \_\_\_\_\_

Body Damage (Circle Damage Area(s))



Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX D: PM SERVICE SCHEDULE

Preventive Maintenance Level – Schedule by Mileage

VIN \_\_\_\_\_

Date \_\_\_\_\_

PM Level	Cum. Mileage	PM Description	Date of Service	Comments--Note if Added Comments on Back
A				
A				
A				
B				
A				
A				
A				
C				
A				
A				
A				
B				
A				
A				
A				
D				

*Repeat the schedule.*

Level A – Conducted at \_\_\_\_\_ interval. Change oil and filter, inspect tires, electrical system, service all fluid levels, lubricate chassis and doors, check A/C, hoses, fire extinguishers, belts, brakes, lights, test drive, body damage, etc. Inspect and test vehicle lift.

Level B – Conducted at \_\_\_\_\_ intervals. Includes all items in level A, plus transmission fluid and filter change. Check coolant, specific gravity, and ph.

Level C – Conducted at \_\_\_\_\_ intervals. All items in levels A and B, plus change fuel filter, perform complete engine tune-up, replace air filter, drain and refill differential lubricant and inspection of braking system.

Level D – Conducted at \_\_\_\_\_ intervals. All items in levels A, B, and C, plus inspection and repack of wheel bearings.

## Appendix E: Post-Trip Checklist

Driver: \_\_\_\_\_ Date: \_\_\_\_\_

VIN \_\_\_\_\_ Time/End of Trip: \_\_\_\_\_

Check all Items and Indicate by checking box:

- |   |  |
|---|--|
| <input type="checkbox"/> Parking (hand) brake                               | <input type="checkbox"/> Horn                |
| <input type="checkbox"/> Steering mechanism                                 | <input type="checkbox"/> Tires               |
| <input type="checkbox"/> Lighting devices and reflectors                    | <input type="checkbox"/> Coupling devices    |
| <input type="checkbox"/> Windshield wipers                                  | <input type="checkbox"/> Wheels and rims     |
| <input type="checkbox"/> Emergency equipment                                | <input type="checkbox"/> Rear vision mirrors |
| <input type="checkbox"/> Service brakes including trailer brake connections |  |

Identify or list any defect or deficiency discovered or reported that would affect the safety of operation of the vehicle or result in its mechanical breakdown (indicate if none discovered or reported as well). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Use the back side if more room is needed)

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Driver's Printed Name

Describe correction action taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrective action. (1) Agency shall certify on the original driver vehicle inspection report which lists any defect or deficiency that the defect or deficiency has been repaired or that repair is unnecessary before the vehicle is operated again.

Print Name of Authorized Individual: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(2) Every transit agency shall maintain the original driver vehicle inspection report, the certification of repairs, and the certification of the driver's review for three months from the date the written report was prepared.

## Appendix F: Preventative Maintenance Schedule chart

Miles on Vehicle										
Months of Vehicle in Active Service										
Change engine oil & filter	X	X	X	X	X	X	X	X	X	X
Rotate tires, inspect tire wear and measure tread depth	X	X	X	X	X	X	X	X	X	X
Inspect wheels and related components for abnormal noise, wear, looseness, or drag	X	X	X	X	X	X	X	X	X	X
Inspect Wheel-Chair Lift if applicable	X	X	X	X	X	X	X	X	X	X
Perform Multi-Point Inspection (Recommended)	X	X	X	X	X	X	X	X	X	X
Inspect automatic transmission fluid levels (if equipped with dipstick); consult dealer for requirements		X		X		X		X		X
Inspect brake pads, shoes, rotors, drums, brake linings, hoses, and parking brake		X		X		X		X		X
Inspect engine* cooling system concentration and hoses		X		X		X		X		X
Inspect exhaust system and heat shields		X		X		X		X		X
Inspect front axle and U-joints; lubricate if equipped with grease fittings (4WD vehicles)		X		X		X		X		X
Inspect half-shaft boots (if equipped)		X		X		X		X		X
Inspect steering linkage, ball joints, suspension, tie-rod ends, driveshaft and U-joints; lubricate if equipped with grease fittings		X		X		X		X		X
Torque rear U-bolts (Transit Connect)		X		X		X		X		X
Inspect cabin air filters (if equipped)	X		X		X		X		X	

Miles on Vehicle										
Months of Vehicle in Active Service										
Change engine oil & filter	X	X	X	X	X	X	X	X	X	X
Rotate tires**, inspect tire wear and measure tread depth	X	X	X	X	X	X	X	X	X	X
Inspect wheels and related components for abnormal noise, wear, looseness, or drag	X	X	X	X	X	X	X	X	X	X
Inspect Wheel-Chair Lift if applicable	X	X	X	X	X	X	X	X	X	X
Perform Multi-Point Inspection (Recommended)	X	X	X	X	X	X	X	X	X	X
Inspect automatic transmission fluid levels (if equipped with dipstick); consult dealer for requirements		X		X		X		X		X
Inspect brake pads, shoes, rotors, drums, brake linings, hoses, and parking brake		X		X		X		X		X
Inspect engine* cooling system concentration and hoses		X		X		X		X		X
Inspect exhaust system and heat shields		X		X		X		X		X
Inspect front axle and U-joints; lubricate if equipped with grease fittings (4WD vehicles)		X		X		X		X		X
Inspect half-shaft boots (if equipped)		X		X		X		X		X
Inspect steering linkage, ball joints, suspension, tie-rod ends, driveshaft and U-joints; lubricate if equipped with grease fittings		X		X		X		X		X
Torque rear U-bolts (Transit Connect)		X		X		X		X		X
Inspect cabin air filters (if equipped)	X		X		X		X		X	

## Appendix F: Scheduled Maintenance Chart:

<b>Every 15,000 miles</b>	Replace cabin air filter (if equipped)
	Wheelchair Lift: Conduct the 750 cycle maintenance schedule
<b>Every 30,000 miles</b>	Replace climate-controlled seat filter (if equipped)
	Replace engine air filter
<b>Every 37,500 miles</b>	Inspect valve clearances; adjust as necessary (Transit Connect CNG vehicles)
<b>Every 60,000 miles</b>	Change automatic transmission fluid and filter on 5-speed TorqShift transmission; consult dealer for requirements
	Replace front wheel bearing grease/ grease seal if non-sealed bearings are used (2WD vehicles)
	Wheelchair Lift: Conduct the 1,500 cycle maintenance schedule
<b>Every 97,500 miles</b>	Replace spark plugs
<b>Every 105,000 miles</b>	Change engine coolant <sup>1</sup>
	Change manual transmission fluid (except Escape)
	Change rear axle fluid (Dana axles)
	Inspect accessory drive belt(s) <sup>2</sup>
	Wheelchair Lift: Conduct the 4,500 cycle maintenance schedule
<b>Every 150,000 miles</b>	Change automatic transmission fluid and filter (except 5 speed TorqShift transmission) (filter not required on 6F35, 6F50, DPS6, AND AWF-21 transmissions); consult dealer for requirements
	Change front axle fluid (4WD vehicles)
	Change manual transmission fluid (Escape)
	Change rear axle fluid (RWD vehicles)
	Change transfer case fluid (4WD vehicles)
	Replace accessory drive belt(s) if not replaced within the last 100,000 miles
	Replace front wheel bearings and seals if non-sealed bearings are used (2WD vehicles)

