



October 26, 2017

Board of Commissioners
6:30 PM

City Hall – Massie Chambers

Agenda:

1. Call to order by the Mayor.

Prayer

Pledge of Allegiance

2. Roll call by the Recorder.
3. Reading of the minutes of the October 12, 2017 regular meeting of the Board of Commissioners by the Recorder for approval or correction.
4. Comments from citizens.
5. Comments of the City Manager and staff.
6. Reports and comments from committees, members of the Board of Commissioners and other officers.
7. Old Business.
 - a. Consider Ordinance 17-908, an ordinance to amend the official zoning map of Goodlettsville adopted per Ordinance 15-851 to change properties on Memorial Drive and Harris Street from Agricultural and R-10, Medium Density Residential to MDRPUD, Medium Density Residential Planned Unit Development. **SECOND READING/PUBLIC HEARING**
8. New Business.
 - a. Consider Resolution 17-767, a resolution adopting the Fats, Oils and Grease Policy of the City of Goodlettsville and the Enforcement Response Guidelines for approved Grease Waste Haulers.
 - b. Consider Resolution 17-768, a resolution to declare certain property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction or any other reasonable manner.
9. Adjournment.

For more information regarding this agenda, please contact the city recorder by email at:

abaker@goodlettsville.gov

A government committed to operating with efficiency and integrity in all we do as we strive to enhance the quality of life for the community we serve.

105 S. Main St. – Goodlettsville, TN 37072 – 615-851-2200 – Fax 615-851-2212

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ORDINANCE NO. 17-908

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF GOODLETTSVILLE ADOPTED PER ORDINANCE 15-851 TO CHANGE PROPERTIES ON MEMORIAL DRIVE AND HARRIS STREET FROM AGRICULTURAL AND R-10, MEDIUM DENSITY RESIDENTIAL TO MDRPUD, MEDIUM DENSITY RESIDENTIAL PLANNED UNIT DEVELOPMENT

WHEREAS, the City's Zoning Ordinance intent and purpose includes but is not limited to dividing the city into zones and districts restricting and regulating therein the location, construction, and use of residential buildings, structures; and,

WHEREAS, the City's Zoning Ordinance intent and purpose includes but is not limited to protecting the character and maintain the stability of residential and business areas within the city, and to promote the orderly and beneficial development of such areas; and,

WHEREAS, the Planned Unit Development section of the City's Zoning Ordinance intent and purpose includes but is not limited to promoting flexibility in design and permit planned diversification in the location of structures; to promote efficient use of land that will facilitate a more economic arrangement of buildings; circulation systems, land use, and utilities; to preserve as much as possible existing landscape features and utilize them in a harmonious fashion; to encourage the total planning of tracts of land; and to provide a mechanism for the ownership of land, utilities, streets, and facilities in common as well as the maintenance and disposition thereof; and,

WHEREAS, The Goodlettsville Planning Commission has reviewed and discussed this proposed amendment and voted on September 12, 2017 to recommend its passage to the Board of Commissioners based on the Medium Density designation of the City's Comprehensive Land Use Plan to provide additional housing opportunities for residents in the Main Street/Town Center area; and,

WHEREAS, The Goodlettsville Planning Commission also approved and recommended passage of the Parkview Preserve Preliminary Master Plan dated August 30, 2017 as the Medium Density Residential Planned Unit Development Zoning Plan including one hundred seventy-one (171) townhouse attached residential lots and thirty-nine (39) single family detached lots with stipulations, including but not limited to, the submittal of a engineer traffic study, Nashville Electric Service (NES) approval for French Street extension of roadway to Harris Street, and designation of public drainage easements to permit the city to construct regional storm water detention facilities for the existing storm water issue of the Main Street/ Town Center area.

NOW, THEREFORE, BE IT ORDAINED AND IT IS HEREBY ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE, AS FOLLOWS:

SECTION 1. That the Official Zoning Map adopted by Ordinance No. 15-851 entered on second reading on November 12, 2015 being the municipal zoning map of Goodlettsville, Tennessee, be and the same is hereby amended as follows:

By changing the existing Agricultural and R-10, Medium Density zoning classifications and replacing the properties zoning designation to MDPUD, Medium Density Residential Planned Unit Development, per the Parkview Preservice Preliminary Master Plan Dated August 30, 2017 for the properties attached as "EXHIBIT A" and described as follows:

PROPERTY TAX MAP 25, PARCEL 58 and PROPERTY TAX MAP 25-08, PARCEL 28.00 CONTAINING APPROXIMATELY 71.63 ACRES AS SHOWN IN THE RECORDS OF THE ASSESSOR OF PROPERTY OF DAVIDOSN COUNTY, TENNESSEE.

SECTION 2. That the Commissioners of the City of Goodlettsville, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of Goodlettsville for a recommendation, and a notice of hearing thereon has been ordered after at least fifteen (15) days notice of the time and place of said meeting has been published in a newspaper circulated in the City of Goodlettsville, Tennessee. This Ordinance shall take effect fifteen (15) days from the date of its final passage, the public welfare demanding it.

SECTION 3. If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision or portion of this Ordinance which is not itself invalid or unconstitutional.

SECTION 4. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of Goodlettsville, the most restrictive shall in all cases apply.

MAYOR

CITY RECORDER

APPROVED AS TO LEGALITY AND FORM:

CITY ATTORNEY

Passed First Reading: _____
Passed Second Reading: _____

ORDINANCE 17-908
"EXHIBIT A"





RESOLUTION NO. 2017-767

A RESOLUTION ADOPTING THE FATS, OILS AND GREASE POLICY OF THE CITY OF GOODLETTSVILLE AND THE ENFORCEMENT RESPONSE GUIDELINES FOR APPROVED GREASE WASTE HAULERS.

WHEREAS, within the City of Goodlettsville there is a need to update certain policies in regards to Fats, Oils and Greases, and

WHEREAS, those recommended updates have been recommended.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE THAT THE FOLLOWING POLICIES ARE ADOPTED:

SECTION 1. The Fats, Oils and Grease Policy of the City of Goodlettsville is adopted and is known as Exhibit 1 of this Resolution.