## Appendix G: Pre-Trip Inspection Report

VIN:	VIN:
Driver 1:	Driver 2:
Start Miles:	Start Miles:

Daily Check List: Place a **Check Mark** to indicate the item was inspected. Place an **X** if a problem is detected with an item. All items with an **X** must be detailed at the bottom of the sheet.

Item to Inspect	Driver 1	Driver 2	Item to Inspect	Driver 1	Driver 2
Oil Level			A/C Heater/Defroster		
Water Coolant Level			Passenger Door		
Water/Oil Leaks			Emergency Exits/Lights		
Tires/Lug Nuts			Fire Extinguisher		
Head Lamps			Emergency Reflectors		
Turn Signals			First Aid/Accident Kit		
Hazard Lights			Wheel Chair Restraints		
Clearance Lights			W/C Interlock System		
Brake Lights			W/C Lift		
Back-Up Lights			Hand Rails		
Glass (All) & Mirrors			Seatbelts		
Clean Exterior			Modesty Panels		
Proper Decals			Registration		
Brake Pedal			Insurance Info		
Emergency Brake			Radio		
Back-up Beeper			Horn		
Wipers/Washers			Clean Interior		

Body Damage Description:

Explanation or Comments:

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## Appendix H: Post-Trip Inspection Report

VIN:	VIN:
Driver 1:	Driver 2:
Ending Miles:	Ending Miles:

Daily Check List: Place a **Check Mark** to indicate the item was inspected. Place an **X** if a problem is detected with an item. All items with an **X** must be detailed at the bottom of the sheet.

Item to Inspect	Driver 1	Driver 2	Item to Inspect	Driver 1	Driver 2
Water/Oil Leaks			Passenger Door		
Tires/Lug Nuts			Emergency Exits/Lights		
Head Lamps			Fire Extinguisher		
Turn Signals			Emergency Reflectors		
Hazard Lights			First Aid/Accident Kit		
Clearance Lights			Clean Interior		
Brake Lights			Clean Exterior		
Back-Up Lights			Wipers/Washers		
Glass (All) & Mirrors			Other:		

Body Damage Description:

Explanation or Comments:

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# Appendix K: Mechanic Service Sheet

Date: \_\_\_\_\_ VIN: \_\_\_\_\_ Plate Number: \_\_\_\_\_ Mileage: \_\_\_\_\_

## **Basic Service List**

- Change Engine Oil & Filter
- Tires: Rotate and Measure Tread Depth
- Tire Pressure: RF\_\_\_\_\_ LF\_\_\_\_\_ RR\_\_\_\_\_ LR\_\_\_\_\_
- Inspect Wheels and Related Components
- Perform Multi-Point Inspection
- Inspect Automatic Transmission Fluid Levels
- Inspect Brake pads, shoes, rotors, drums, brake linings, hoses and parking brake
- Inspect Engine Cooling System Concentration and hoses
- Inspect exhaust system and heat shields
- Inspect front axle and U-joints; lubricate if equipped with grease fittings
- Inspect half-shaft boots (If applicable)
- Inspect steering linkage, ball joints, suspension, tie-rod ends, driveshaft and U-joints; lubricate if equipped with grease fittings
- Torque rear U-bolts
- Inspect cabin air filters
- Lift [Inspect & Lube] if installed in vehicle

## **Parts/Materials Used:**

## **Additional Service List**

- Replace Cabin Air filter
- Replace Climate controlled seat filter
- Replace engine air filter
- Inspect valve clearances
- Change automatic transmission fluid & filter on 5 speed TorqShift
- Replace Front wheel bearing grease
- Replace Spark plugs
- Change engine coolant
- Change manual transmission fluid
- Change rear axle fluid
- Inspect accessory drive belt
- Change front axle fluid
- Change transfer case fluid
- Replace accessory drive belts
- Replace front wheel bearings

## **Comments:**

Mechanic Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix L: Wheelchair Lift Maintenance Policy

Wheelchair lifts shall be serviced based on duty cycles. A duty cycle is one full cycle from stowed position back to stowed position. The number of cycles a lift is operated in a given shift will be documented on the daily trip sheet. The supervisor will keep a running tally of the lift cycles for each vehicle, and send the vehicle in for the next designated service prior to reaching the maximum number of lift cycles allowed between services.

There are two different maintenance schedules for wheelchair lifts/ramps: Schedule A (Braun) and Schedule B (Ricon)

**Braun: Schedule A:** Includes inspection and service at 150, 750, 1,500 and 4,500 cycles with service and inspection at consecutive 750 cycles.

**Ricon: Schedule B:** Includes inspection and service every 150 cycles, with additional services required at 1,800 cycles. This schedule also requires service at 3,600 cycles to be performed by a certified technician.

### Lift Maintenance Schedule A - Braun

#### Braun 150 Cycles

Overall condition	Listen for abnormal noises as lift operates: (e.g., grinding or binding noises)
Control Pendant	Verify that control pendant is undamaged and cable connector is tight.
Threshold warning system	Verify that system properly detects objects in threshold area and actuates the audible alarm.
Bridge plate load sensor	Verify that sensor inhibits downward movement of platform when a weight is present of lowered bridge plate.
Hydraulic fluids	Check for obvious hydraulic leaks

#### Braun 750 Cycles

Inboard roll stop hinge	Apply light oil - See Lubrication Diagram
Platform hinges (2)	Apply light oil - See Lubrication Diagram
Outboard roll stop clevis pin pivot points (4)	Apply light oil - See Lubrication Diagram
Outboard roll stop pin roller bearings (2)	Apply light oil - See Lubrication Diagram
outboard roll stop foot bearings (2)	Apply light oil - See Lubrication Diagram
Outboard roll stop arm slots (2)	Apply light grease - See Lubrication Diagram
Lift-Tite™ latches tower pivot points (2 latches-2 points)	Apply light oil - See Lubrication Diagram
Lift-Tite™ latch gas (dampening) spring pivot points (2 springs-4 points)	Apply light oil - See Lubrication Diagram

Inspect Lift-Tite™ latches and gas springs for wear or damage (bent, deformed or misaligned), positive securement (external snap rings) and proper operation.	Re-secure, replace damaged parts or otherwise correct as needed. Note: Apply light Grease to Lift-Tite™ latch tower pivot point if replacing latch.
Inspect inboard and outboard roll stops for proper operation	Correct or replace damaged parts.
Inspect outboard roll stop foot pivot for proper operation, positive securement and detached or missing spring.	Correct or replace damaged parts and/or lubricate. See Lubrication Diagram
Platform turnbuckle pivot points (2 turnbuckles-4 points)	Apply light oil - See Lubrication Diagram
Inspect lift for wear, damage or any abnormal condition	Correct as needed
Inspect for rattles	Correct as needed
Adjust fold pressure and outer barrier fold pressure (if applicable)	See applicable service manual

### **Braun Consecutive 750 Cycle Intervals**

Repeat all previously listed inspections, lubrication and maintenance procedures at 750 cycle intervals.

### **Braun 1,500 Cycles**

Perform all procedures listed in previous section

Upper/lower fold arms (2)	Apply grease (synthetic) to contact areas between upper/lower fold arms. See lubrication diagram
Platform pivot pin bearings (4)	Apply light oil - See Lubrication Diagram
Platform fold axles (2)	Apply light oil - See Lubrication Diagram
Inboard roll stop lever bearings (2)	Apply light oil - See Lubrication Diagram
Inboard roll stop lever upper slots (2)	Apply light oil - See Lubrication Diagram
Saddle support bearings (8)	Apply light oil - See Lubrication Diagram
Parallel arm pivot bearings (8)	Apply light oil - See Lubrication Diagram
Handrail pivot pin bearings (4)	Apply light oil - See Lubrication Diagram
Hydraulic cylinder bushings (8)	Apply light oil - See Lubrication Diagram
Inspect inboard roll stop for: Wear or damage	Re-secure, replace or correct as needed. See Platform Angle instructions and Microswitch Adjustment Instructions.
Proper operation. Roll stop should just rest on top surface of the base plate. Positive securement (both ends)	
Inspect handrail components for wear or damage, and for proper operation	Replace damaged parts
Inspect microswitches for securement and proper adjustment	Re-secure, replace or adjust as needed. See Microswitch Adjustment Instructions

Make sure lift operates smoothly  
Inspect outboard roll stop clevis pin securement set screws

Realign towers and vertical arms. Lubricate or correct as needed.  
Re-secure or replace (apply Loctite 217).

Inspect external snap rings:

\* Platform slide/rotate pivot pins (2 per pin) Re-secure or replace as needed.

Platform fold axles (1 per axle)

Inboard roll stop lever bracket pins (1 per pin)

Lift-Tite™ latch gas (dampening) spring (2 per spring)

Outboard rolls top clevis pins (1 per pin)

Outboard roll stop foot pins (2)

Platform pivot pins (2)

Inspect platform fold axles and bearings for wear or damage and positive securement Replace damaged parts and re-secure as needed. Apply Light Oil.

Inspect turnbuckle assemblies for wear or damage, proper operation and positive securement Re-secure, replace or correct as needed. Apply light oil

Remove pump module cover and inspect:

Hydraulic hoses, fittings and connections for wear or leaks Re-secure, replace or correct as needed.

Harness cables, wires, terminals and connections for securement or damage

Relays, fuses, circuit breakers and power switch for securement or damage

## Braun 4,500 Cycles

Perform all procedures listed in previous section

Inspect cotter pins on platform pivot pins (2) Re-secure, replace or correct as needed.

Hydraulic Fluid (Pump) - check level  
Note: Fluid should be changed if there is visible contamination. Inspect the hydraulic system (cylinder, hoses, fitting, seals, etc.) for leaks if fluid level is low. Use Braun 32840-QT hydraulic fluid (Exxon® Unavis HVI 26). Do not mix with Dextron III or other hydraulic fluids. Check fluid level with platform lowered fully. Fill to maximum fluid level indicated on reservoir (specified on decal). Do not overfill. If fluid level decal is not present - measure 35 mm from the fill port to locate fluid level.

Inspect cylinders, fitting and hydraulic connections for wear, damage or leaks Tighten, repair or replace if needed.

Inspect parallel arm pivot pin mounting bolts (8) Replace if needed.

Inspect platform pivot pin, bearings and vertical arms for wear, damage and positive securement Replace damaged parts and Re-secure as needed. Apply Light Grease during reassembly procedures.

Inspect upper/lower fold arms, saddle, saddle support and associated pivot pins, bushings, and bearings for visible wear or damage.	Replace if needed.
Inspect gas springs (cylinders) for wear or damage, proper operation and positive securement	Tighten, replace or correct as needed
Inspect saddle bearings (buttons-4)	Apply Door-Ease or replace if needed. See Lubrication Diagram.
Inspect vertical arm plastic covers	Re-secure or replace as needed.
Inspect power cable	Re-secure, repair or replace as needed.
Mounting	Check to see that the lift is securely anchored to the vehicle and there are no loose bolts, broken welds or stress fractures
Decals and Anti-skid	Replace decals if worn, missing or illegible. Replace anti-skid if worn or missing.

## Lift Maintenance Schedule B - Ricon

### Ricon 150 Cycles

Over all condition	Listen for abnormal noises as lift operates: (i.e. grinding or binding noises)
Control Pendant	Verify that control pendant is undamaged and cable connector is tight.
Threshold warning system	Verify that system properly detects objects in threshold area and actuates the audible alarm.
Bridge plate load sensor	Verify that sensor inhibits downward movement of platform when a weight is present of lowered bridge plate.
Hydraulic fluids	Check for obvious hydraulic leaks
Electrical Wiring	Inspect electrical wiring for frayed wires, loose connectors, etc.
Vehicle interlock	Place vehicle in non-interlock mode and verify that lift does not operate.
Decals	Verify that lift decals are properly affixed, clearly visible and legible. Replace if necessary.
Armrests	Verify that armrest fasteners are properly tightened.
Lift mounting points	Verify that vehicle mounting and support points are undamaged Verify that mounting bolts are sufficiently tight and free of corrosion
Main lifting pivots	Verify that link pins on arms are properly installed, free from damage, and locked in position
Platform pivot points	Verify that platform moves freely, without binding and does not wobble
Bridge plate	Verify that bridge plate operates without binding during lift functions Verify that bridge plate deploys fully when platform stops at floor level Verify that bridge plate rests flat against base plate.
Front roll stop	Verify that roll stop is opened completely when platform is at ground level Verify that roll stop closes and locks when platform leaves ground

## Ricon 150 Cycles (Continued):

Hydraulic Power unit

### CAUTION

Check and add fluid when platform is at ground level. Fluid that is added when platform is raised will overflow when platform is lowered.