SECTION 2. All previous adopted Fats, Oils and Grease Policies and subsequent amendments are voided.

SECTION 3. The Enforcement Response Guide for Approved Grease Haulers Policy is adopted and is known as Exhibit 2 of this Resolution.

SECTION 4. All previous adopted Enforcement Response Guide for Approved Grease Haulers Policy and subsequent amendments are voided.

SECTION 5. This resolution shall take effect from and after its adoption, the welfare of The City of Goodlettsville requiring it.

Passed this 26th day of October, 2017.

MAYOR

CITY RECORDER

APPROVED AS TO LEGALITY AND FORM:

CITY ATTORNEY

City of Goodlettsville

Fats, Oils & Grease Management Policy

EXHIBIT 1

Basis:

The Goodlettsville Department of Public Works Fats, Oils & Grease Management Policy is based on the City of Goodlettsville Sewer Use Regulations Title 18, Chapter 2, Sections 18-201 through 18-208.

Specific references for the basis of the FOG Management Policy are:

Section 18-203(2)(c), Section 18-203(12)(b), Section 18-203(14), and Section 18-204. Food Service Establishments, by definition of “Industrial Users” in the City of Goodlettsville Sewer Use Regulations, are classified as Industrial Users.

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I. Scope & Purpose:

To prevent sanitary and combined sewer system blockages, obstructions and overflows due to the contribution and accumulation of fats, oils and grease (FOG) from food service establishments, commercial facilities and industrial facilities.

II. Definitions:

1. Authorized Representative of the Food Service Establishment: a person who may be
 - a. The Owner, or
 - b. General Manager, or
 - c. Manager, or
 - d. Duly authorized representative of the individual designated in this definition if such representative is responsible for the overall operation of the facilities from which the indirect discharge originates.

2. Department (GDPW): Goodlettsville Department of Public Works.

3. Fats, Oils, & Grease (FOG): Organic polar compounds derived from animal and/or plant sources. FOG may be referred to as "grease" or "greases" in this section.

4. Food Service Establishment (FSE): Any establishment, business or facility engaged in preparing, serving or making food available for consumption. Single family residences are not a FSE, however, multi-dwelling units may be considered a FSE at the discretion of the Director. Food Service Establishments will be classified as follows:
 - a. **Class 1**: Deli – engaged in the sale of cold-cut and microwaved sandwiches/subs with no frying or grilling on site, ice cream shops and beverage bars as defined by NAICS 722515 (*with exception of doughnut shops with on premise baking and large coffee shops which are classified as Class 2*), Day Care Facilities (minimum classification-depending on menus, food preparation, and number of meals served) as defined by NAICS 624410, and Mobile Food Vendors as defined by NAICS 722330
 - b. **Class 2**: Limited-Service Restaurants (a.k.a. fast food facilities, drive-in, carry-out) as defined by NAICS 722513, Day Care Facilities (maximum classification-depending on menus, food preparation, and number of meals served) as defined by NAICS 624410, and Caterers as defined by NAICS 722320, Full Service Restaurants (minimum classification-seating capacity less than 65) as defined by NAICS 722511
 - c. **Class 3**: Full Service Restaurants (maximum classification-seating capacity-seating capacity greater than 65) as defined by NAICS 722511
 - d. **Class 4**: Buffet and Cafeteria Facilities (maximum classification-seating capacity greater than 65) as defined by NAICS 722514
 - e. **Class 5**: Institutions (Schools, Hospitals, Nursing Homes, Prisons, etc) which include NAICS classifications 611110, 611310, 623110, 623311, 623312, 722310, 813110, and 922140, but not to exclude self-run operations.

5. (Brown) Grease: Fats, oils and grease that is discharged to the grease control equipment, or is from kitchen or food prep wastewater.

6. (Yellow) Grease: Fats, oils and grease that has not been in contact or contaminated from other sources (water, wastewater, solid waste, etc...) and can be recycled.

7. Grease Control Equipment (GCE): A device for separating and retaining wastewater FOG prior to wastewater exiting the FSE and entering the Goodlettsville Department of Public Works sewer system. The GCE is so constructed as to separate and trap or hold fats, oils and grease substances from entering the Goodlettsville Department of Public Works sewer system. Devices include grease interceptors, grease traps, or other devices approved by the Director.
8. Grease Interceptor: Grease Control Equipment identified as a large tank, usually 1,000 gallon to 2,000 gallon capacity with proper inlet and outlet Ts, that provides FOG control for a FSE. Grease interceptors will be approved by GDPW and located outside the FSE, unless a variance request has been granted.
9. Grease Trap: Grease Control Equipment identified as an “under the sink” trap, a small container with baffles, or a floor trap. For a FSE approved to install a grease trap, the minimum size requirement is the equivalent of a 20-gallon per minute/40 pound capacity trap. All grease traps will have flow control restrictor, venting and be approved by GDPW.
10. Grease Recycle Container: Container used for the storage of yellow grease.
11. NAICS - North American Industry Classification System. The website is found at:
<http://www.census.gov/epcd/www/naics.html>
12. Noncompliance Notification: A notification to the user that a practice, an action, or wastewater discharge is noncompliant with Department regulations or policies. A NCN informs the user that an action is required of the user within a specified timeframe designated by the Department, or their designee, or the noncompliance will require the Department to escalate enforcement action against the user.
13. Tee or T (Influent & Effluent): A T-shaped pipe extending from the ground surface below grade into the grease interceptor to a depth allowing recovery (discharge) of the water layer located under the layer of FOG. Influent & Effluent T’s are recommended to be made of PVC or equivalent material, and extend to within 12” to 15” of the bottom of the interceptor.
14. (Black) Water: Wastewater containing human waste, from sanitary fixtures such as toilets and urinals.
15. (Gray) Water: Refers to all other wastewater other than black water as defined in this section

III. General Requirements:

1. All existing Food Service Establishments (FSEs) are required to have grease control equipment (GCE) installed, maintained and operating properly, in accordance with this FOG Management Policy unless a variance from this requirement has been granted by the Department.