Verify that pump hydraulic fluid level is at FULL mark when platform is at ground level

Add Texaco 01554 Aircraft Hydraulic Oil or equivalent U.S. mil spec H5606G fluid

Verify there are no hydraulic fluid leaks

Verify that manual backup pump operates properly

## Ricon 1,800 Cycles

Cleaning and lubrication

1. Clean lift with mild soap and water and wipe dry. Prevent rust by coating all surfaces with light weight oil. Remove excess oil.

2. Spray penetrating oil (Curtisol ® Red Grease 88167 or WD-40 ®) where specified following directions on container. Remove excess grease from surrounding areas.

## Ricon 3,600 Cycles

Hydraulic cylinder hoses and fittings

### CAUTION!

A Ricon authorized dealer must perform the following safety check.

Check hydraulic cylinder for evidence of leaks

Inspect hydraulic hoses for damage

Verify that all fittings are tight

Lift Maintenance Schedule C - Ramp

### DAILY

Removable passenger seat

Be certain that removable passenger seat base is properly locked in position

Foldaway middle seat

Be certain that folding seat is locked firmly in position (either folded or unfolded)

### MONTHLY

Sliding door

Wash lower door tracks and lightly lubricate contact surfaces

Folding ramp

Clean and light lubricate pivot points and hinges

### SIX MONTH

Removable Passenger seat

Verify that locking mechanism on removable passenger seat operates properly by removing and reinstalling seat.

Electrical Connections (under hood)

Be certain that circuit breaker connections are free of corrosion; clean and apply protective coating as required.

### ANNUAL

Under Carriage

Be certain undercoating is intact. Re-coat areas as required. Note: The rust inhibiting coating should provide years of trouble free service. However, severe condition (frequent use on unimproved or heavily salted road surfaces, etc.) may cause premature corrosion. Any area where undercoating is bulging due to flaky crust should be cleaned using a wire brush, treated with primer and re-coated.

Hoses and fittings

Be certain that all fuel lines are intact and not damaged. Be certain that fuel fill hoses are free of cracking and damage.

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**RESOLUTION #2022-11-755**

**A RESOLUTION TO ADD PRIVATE DRIVES TO THE OFFICIAL ROAD NAME LIST FOR EMERGENCY SERVICES IDENTIFICATION**

**WHEREAS**, the Trousdale County Emergency Communications Board has the responsibility of assigning road names to county roads and private drives to better serve the public in emergency situations; and

**WHEREAS**, at its last quarterly meeting on April 12, 2022, the Board approved the naming of 5 private drives.

**NOW, THEREFORE, BE IT RESOLVED** by the Hartsville/Trousdale County Commission meeting in regular session that the following private drives are named for the purpose of providing an accurate address location in the event of an emergency and in no way indicates that these are county-maintained roads:

**CLARK LANE**

*– located north of McMurry Blvd E, at 781 McMurry Blvd E*

**ROLLING MEADOWS AVENUE**

*– located south of McMurry Blvd W, at 780 McMurry Blvd W*

**SCENIC LANE**

*– located at 90 Rolling Meadows Avenue*

**SUNSET COURT**

*– located at 60 Scenic Lane*

**NOW, THEREFORE, BE IT RESOLVED** by the Hartsville/Trousdale County Commission that the following private drive is renamed:

James McClanahan Lane is renamed to **FINLEY LANE**

*– located east of Hwy 10, 2.020 miles north of Hwy 25E*

**BE IT FURTHER RESOLVED** that approval of this resolution shall in no way affect the ownership, control, access, or maintenance of the private drives or mail delivery.

*Approved by the Emergency Communication Board on April 12, 2022*

Motion to approve: \_\_\_\_\_

**Electronic Voting**

Second motion: \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_ ABSENT \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**Dwight Jewell**  
Commission Chair

\_\_\_\_\_  
**Rita Crowder**  
County Clerk

**CLARK LANE**

– located north of McMurry Blvd E, at 781 McMurry Blvd E



**ROLLING MEADOWS AVENUE**

– located south of McMurry Blvd W, at 780 McMurry Blvd W



**SCENIC LANE**

– located at 90 Rolling Meadows Avenue

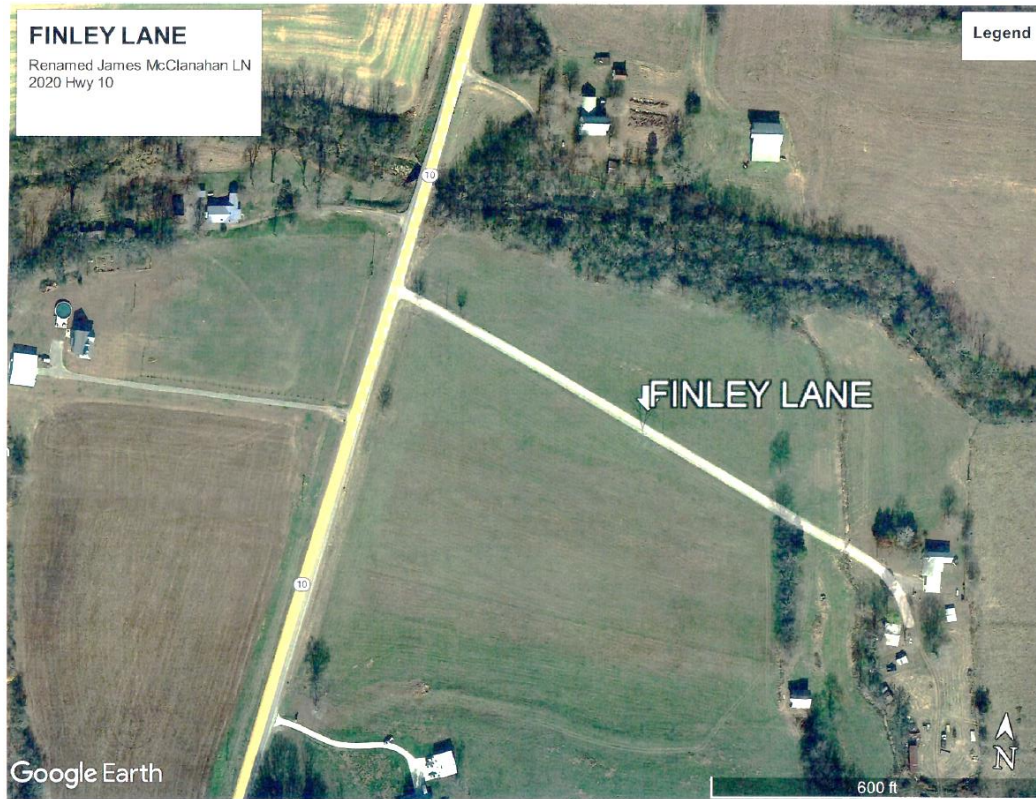


**SUNSET COURT**

– located at 60 Scenic Lane



James McClanahan Lane is renamed to  
**FINLEY LANE**  
– located east of Hwy 10, 2.020 miles north of Hwy 25E





# **ORDINANCES**

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT  
**ORDINANCE #237-2022-07**

**AN ORDINANCE TO AMEND ARTICLE V, SECTION 5.020 OF THE  
ZONING RESOLUTION OF HARTSVILLE, TENNESSEE AND THE  
ZONING ORDINANCE OF TROUSDALE COUNTY, TENNESSEE,  
BY REZONING TAX MAP 018 PARCEL 034.07  
FROM A1 TO R1**

**WHEREAS**, the land use controls of Hartsville/Trousdale County, Tennessee have been adopted for the purpose of promoting the public health, safety, morals, convenience, order, prosperity, and general welfare of the community; and

**WHEREAS**, the location and boundaries of the zoning districts established by this resolution and ordinance, are bounded, and defined as shown on the official zoning map, entitled Zoning Map of Trousdale County, Tennessee, and any amendment thereto; and

**WHEREAS**, the Hartsville/Trousdale County Regional Planning Commission has duly reviewed and recommended these requests to the County Commission; and

**WHEREAS**, the County Commission has reviewed such recommendation and has conducted a public hearing prior to the second reading.

**NOW, THEREFORE, BE IT ORDAINED BY THE HARTSVILLE/TROUSDALE COUNTY COMMISSION:**

That the Zoning Map of Hartsville/Trousdale County, Tennessee be amended by the rezoning of a parcel from A-1 Agricultural to R-1 Residential at the property identified as follows:

Trousdale County Tax Map 018 Parcel 034.07;  
This being 4.54 acres located on Hwy 25 West, Hartsville, TN.

**BE IT ENACTED** that this ordinance shall take effect from and after its adoption, the public welfare requiring it.

*This Rezoning request is recommended by Planning Commission April 11, 2022  
Public Hearing to be held on May 23, 2022 if approved on 1<sup>st</sup> Reading*

First Reading:	<u>April 11, 2022</u>	1M _____	2m _____	Yes _____	No _____	Absent _____	<b>Electronic Voting</b>
Second Reading:	<u>May 23, 2022</u>	1M _____	2m _____	Yes _____	No _____	Absent _____	<b>Electronic Voting</b>

---

**Approved:**

**Attest:**

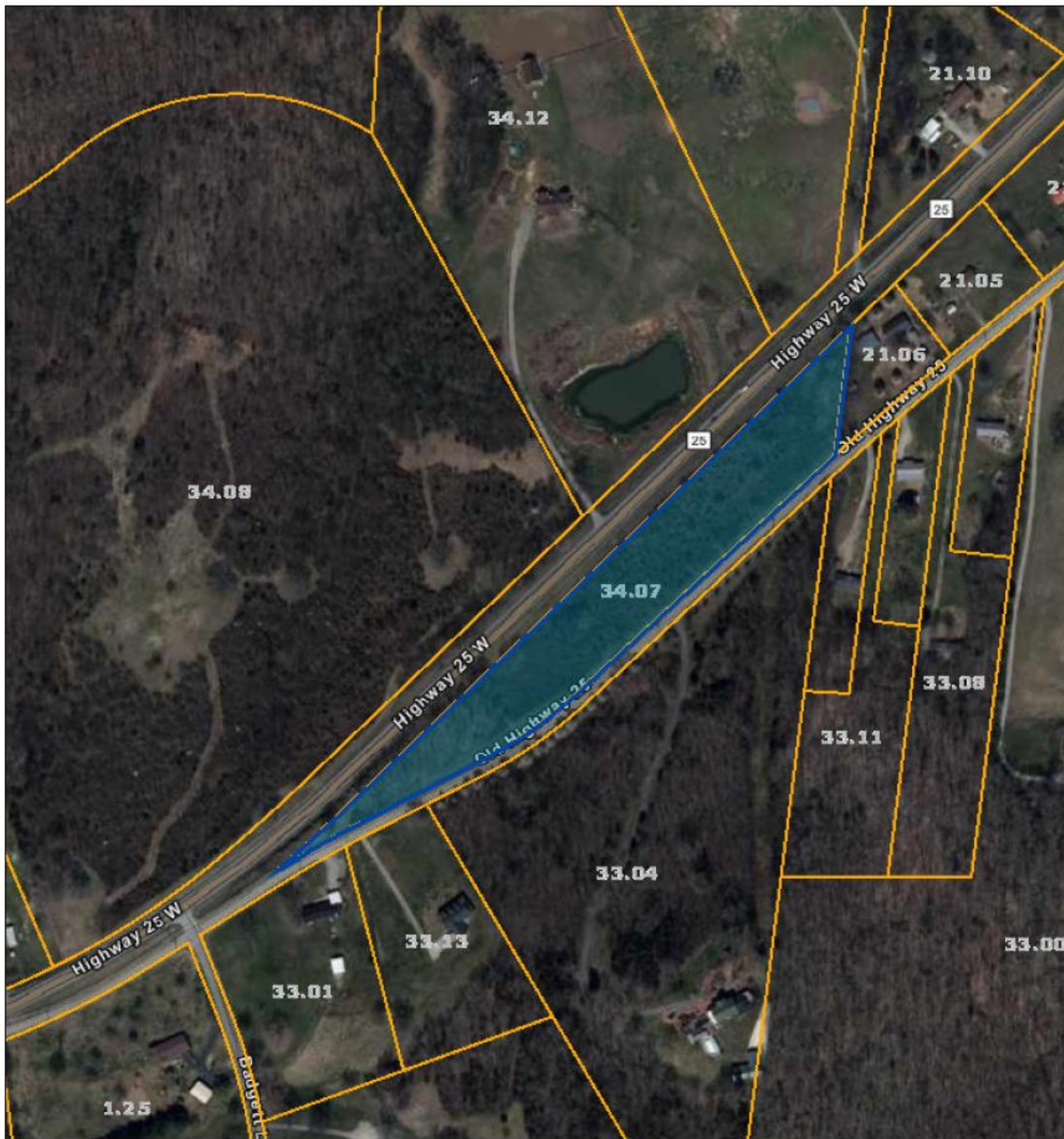
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*Dwight Jewell, Commission Chairman*