2. All FSEs will be required to maintain records of cleaning and maintenance of GCE. GCE maintenance records include, at a minimum, the time and date of cleaning/maintenance, company or person conducting the cleaning/maintenance, the estimated or actual volume (in gallons) of grease wastewater removed. A grease waste hauler completed manifest will meet this requirement.
3. GCE maintenance records will be available at the FSE premises so they can be provided to Goodlettsville Department of Public Works personnel or their representative, and/or the Health Department. The FSE shall maintain GCE maintenance records for three (3) years.
4. No FSE will discharge oil and grease in concentrations that exceed the City of Goodlettsville instantaneous grab limit for oil and grease.
5. All FSEs are required to dispose of yellow grease in an approved container, where contents will not be discharged to any storm water grate, drain or conveyance. Yellow grease, or any oils or grease, poured or discharged into the FSE sewer lines or Goodlettsville Department of Public Works sewer system is a violation of this ordinance.
6. All existing and/or permitted FSEs must notify the Department, in writing, prior to any change in ownership, location, or significant change in operation. FSE permits are non-transferrable.
7. Owners of Commercial Property will be held responsible for wastewater discharges from leaseholder on their property.
8. It shall be a violation of this policy and the Sewer Use Regulations to discharge, push, or flush the non-water portion of GCE waste into the public sewer.
9. The Department may require that the FSE install monitoring or additional pretreatment equipment deemed as necessary for compliance with this policy and/or the Goodlettsville Sewer Use Regulations.

IV. Grease Control Equipment Certification Requirement

All establishments with grease control equipment must have their grease interceptor or grease trap inspected and certified annually. Certification can only be performed by a GDPW and/or Metro Water Services certified inspector (i.e. certified grease waste hauler, certified plumber, certified engineer or contractor) that has attended and passed GDPW or Metro Water Services' ***Grease Control Equipment (Grease Interceptor/ Grease Trap) Certification course*** and is current. Also, some FSE managers or owners that have a grease trap installed at their FSE may be certified. Completed certification forms {Grease Interceptor Certification (Form A) or Grease Trap Certification (Form B)} must be completed and signed by the "certified" grease waste hauler or plumber, as well as the FSE owner or authorized representative, and submitted to GDPW.

Failure of a Grease Interceptor Certification or Grease Trap Certification:

The FSE owner or authorized representative is responsible for including detailed "Corrective Action Response" information on the Grease Interceptor Certification form, or the Grease Trap Certification form that is submitted to the Department. If necessary, additional pages may be attached to the certification form. At a minimum, the "Corrective Action Response" information must include the reason for the failed certification, what corrective action will be taken to address the failure, and the date the corrective action will be completed.

V. Approved Grease Waste Hauler Program

To ensure proper maintenance of grease control equipment and proper disposal of the FOG waste, the Department will maintain an "Approved Grease Waste Haulers List". Criteria for the grease waste hauler to be placed on the "Approved Grease Waste Haulers List" include, but are not limited to, the following:

- Signature of the grease waste hauler company's authorized representative and submittal to the Department of a completed "Goodlettsville Department of Public Works Approved Grease Waste Hauler Agreement Form".
 - The grease waste hauler agreement will include grease waste hauler reporting requirements to the Department, making records available to Department personnel, or their authorized representative, for audit. Failure to meet any of the grease waste hauler agreement will result in removal of the grease waste hauler from the "Approved Grease Waste Haulers List", and/or enforcement action.
- The grease waste hauler employees that will be completing the food service establishment grease control equipment certification forms must attend a Department Grease Control Equipment Certification Class, and pass the GCE class test; or the Department will allow grease waste hauler employees to provide a proof of passing (certification card copy) a GCE certification class at Metro Water Services, Nashville, TN.

VI. Grease Control Equipment Plans Review

1. Any new food service establishment, upgrading of an existing food service establishment, or change of ownership of existing food service establishment will be required to install and maintain Goodlettsville Department of Public Works approved grease control equipment. Food service establishments in all FSE Class (Class 1 through 5) categories must submit a FOG plan to the Department for approval. The FOG plan includes completion and submittal of the Goodlettsville Department of Public Works' "FSE Grease Application" and shall include;
 - a. Identification of all cooking and food preparation equipment (i.e. fryers, grills, woks, 3 compartment sinks, etc,,,,)
 - b. The number and drain sizes of dishwashers, sinks, floor drains, and other kitchen plumbing fixtures;
 - c. The type of FSE classification;
 - d. The type of food to be served;
 - e. Plans/drawings for the grease control equipment dimensions and location.

The Department will review the submitted FOG plan and grease control equipment sizing, considering the menu items, kitchen fixture drain formulas, Uniform Plumbing Code formula,

and potential FOG impact. The Department will approve the submittal, or make changes as necessary to aid in the prevention of a FOG discharge from the food service establishment (FSE).