---

*Rita Crowder, County Clerk*

# Trousdale County - Parcel: 018 034.07



Date: March 31, 2022  
County: Trousdale  
Owner: TAYLOR WAYNE A  
Address: HWY 25 W  
Parcel Number: 018 034.07  
Deeded Acreage: 4.54  
Calculated Acreage: 0  
Date of Imagery: 2017

State of Tennessee, Comptroller of the Treasury, Department of Property Assessment (DPA) – Geographic Services  
TDOT

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

HARTSVILLE/TROUSDALE COUNTY  
Sam Edwards | Zoning & Building Inspector  
328 Broadway, Room 1 | Hartsville, TN 37074  
office (615) 374-1125 | fax (615) 374-0558

**ZONING CHANGE**

**PARCEL INFORMATION**

Current Zoning A-1 Requested Zoning R-1 Reason divide parcel into 2 lots  
Property Owner Wayne Taylor Phone \_\_\_\_\_  
Property Address Hwy 25 Hartsville TN 37074  
Lot Size 4.54 acres Road Frontage \_\_\_\_\_ ft. Easements \_\_\_\_\_ ft  
Tax Map Number 18 Group \_\_\_\_\_ Parcel 34.07 Record/Deed Book \_\_\_\_\_  
Subdivision Name \_\_\_\_\_ Phase \_\_\_\_\_ Lot # \_\_\_\_\_  
Water Source city Sewer or Septic septic

**APPLICANT INFORMATION**

Applicant Name Wayne Taylor Phone (\_\_\_\_\_) \_\_\_\_\_  
Mailing \_\_\_\_\_ TN 37151  
Email: \_\_\_\_\_

**IMPACT INFORMATION**

Zoning of Surrounding Properties A-1, R-1  
Names of Surrounding Property Owners Glenda Spruigs, Calvin Haggard, Stan Oldham,  
Tony Sullivan, William Richardson, Colt Steele  
Affected Roads Hwy 25 W, Old Hwy 25  
Schools Affected \_\_\_\_\_  
Public Utilities Hartsville Water, Tri County Electric

**ACTION TAKEN**

Reviewed by Planning Commission \_\_\_\_\_ Action \_\_\_\_\_  
Reviewed by BZA \_\_\_\_\_ Action \_\_\_\_\_  
Zoning Ordinance at County Commission  
1<sup>st</sup> Reading \_\_\_\_\_ Action \_\_\_\_\_  
Public Hearing \_\_\_\_\_ Action \_\_\_\_\_  
2<sup>nd</sup> Reading \_\_\_\_\_ Action \_\_\_\_\_  
Passed \_\_\_\_\_ Failed, state reason \_\_\_\_\_

Wayne A. Taylor  
Applicant Signature

\_\_\_\_\_  
Date Submitted

**\$100 Application fee**



HARTSVILLE/TROUSDALE COUNTY  
**PLANNING COMMISSION**  
328 BROADWAY, RM 1 | HARTSVILLE, TN 37074

✓ JOHN KERR, CHAIRMAN

✓ Mary Ann Baker

Sara Murray

Carol Pruitt

✓ Mark Swaffer

✓ Rhonda Keisling

✓ David Nollner

✓ David Thomas

✓ Thomas Harper

**STATEMENT OF RECOMMENDATION**

At its regular monthly meeting held on April 11, 2022, the Planning Commission of Hartsville/Trousdale County reviewed the following Zoning Change Application.

**PARCEL INFORMATION**

Current Zoning	<u>A-1</u>	Requested Zoning	<u>R-1</u>
Tax Map Number	<u>18</u>	Group	<u>Parcel 34.07</u>
Reason	<u>Divide parcel into (2) two lots</u>		
Property Owner	<u>Wayne Taylor</u>		
Property Address	<u>Hwy 25</u>		

After reviewing the required information and consulting the Hartsville/Trousdale County Zoning Resolution and Ordinances, the Planning Commission states the following the Zoning Application:

The HTC Planning Commission has voted to  **RECOMMENDED**  NOT RECOMMENDED based on the following information:

Property owner wants to divide parcel into (2) two lots to build houses.

*This statement is to be submitted to the Hartsville/Trousdale County Commission before the First Reading of the requested Zoning Ordinance.*

*Mary Ann Baker*

Chairman or Secretary





HARTSVILLE/TROUSDALE COUNTY  
Sam Edwards | Zoning & Building Inspector  
328 Broadway, Room 1 | Hartsville, TN 37074  
office (615) 374-1125 | fax (615) 374-0558

**ZONING CHANGE**

**PARCEL INFORMATION**

Current Zoning A-1 Requested Zoning R-1 Reason to create residential homesites  
Property Owner Zach Taylor Phone \_\_\_\_\_  
Property Address Templow Rd., Hartsville, TN 37074  
Lot Size 57 Road Frontage 2184.9 ft. Easements \_\_\_\_\_ ft  
Tax Map Number 016 Group \_\_\_\_\_ Parcel 018 Record/Deed Book 96/467  
Subdivision Name \_\_\_\_\_ Phase \_\_\_\_\_ Lot # \_\_\_\_\_  
Water Source \_\_\_\_\_ Sewer or Septic \_\_\_\_\_

**APPLICANT INFORMATION**

Applicant Name Fleming Homes - Jordan Fleming Phone \_\_\_\_\_  
Mailing / \_\_\_\_\_ TN 37121  
Email: \_\_\_\_\_

**IMPACT INFORMATION**

Zoning of Surrounding Properties \_\_\_\_\_  
Names of Surrounding Property Owners \_\_\_\_\_  
Affected Roads \_\_\_\_\_  
Schools Affected \_\_\_\_\_  
Public Utilities \_\_\_\_\_

**ACTION TAKEN**

Reviewed by Planning Commission \_\_\_\_\_ Action \_\_\_\_\_  
Reviewed by BZA \_\_\_\_\_ Action \_\_\_\_\_  
Zoning Ordinance at County Commission  
1<sup>st</sup> Reading \_\_\_\_\_ Action \_\_\_\_\_  
Public Hearing \_\_\_\_\_ Action \_\_\_\_\_  
2<sup>nd</sup> Reading \_\_\_\_\_ Action \_\_\_\_\_  
Passed \_\_\_\_\_ Failed, state reason \_\_\_\_\_

Applicant Signature

Date Submitted

**\$100 Application fee**



HARTSVILLE/TROUSDALE COUNTY  
**PLANNING COMMISSION**  
328 BROADWAY, RM 1 | HARTSVILLE, TN 37074

✓ JOHN KERR, CHAIRMAN

✓ Mary Ann Baker

✓ Sara Murray

Carol Pruitt

Mark Swaffer

✓ Rhonda Keisling

✓ David Nollner

✓ David Thomas

✓ Thomas Harper

**STATEMENT OF RECOMMENDATION**

At its regular monthly meeting held on March 14, 2022, the Planning Commission of Hartsville/Trousdale County reviewed the following Zoning Change Application.