2. New construction of FSEs shall have separate sanitary (restroom) and grease waste lines. The grease waste lines shall be plumbed to appropriately sized grease control equipment (GCE). No sanitary wastewater or stormwater shall be plumbed to the GCE.
3. All FSEs will meet these FOG Management Policy requirements.
4. Variance to Grease Interceptor Installation: At the discretion of the Director, some FSEs may receive a variance from the required installation of a grease interceptor.
5. Approval of Grease Control Equipment: All new FSEs and FSEs that have upgraded their facilities must contact the Goodlettsville Department of Public Works for final approval of the grease control equipment. This will include onsite inspection of the grease control equipment by the Department, or their authorized representative. In addition to the final inspection, rough-in inspections may be required in some cases. Failure of the FSE to contact the Department to conduct the inspection of the new GCE may result in enforcement action.
6. NEW MULTI-UNIT FACILITIES: New strip malls or strip centers must have two separate sewer line connections at each unit within the strip mall or strip center. One sewer line will be for sanitary wastewater and one sewer line will be for the kitchen area, or potential kitchen area, of each unit. The kitchen area, or potential kitchen area, sewer line will be connected to floor drains in the specified kitchen area, and will connect, or be able to connect, to other food service establishment kitchen fixtures, such as 3 compartment sink, 2 compartment sink, pre-rinse sink, mop sink and hand wash sink. New multi-unit facility, or new "strip mall" facility, owners shall contact the Department prior to conducting private plumbing work at the multi-unit facility site. Multi-unit facility owners, or their designated contractor, shall have plans for separate private wastewater lines for kitchen and sanitary wastewater for each "individual" unit. In addition, the plans shall identify "stub-out" locations to accommodate a minimum 1,000 gallon grease interceptor for each unit of the multi-unit facility. New multi-unit facility, or new "strip mall" facility owners shall consider suitable physical property space and sewer gradient that will be conducive to the installation of an exterior, in-ground GI when determining the building location. The property owner of multi-unit facilities is responsible for the maintenance of any grease control equipment used by the multiple FSEs.

VII. Grease Control Equipment Sizing

1. Minimum acceptable size of grease control equipment for each FSE Classification will be as follows:

Class 1: Delis, Ice Cream shops, Beverage Bars, Day Care Facilities (minimum classification)-
20gpm/40 pound Grease Trap (NAICS 722515, 722330). Exception to Class 1 are doughnut shops with on premise baking and large coffee shops, which are classified as Class 2 facilities. Mobile

Food Units/Vendors not connected to the sanitary sewer during operation may have a minimum 10 gpm/20 pound Grease Trap.

Class 2: Limited-Service Restaurants/ Carry-out / Caterers / Day Care Facilities (maximum classification)/Full Service Restaurants (minimum classification)/Buffet Cafeteria Facilities (minimum classification) - **1,000 gallon Grease Interceptor** (NAICS 722513, 722320, 624410)

Class 3: Full Service Restaurants (maximum classification)- **1,500 gallon Grease Interceptor** (NAICS 722511)

Class 4: Buffet and Cafeteria Facilities (maximum classification)- **2,000 gallon Grease Interceptor** (NAICS 722514)

Class 5: Institutions (Schools, Hospitals, Nursing Homes, Prisons, etc.) - **2,000 gallon Grease Interceptor** (NAICS 611110, 611310, 623110, 623311, 623312, 722310, 813110, 922140)

A variance to the above minimum sizes may be granted by the Department if proper justification is provided.

2. To calculate the appropriate size GCE, the FSE's engineer, architect, licensed plumber or contractor should use a formula that considers all cooking and food preparation equipment, all kitchen plumbing fixture units, the discharge plumbing pipe for each fixture unit, storage capacity, type of facility and an adequate retention time. The grease control equipment minimum acceptable size for the above listed FSE classifications (Class 1 through 5) shall be met.
3. Retention time through the grease interceptor should be at least 30 minutes to one hour.
4. The Department will review GCE sizing information received from the completed Grease Control Inquiry Form or the FSE's engineer, architect or contractor. The Department will make a decision to approve, or require additional grease interceptor volume, based on the type of FSE, the number of fixture units, and additional calculations. Grease interceptor capacity should not exceed 2,000 gallons for each interceptor tank. In the event that the grease interceptor calculated capacity needs to exceed 2,000 gallons, the FSE shall install an additional interceptor of the appropriate size. If additional interceptors are required, they shall be installed in series.
5. Grease interceptors that are installed in series shall be installed in such a manner to ensure positive flow between the tanks at all times. Therefore, tanks shall be installed so that the inlet invert of each successive tank shall be a minimum of 2 inches below the outlet invert of the preceding tank.

VIII. Grease Interceptor Design and Installation

Piping Design

1. The inlet and outlet piping shall have 2-way cleanout tees installed.
2. The inlet piping shall enter the receiving chamber 2 1/2" above the invert of the outlet piping.
3. On the inlet pipe, inside the receiving chamber, a sanitary tee of the same size pipe in the vertical position with the top unplugged shall be provided as a turndown. To provide air circulation and to prevent "air lock", a pipe (nipple) installed in the top tee shall extend to a minimum of 6" clearance from the interceptor ceiling, but not less than the inlet pipe diameter. A pipe installed in the bottom of the tee shall extend to a point of 2/3 the depth of the tank. The inlet T should be made of Schedule 40 PVC or equivalent material. **See illustration, Figure V.**
4. The outlet piping shall be no smaller than the inlet piping, but in no case smaller than 4" ID.
5. The outlet piping shall extend to 12" above the floor of the interceptor and shall be made of a non-collapsible material. The minimum requirement for outlet piping is Schedule 40 PVC.
6. The outlet piping shall contain a tee installed vertically with a pipe (nipple) installed in the top of the tee to extend to a minimum of 6" clearance from the interceptor ceiling, but not less than the pipe diameter, with the top open. The minimum requirement for the outlet tee is Schedule 40 PVC. **See illustration, Figure V.**

Baffles

1. The grease interceptor shall have a non-flexing (i.e. concrete, steel, etc.) baffle the full width of the interceptor, sealed to the walls and the floor, and extend from the floor to within 6" of the ceiling. The baffle shall have an inverted 90 degree sweep fitting at least equal in diameter size to the inlet piping, but in no case less than 4" ID. The bottom of the sweep shall be placed in the vertical position in the inlet compartment at the same depth as the inlet tee. The sweep shall rise to the horizontal portion, which shall extend through the baffle into the outlet compartment. The baffle wall shall be sealed to the sweep. **See illustration, Figure V.**
2. The inlet compartment shall be 2/3 of the total liquid capacity with the outlet compartment at 1/3 liquid capacity of the interceptor.

Access Openings (Manholes)

1. Access to grease interceptors shall be provided by a minimum of 1 manhole per interceptor division (baffle chamber) and of 24-inch minimum dimensions terminating 1 inch above finished grade with cast iron frame and cover. An 8" thick concrete pad extending a minimum of 12" beyond the outside dimension of the manhole frame shall be provided. One manhole shall be located above the inlet tee hatch and the other manhole shall be located above the outlet tee

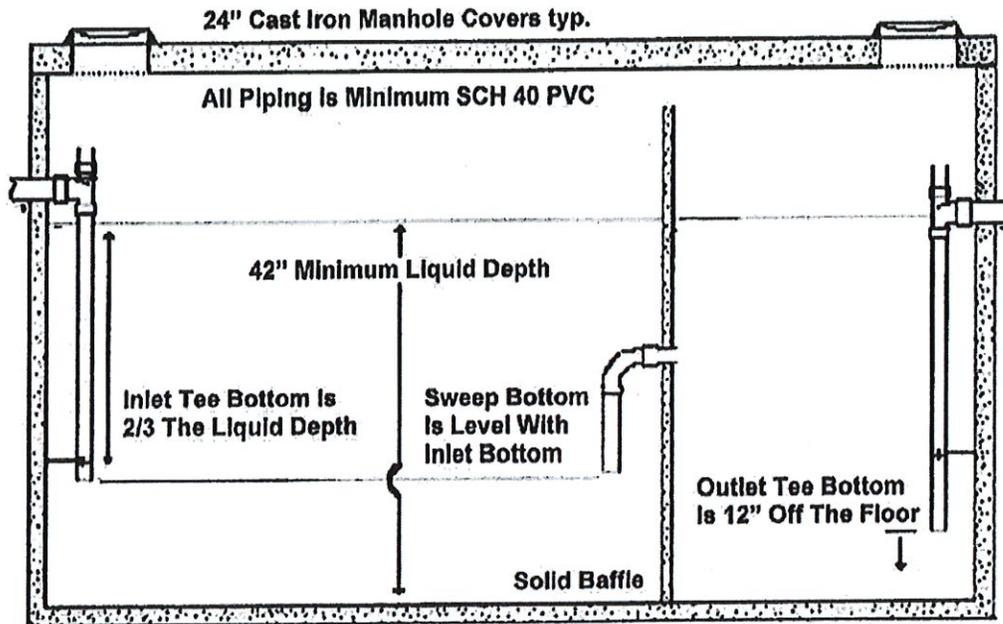
hatch. A minimum of 24" of clear opening above each manhole access shall be maintained to facilitate maintenance, cleaning, pumping, and inspections.

2. Access openings shall be mechanically sealed and gas tight to contain odors and bacteria and to exclude vermin and ground water, in a manner that permits regular reuses.
3. The manholes are to be accessible for inspection by the Department.

Additional Requirements

1. **Location** –Grease Interceptors shall be located so as to be readily accessible for cleaning, maintenance, and inspections. They should be located close to the fixture(s) discharging the greasy waste stream. If possible, Grease Interceptors should not be installed in “drive-thru” lanes. Grease Interceptor manholes shall never be paved over.
2. **Responsibility** – Removal of the grease from the wastewater routed to a public or private sanitary system is the responsibility of the user/owner.
3. **Construction Material** – Grease Interceptors shall be constructed of sound durable materials, constructed to be water tight, and not subject to excessive corrosion or decay. A water leak test may be required for new or existing grease interceptors if there is reason to believe that the interceptor is not water and gas tight. Each interceptor shall be structurally designed to withstand any anticipated load to be placed on the interceptor (i.e. vehicular traffic in parking or driving areas).

Note: Concrete materials and other grease interceptor materials shall meet the American National Standards Institute, Inc. (ANSI) and International Association of Plumbing and Mechanical Officials (IAPMO) standards.



The tank shall be of a monolithic body design, separated by a solid baffle into 2/3 total capacity inlet chamber and 1/3 total capacity outlet chamber. It shall have 24" access ways over each drop tee. Flow through the baffle will be provided by a 90 degree sweep. All perforations and seams shall be sealed with hydraulic cement or welded. All piping shall be a minimum of schedule 40 PVC solvent welded; pipe clamps and/or hangers may be required. All parts of the system shall be made water and gas tight from two way cleanout upstream of tank to two way cleanout downstream of tank including any risers to grade; proper venting allowed.

Figure V. Grease Interceptor

IX. Grease Interceptor Cleaning/Maintenance Requirements

1. **Cleaning / Pumping** – Grease interceptors must have the complete contents pumped or cleaned at a frequency of not less than once every 90 days unless approved in writing by the Department. Also, grease interceptors must have a complete pump of contents when the total accumulations of surface FOG (including floating solids) and settled solids combined reaches twenty-five percent (25%) of the grease interceptor's overall liquid depth. This criterion is referred to as the "25 Percent Rule". Food Service Establishments shall utilize Department approved grease waste hauler companies for pumping/cleaning grease interceptors.
2. Partial pump of interceptor contents or on-site pump & treatment of interceptor contents will **not** be allowed due to reintroduction of fats, oils and grease to the interceptor and pursuant to the Code Federal Regulation (CFR) § 403.5 (b) (8), which states "*Specific prohibitions*. In addition, the following pollutants shall not be introduced into a POTW: Any trucked or hauled pollutants, except at discharge points designated by the POTW".
3. Grease interceptor effluent-T will be inspected during cleaning and maintenance and the condition noted by the grease waste hauler's company or individual conducting the maintenance. The grease waste hauler company or individual conducting the maintenance will contact the FSE owner or manager to make them aware of any defects identified. Effluent-T's that are loose, defective, or not attached must be repaired or replaced immediately.
4. Grease Interceptors must have access manholes over the influent-T and effluent-T for inspection and ease of cleaning/maintenance. Access manholes will be provided for all separate compartments of interceptors for complete cleaning (i.e. interceptor with two main baffles or three compartments will have access manholes at each compartment).
5. Grease Interceptors must be "certified" annually by a Department or Metro Water Services approved/certified grease waste hauler or plumber. Grease Interceptor Certification (Form A) must be completed and submitted to the Goodlettsville Department of Public Works annually.