**PARCEL INFORMATION**

Current Zoning	<u>A-1</u>	Requested Zoning	<u>R-1</u>
Tax Map Number	<u>016</u>	Group	<u>Parcel 018</u>
Reason	<u>Create residential homesites</u>		
Property Owner	<u>Zach Taylor</u>		
Property Address	<u>Templov Road</u>		

After reviewing the required information and consulting the Hartsville/Trousdale County Zoning Resolution and Ordinances, the Planning Commission states the following the Zoning Application:

The HTC Planning Commission has voted to  **RECOMMENDED**  NOT RECOMMENDED based on the following information:

Owner has contract to sell to Jordan Fleming of Fleming Homes who would like to build residential homes.

*This statement is to be submitted to the Hartsville/Trousdale County Commission before the First Reading of the requested Zoning Ordinance.*

*Mary Ann Baker*

Chairman or Secretary



# **BUDGET AMENDMENTS**

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**BA 101-36 INS RECOVERY**

**| BUDGET AMENDMENT**

**2022-101-36**

Request is hereby made to amend **Fund 101 County General** budget as follows:

		<u>DEBIT:</u>	<u>CREDIT:</u>
101-49700	Insurance Recovery	\$ 6,178	
101-54110-718	Sheriff: Vehicle Repair		\$ 6,178
<b>TOTAL</b>		<b>\$ 6,178</b>	<b>\$ 6,178</b>

**Purpose:** *Insurance Recovery - Sheriff Dept*  
 - March 9, 2022 Traffic Stop/Police Chase \$3,891  
 - April 2, 2022 Deer Incident \$2,287

<b>Budget Amendment Total</b>	<b>\$ 6,178</b>	<b>\$ 6,178</b>
-------------------------------	-----------------	-----------------

As recommended by the Budget & Finance Committee \_\_\_\_\_

Motion to approve: \_\_\_\_\_

Second: \_\_\_\_\_

**Electronic Voting**

Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

**Budget Amendment** 2022-101-36 *approved by Commission on* \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
DWIGHT JEWELL  
COMMISSION CHAIRMAN

\_\_\_\_\_  
RITA CROWDER  
COUNTY CLERK

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**BA 101-37 WORKHOUSE**

**| BUDGET AMENDMENT**

**2022-101-37**

Request is hereby made to amend **Fund 101 County General** budget as follows:

		<u>DEBIT:</u>	<u>CREDIT:</u>
101-44145	Sale of Recycled Materials	\$ 1,012	
101-54420-338	Workhouse: Vehicle Repairs		\$ 800
101-54420-599	Workhouse: Other Charges		112
101-54420-790	Workhouse: Other Equipment		300
<b>TOTAL</b>		<u>\$ 1,012</u>	<u>\$ 1,212</u>

**Purpose:** Funding received from recycling aluminum cans for the Workhouse. Appropriating to Workhouse line items.

<b>Budget Amendment Total</b>	<u><u>\$ 1,012</u></u>	<u><u>\$ 1,212</u></u>
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As recommended by the Budget & Finance Committee \_\_\_\_\_

Motion to approve: \_\_\_\_\_

Second: \_\_\_\_\_

**Electronic Voting**

Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

**Budget Amendment** 2022-101-37 **approved by Commission on** \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
DWIGHT JEWELL  
COMMISSION CHAIRMAN

\_\_\_\_\_  
RITA CROWDER  
COUNTY CLERK

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**BA 101-38G ELECTION GRANT**

**| BUDGET AMENDMENT**

**2022-101-38G**

Request is hereby made to amend **Fund 101 County General** budget as follows:

		<u>DEBIT:</u>	<u>CREDIT:</u>
101-47590-ELECT	Other Federal through State	\$ 25,000	
101-51500-399	Election: Other Contracted Services		\$ 20,000
101-51500-790	Election: Other Equipment		5,000
<b>TOTAL</b>		<b>\$ 25,000</b>	<b>\$ 25,000</b>

**Purpose:** *Appropriating grant funding from TN Division of Elections  
"Election security assistance for county election commissions"  
Terms Jan 2020 - Jan 2023 | \$25,000 total*

<b>Budget Amendment Total</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
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As recommended by the Budget & Finance Committee \_\_\_\_\_

Motion to approve: \_\_\_\_\_

**Roll Call Vote**

Second: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

**Budget Amendment** 2022-101-38G approved by Commission on \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
DWIGHT JEWELL  
COMMISSION CHAIRMAN

\_\_\_\_\_  
RITA CROWDER  
COUNTY CLERK

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**BA 101-39 HSGP 2019**

**| BUDGET AMENDMENT  
2022-101-39G**

Request is hereby made to amend **Fund 101 County General** budget as follows:

		<u>DEBIT:</u>	<u>CREDIT:</u>
101-47250	Homeland Security Grant - 2019	\$ 3,050	
101-54490-790	EMA: Other Equipment		\$ 3,050
<b>TOTAL</b>		<b>\$ 3,050</b>	<b>\$ 3,050</b>

**Purpose:** *Remaining funding from the 2019 Homeland Security Grant to the EMA.  
Reimbursible funding.*

<b>Budget Amendment Total</b>	<b>\$ 3,050</b>	<b>\$ 3,050</b>
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Motion to approve: \_\_\_\_\_

Second: \_\_\_\_\_

**Electronic Voting**

Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

**Budget Amendment** 2022-101-39 *approved by Commission on* \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
DWIGHT JEWELL  
COMMISSION CHAIRMAN