X. Grease Trap Requirements

1. All grease traps will have a permanently accessible vented flow restrictor.
2. All new FSEs that are allowed to install grease traps must have Department approval prior to installation.
3. Grease Trap minimum size requirement is a 20 gallon per minute / 40-pound capacity trap.

4. Grease Traps must have the Plumbing Drainage Institute certification, and be installed as per manufacturer's specifications.
5. Grease Traps must be non-corrodible if recessed.
5. All grease traps shall be passive in design and operation.
6. No automatic dishwasher shall be connected to an under-the-sink grease trap or floor grease trap. Dishwashers will cause hydraulic overload of the grease trap.
7. No automatic drip or feed system additives are allowed prior to entering the grease trap.
8. A single grease trap device shall be installed for each significant kitchen fixture unit (i.e. each 3 compartment sink). The Department must approve the number of grease traps and connections to the grease trap.
9. During cleaning of the grease trap, the flow restrictor shall be checked to ensure it is attached and operational.
10. Grease Traps will be cleaned of complete fats, oils, and grease and food solids at a minimum of every two (2) weeks. If the FOG and food solids content of the grease trap are greater than 25%, then the grease trap must be cleaned every week, or as frequently as needed to prevent 25% of capacity being taken from FOG and food solids. Based on inspection results, the Department may require more frequent cleaning of the grease trap, or upgrade of the grease control equipment.
11. Grease Trap waste must be sealed or placed in a container to prevent leachate from leaking, and then be properly disposed as per Federal, State and local regulations.
12. Grease Trap waste should not be mixed with yellow grease in the grease recycle container.
13. Grease Traps must be "certified" annually by a Department or Metro Water Services approved/certified inspector, plumber, or grease waste hauler, and submitted to the Goodlettsville Department of Public Works.

XI. Accidental Discharge Prevention and Best Management Practices

FSEs shall provide such facilities and institute such procedures as are reasonably necessary to prevent or minimize the potential for accidental discharge of fats, oils, and grease into the sanitary sewer collection system. FSEs shall implement Best Management Practices to prevent the discharge of fats, oils and grease to the sanitary sewer system. Examples of BMPs include:

1. Recycle waste cooking oil; dispose in Grease Recycle Bin or Container. Do NOT pour any grease into sinks, floor drains or mop sinks.
2. Post "NO GREASE" signs above all kitchen sinks to remind employees.
3. "Dry Wipe" and scrape into a trash container as much food particles and grease residue from pots, pans, and plates as possible.
4. Use Strainers in sink drains and floor drains to prevent large food particles and containers from going into the sewer line.
5. If an oil or grease spill occurs, clean up using "dry" oil absorbent material or use ice to make grease solidify. Scoop up and dispose into a trash container. Do NOT wash oil or grease into drains.
6. Dispose of food items in the trash. Food grinder use is discouraged due to build up of solids in the GCE which causes decreased efficiency and need to increase pumping frequency of the GCE.
7. Educate and train all employees on grease control and preventing sewer pipe clogs and sewer overflows.

XII. "Additives" Prohibition for use as Grease Management and Control

1. Additives include but are not limited to products that contain solvents, emulsifiers, surfactants, caustics, acids, enzymes and bacteria.
2. The use of additives is prohibited with the following exceptions:
 - a. Additives may be used to clean the FSE drain lines but only in such quantities that it will not cause fats, oils and grease to be discharged from the grease control equipment to the sewer system, or cause temporary breakdown of FOG that will later re-congeal in the downstream sewer system.
 - b. If the product used can be proven to contain 100% bacteria, with no other additives. Approval of the use of the product must come from the Director and FSE must submit a full disclosure MSDS and certified sample results from the manufacturer of the product.
3. The use of approved additives will in no way be considered as a substitution to the maintenance procedures required herein.

XIII. Right of Entry – Inspection and Monitoring

The Department, or their authorized representative, shall have the right to enter the premises of FSEs to determine whether the FSE is complying with the requirements of this policy and/or the Goodlettsville Sewer Use Regulations. FSEs shall allow Department personnel, or their authorized representative, upon presentation of proper credentials, full access to all parts of the premises for the purpose of inspection, monitoring, and/or records examination. The Department may require the FSE to notify the Department 24 hours prior to any pumping, cleaning, maintenance, or certification of the grease control equipment so the Department can do a visual inspection of the total grease control equipment tank. The Department may require the FSE to schedule pumping of their interceptor if the Department determines that the interceptor may be defective or there is chronic FOG obstruction in the downstream sewer from the FSE. Unreasonable delays in allowing Department personnel access to the FSE premises shall be a violation of this policy and the Goodlettsville Sewer Use Regulations.

The Department may require that the FSE install monitoring or additional pretreatment equipment deemed necessary for compliance with this policy and/or the Goodlettsville Sewer Use Regulations.

XIV. Permits and Fees

The Department may charge inspection, monitoring, assessment, impact, and permit fees to the food service establishments to get reimbursement for the FOG program costs.

The Department may issue individual permits or general permits to food service establishments. All new FSEs shall complete the Department's FSE Grease Application and submit the form to the Department, which will serve as the FSE's permit application. The Department's FOG inspection form will serve as the permit application for existing FSEs. Individual permits or general permits may be issued for a period or duration of up to 5 years.

XV. Enforcement Action

Enforcement Action against the FSE includes, but is not limited to, failure to clean or pump grease control equipment, failure to maintain grease control equipment including inspection and installation of properly functioning effluent-T and baffles, failure to install grease control equipment, failure to control FOG discharge from the FSE, contributing to a sewer line blockage or obstruction, contributing

to a Sanitary Sewer Overflow, and use of additives in such quantities so that FOG is pushed downstream of the FSE.

Fats, Oils and Grease blockage in downstream manhole from FSE:

If FSE inspections and field investigations by GDPW, or their authorized representative, determine that any fats, oils and grease interference or blockage in the sewer system, a sewage pumping station, or the wastewater treatment plant is caused by a particular food service establishment, then that food service establishment shall reimburse Goodlettsville Department of Public Works for all labor, equipment, supplies and disposal costs incurred by Goodlettsville Department of Public Works to clean the interference or blockage. The charges will be added to the FSEs water/wastewater bill. Failure to reimburse the Goodlettsville Department of Public Works will result in termination of water service.

FSE failure to maintain GCE after Notification or NOV due date:

If a FSE fails to pump, clean or maintain their GCE after a Noncompliance Notification or Notice of Violation due date, GPWD may chose to pump/clean the GCE to prevent additional FOG problems downstream. The FSE will be charged for the cost of pumping and maintaining the FSE's GCE. Mechanical failure of the GCE will be considered a violation of the City of Goodlettsville Sewer Use Ordinance which pertains to the construction and maintenance of pretreatment facilities and subject to penalties of up to \$10,000 / day for each day in violation.

Penalties

Penalties will be issued as per the Goodlettsville Department of Public Works FSE Enforcement Response Guide.



**ENFORCEMENT RESPONSE GUIDE FOR APPROVED
GREASE WASTE HAULERS POLICY**

EXHIBIT 2

This Enforcement Response Guide (ERG) for Grease Waste Haulers (GWHs) was developed to ensure consistent enforcement response to all GWH companies that have signed the Goodlettsville Public Works Department's (GPWD) Approved GWH Agreement, and GWH companies that operate in the GPWD jurisdiction.

I. Significant Noncompliance of GWHs

1. Illegal dumping of grease waste, septic waste, portable toilet waste or other industrial/commercial waste into the GPWD sanitary sewer system, stormwater system, or any GPWD area stream or tributary.
2. Chronic falsification of records, manifests, certifications, reports, disposal location, or other documents. "Chronic" is repeated incidents of falsification, or demonstration of intent to falsify information.
3. No response, or inadequate response, to two (2) GPWD notices (e.g. warning letter, noncompliance notification, notice of violation) received within a twelve (12) month period to correct any deficiency or error identified by the GPWD.
4. Any other violation or group of violations that the GPWD determines will adversely affect the operation or implementation of the local pretreatment program, FOG program, or wastewater treatment plant and sewer collection system.

II. Enforcement Actions

Generally, an isolated instance of noncompliance or Category 1 violation can be met with a Warning Letter or Noncompliance Notification. Any Category 2 to Category 4 violations should be responded to with an enforceable order that requires a return to compliance by a specific deadline or may require removal from the GPWD Approved GWH List. Enforcement actions may include the following:

Warning Letter

Generally issued by an Environmental Compliance Inspector for a sporadic, non-chronic, or unintentional deficiency or error in reporting, procedures, or protocol required by the Approved GWH Agreement, or FOG Management Policy.

Noncompliance Notification (NCN)

Generally issued by an Environmental Compliance Inspector for Category 1 violations. A NCN informs the user that an action is required of the user within a specified timeframe designated by the Department, or their designee, to correct the noncompliance on its own initiative or the noncompliance will require the Department to escalate enforcement action against the user. The NCN documents the initial attempts of the Department to resolve the noncompliance. A required response to a NCN is normally thirty (30) days.

Notice of Violation (NOV)

Generally issued by an Environmental Compliance Inspector or the FOG Program Coordinator, the Notice of Violation (NOV) is an official communication from the Department to the noncompliant user that informs the user that a violation of the FOG Management Policy or the GPWD Approved GWH Agreement has occurred. The NOV is issued when there is no response to a NCN, minor violation (non-chronic, not repeated) of the GPWD Approved GWH Agreement, a reporting error or omission, or failure to provide the monthly report after an initial warning. The NOV includes a specific due date for a written response of corrective action that will be taken. A NOV does not contain assessment of penalties or cost recovery. Authenticated copies of NOVs may serve as evidence in judicial proceedings.

Administrative Orders (AO)

Administrative Orders are to be issued by the Director or his designee. AOs are enforcement documents that direct users to undertake and/or to cease specified activities. Administrative Orders are to be used as the first formal response to significant noncompliance, and may incorporate compliance schedules, administrative penalties, assessments for costs incurred during investigation and/or enforcement, attorney's fees, assessments for damages and termination of service. The Department has adopted four (4) general types of AOs: Compliance Orders, Show Cause Orders, Cease and Desist Orders, and Agreed Orders.

COMPLIANCE ORDER - A Compliance Order directs the GWH to achieve or restore compliance by a specified date and is the primary means of assessing penalties and costs. The Compliance Order will document the noncompliance and state required actions to be accomplished by specific dates and is issued by the Director.

SHOW CAUSE ORDER – An Order to Show Cause directs the GWH to appear before the Department, explain its noncompliance, and show cause why more severe enforcement action should not be pursued. The hearing is open to the public and may be formal (i.e. conducted according to the rules of evidence, with verbatim transcripts and cross examination of witnesses) or informal. The results of all hearings, along with any data and

testimony (recorded by tape machine or stenographer) submitted as evidence, are available to the public and may serve as evidentiary support for future enforcement actions.

CEASE and DESIST ORDER - A Cease and Desist Order directs a noncompliant GWH to cease illegal or unauthorized discharge immediately or to terminate discharge altogether. To preserve the usefulness of this order in emergency situations, penalties should not be assessed in this document. A Cease and Desist order will be used in situations where the discharge is causing interference, pass through, environmental harm, or otherwise creating an emergency situation. The order may be issued immediately upon discovery of an emergency situation or following a hearing. In an emergency, the order to cease and desist may be given by telephone with a subsequent written order to be served by the Department before the close of business on the next working day. If the GWH fails to comply with the order, the Department may take independent action to halt the discharge, and/or remove the GWH company from the Approved GWH List.

Administrative Penalties

An administrative penalty is a monetary penalty assessed by the Department for violations of pretreatment standards and requirements. Administrative penalties are to be used as an escalated enforcement action and are punitive in nature and are not related to a specific cost born by the Department. Instead, the amount of the penalty should recapture any economic benefit gained by noncompliance and/or deter future violations. An Administrative Order is to be used to assess an administrative penalty.