\_\_\_\_\_  
RITA CROWDER  
COUNTY CLERK

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**BA 131-02 STATE AID**

**| BUDGET AMENDMENT**

**2022-131-02**

Request is hereby made to amend **Fund 131 Highway** budget as follows:

		<u>DEBIT:</u>	<u>CREDIT:</u>
131-46420	State Aid - Retracing Pavement Markings	\$ 32,000.00	
131-68000-726	State Aid Projects - Retracing Pavement Markings		\$ 32,000.00
<b>TOTAL</b>		<b>\$ 32,000.00</b>	<b>\$ 32,000.00</b>

**Purpose:** *Appropriate funding for the re-tracing of pavement markings on various county state aid roads*

<b>Budget Amendment Total</b>	<b>\$ 32,000.00</b>	<b>\$ 32,000.00</b>
-------------------------------	---------------------	---------------------

As recommended by the Budget & Finance Committee \_\_\_\_\_

Motion to approve: \_\_\_\_\_

Second: \_\_\_\_\_

**Electronic Voting**

Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_

**Budget Amendment** 2022-131-01FB **approved by Commission on** \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
DWIGHT JEWELL  
COMMISSION CHAIRMAN

\_\_\_\_\_  
RITA CROWDER  
COUNTY CLERK

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**BA 118-03 EMS INCREASE**

**| BUDGET AMENDMENT**

**2022-118-03**

Request is hereby made to amend **Fund 118 Ambulance Service** budget as follows:

		<u>DEBIT:</u>	<u>CREDIT:</u>
118-39000	Fund Balance	\$ 1,970	
118-55130-162	Ambulance: Clerical Personnel		\$ 583
118-55130-131	Ambulance: Drivers		1,165
118-55130-201	Ambulance: Social Security		109
118-55130-204	Ambulance: State Retirement		88
118-55130-212	Ambulance: Medicare		25
<b>TOTAL</b>		<u>\$ 1,970</u>	<u>\$ 1,970</u>

**Purpose:** Fund Balance Draw: Per Commission approval of a \$1.04/hr increase for the EMS Staff omitted from 2022-118-02 | 2 Drivers, Billing Clerk Effective March 10, 2022 (7 Pay Periods)

**Budget Amendment Total** \$ 1,970      \$ 1,970

As recommended by the Budget & Finance Committee \_\_\_\_\_

Motion to approve: \_\_\_\_\_

**Roll Call Vote**

Second: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

**Budget Amendment** 2022-118-03 approved by Commission on \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
DWIGHT JEWELL  
COMMISSION CHAIRMAN

\_\_\_\_\_  
RITA CROWDER  
COUNTY CLERK

Request is hereby made to spend from the American Rescue Plan - Fund 128

**ARPA Beginning Balance      \$    2,973,115**

**Request:** 25% match to the Local Parks & Recreation Funding Grant from TDEC due to price increase of materials.

**ARPA Expense Category**              6.1              Provision of Government Services

**Vendor:** Various

<b>Amount:</b>	<b>\$</b>	<b>25,000</b>
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**ARPA Ending Balance      \$    2,948,115**

**Approved by Commission** \_\_\_\_\_

Voting Record  
Yes \_\_\_\_\_  
No/Abstain \_\_\_\_\_  
Absent \_\_\_\_\_

\_\_\_\_\_  
Commission Chair

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Budget Director

- Commission Minutes Attached       Voting Record Attached
- Quote Attached

PO No. \_\_\_\_\_

**Notes**

*TDEC stated that due to increased costs of materials, the state was increasing their funding by 25%. This requires the County to increase our contribution by 25% as well, which would add \$23,538.04.*

# CERTIFICATE OF COMPLIANCE

## RETAIL PACKAGE STORE

Name of Applicant: Keith Douglas Roddy

Home Address: 232 River Street

<u>Hartsville</u>	<u>TN</u>	<u>37074</u>
<i>(City)</i>	<i>(State)</i>	<i>(Zip Code)</i>

Phone Number (615) 374-2716

Date of Birth \_\_\_\_\_

SSN: \_\_\_\_\_

Pursuant to Tennessee Code Annotated, Title 57, §57-3-208 and §57-3-213, this is to certify that Keith Douglas Roddy has applied for a Certificate of Compliance to sell retail alcoholic beverages in the County of Trousdale, State of Tennessee, at the street address of Hartsville Liquors, Inc at 103 White Oak Street, Hartsville, TN 37074 and that an investigation has been undertaken of the applicant's criminal record and of the compliance of said business with local law, ordinances or resolutions, and from said investigation the undersigned certified:

1. That the applicant or applicants who are to be in actual charge of said business have not been convicted of a felony within a ten-year period, immediately preceding the date of the application and, if a corporation, that the executive officers or those in control have not been convicted of a felony within a ten-year period immediately preceding the date of the application; and further, that it is the undersigned's opinion that the applicant will not violate any provisions of Tennessee Code Annotated, Title 57, Chapter3;
2. That the applicant has secured a location which complies with all restrictions of the laws, ordinances and resolutions;
3. That the applicant or applicants have complied with the residency provisions;
4. That the issuance of this license will not exceed the numerical limit.

Approved on this date: \_\_\_\_\_

APPROVED:

APPROVED:

\_\_\_\_\_  
*Stephen Chambers, Mayor*

\_\_\_\_\_  
*Dwight Jewell, Commission Chairman*

\_\_\_\_\_  
*Notary Public*

MAIL TO:  
Tennessee Alcoholic Beverage Commission  
226 Capitol Boulevard Building  
Suite #300  
Nashville, TN 37243-0755

To whom it may concern:

I Jason Sullivan regret to inform you I must resign form the Trousdale County School Board due to moving out of the area. It's been a pleasure serving this district and a great opportunity. Thanks so much for your time in this matter.

Thanks so much

Jason Sullivan

Effective  
5/20/22

Jason  
Sullivan

# ***VIP Night***

***Monday, April 25***

***5-7pm***

***Camp Forrest, TN***  
***WWII POW Exhibit***  
***Friend, Enemy or Frenemy?***

***Trousdale County Archives***  
***328 Broadway, Hartsville, TN***



Thanks to the  
**TROUSDALE COUNTY  
HISTORICAL SOCIETY**  
for sponsoring this exhibit!

**Wednesdays & Saturdays**  
**Walk-Ins from 10am - 3pm**

**Mondays, Tuesdays, Thursdays and Fridays**  
**Appointment Only**

***Admission is FREE!***

Call 615.735.7305 to schedule your visit.

GATE NO. 1, ENTRANCE TO CAMP FORREST  
ONE MILE FROM TULLAGOMA, TN



***The exhibit is in association with:***