III. Penalty Assessment

The Department has categorized the various types of violations, and assigned a penalty range to each category. Penalty categories are determined by using the Enforcement Response Table (attached). All penalty assessments MUST be approved and signed by the Director or his designee. Penalty amounts are considered to be an economic deterrent to the illegal activity. Penalty ranges have been designed to recover any economic benefit gained by the violator through noncompliance.

CATEGORY 0 = NO PENALTY

CATEGORY 1 = \$1.00 to \$500.00

CATEGORY 2 = \$1.00 to \$1,000.00

CATEGORY 3 = \$1.00 to \$10,000.00

CATEGORY 4 = DIRECT LEGAL ACTION - Any penalties and/or costs to be assessed at the maximum penalty allowable by applicable law and included as part of the legal action.

IV. Grease Waste Hauler Enforcement Response Guide Table

Abbreviations for the GWH Enforcement Response Guide Table:

AO: Administrative Order
 FOG: Fats, Oils and Grease
 FSE: Food Service Establishment
 GCE: Grease Control Equipment
 GPWD: Goodlettsville Public Works Department
 GWH: Grease Waste Hauler
 NCN: Noncompliance Notification
 NOV: Notice of Violation
 SNC: Significant Noncompliance
 SPS: Sewage Pumping Station
 SSO: Sanitary Sewer Overflow
 TDEC: Tennessee Department of Environment & Conservation
 WWTP: Wastewater Treatment Plant

1. GWH Reporting and Recordkeeping Violations

<u>Incident</u>	<u>Category Level</u>	<u>Action Taken</u>
A. Failure to submit monthly reports or other required reports on time; isolated incident.	0	Warning Letter, or Email w/ acknowledgement
B. Failure to submit monthly reports or other required reports on time; 3 times during 12 month period, or 2 consecutive months	2	NOV w/ required response to correct.
C. Failure to submit monthly reports or other required reports on time; Chronic failure to submit on time, not corrected after Warning Letter and NOV.	3	AO w/ removal from Approved GWH list for period of 1 year
D. No records or manifest for FSE GCE pumping or disposal information; isolated incident, filing or administrative error	1	NCN
E. No records or manifest for FSE GCE pumping or disposal information; 4 or more records/manifests in 12 month period.	2	NOV
F. No records or manifest for FSE GCE pumping or disposal information; 8 or more records/manifests in 12 month period. Chronic issue, evidence of ongoing inadequate record keeping	3	AO w/ removal from Approved GWH list for period of 2 years. (SNC)
G. Falsification of FSE GCE certification, pumping (including reported pumping volume), or disposal records; isolated incident.	2	NOV
H. Falsification of FSE GCE certification, pumping (including reported pumping volume), or disposal records, including evidence of partial pumping of GCE; Chronic, several incidents with intent.	3	AO w/ removal from Approved GWH list for period of 2 years. (SNC)
I. Failure to properly complete, or inadequate information on a FSE GCE certification, pumping record or manifest; isolated incident.	0	Warning Letter, or Email w/ acknowledgement
J. Failure to properly complete, or inadequate information on a FSE GCE certification, pumping record or manifest; 4 or more records in 12 month period.	2	NOV
K. Failure to properly complete, or inadequate information on a FSE GCE certification, pumping record or manifest; Chronic issue, several incidents, continuing not corrected.	3	AO w/ removal from Approved GWH list for period of 1 year.

2. Waste Disposal Violations

<u>Incident</u>	<u>Category Level</u>	<u>Action Taken</u>
A. Improper hauled waste disposal, dumping/discharge into sanitary sewer at a non-designated disposal location, or indirectly dumping/discharge to a FSE GCE.	4	AO w/ \$10,000 penalty plus sewer cleanup costs, including additional costs for any SPS or WWTP equipment or other impacts, and if necessary any SSO associated costs; removal from Approved GWH list for period of 2 years; other legal action.
B. Improper hauled waste disposal, dumping/discharge into stormwater sewer, tributary, ditch, or other non-designated disposal location.	4	AO w/ penalty plus City cleanup costs, TDEC or EPA penalties and fines; removal from Approved GWH list for period of 2 years; other legal action.

3. Other Noncompliance

<u>Incident</u>	<u>Category Level</u>	<u>Action Taken</u>
A. Failure to allow GPWD inspectors, or their authorized representative to adequately audit and inspect the GWH facility or files; or refusal to allow access or provide files; or undue delay in responding to information requested during an audit.	3	AO w/ escalation of actions as necessary.
B. Any other violation of the City Sewer Use Ordinance, or 40 Code of Federal Regulations 403 and applicable pretreatment standards/regulations	2, 3	Assess as per Industrial User Enforcement Response Guide

RESOLUTION NO. 17-768

A RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS TO THE NEEDS OF THE CITY OF GOODLETTSVILLE AND CALLING FOR ITS DISPOSAL BY ONLINE AUCTION OR ANY OTHER REASONABLE MANNER.

WHEREAS, occasionally, the City of Goodlettsville owns property that is no longer of use or has value for its intended use; and,

WHEREAS, The City of Goodlettsville foresees no future need or use of said property; and,

WHEREAS, The City of Goodlettsville desires to dispose of said property;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE THAT PROPERTY LISTED IN EXHIBIT 1 OF THIS RESOLUTION IS DECLARED TO BE SURPLUS PROPERTY.

BE IT FURTHER RESOLVED THAT SAID PROPERTY SHALL BE DISPOSED OF BY ONLINE AUCTION OR ANY OTHER MEANS IN ACCORDANCE WITH STATE LAW AND THE CITY'S PURCHASING POLICY.

THIS RESOLUTION IS EFFECTIVE UPON ADOPTION, THE WELFARE OF THE CITIZENS OF GOODLETTSVILLE REQUIRING IT.

Adopted: October 26, 2017

MAYOR

CITY RECORDER

APPROVED AS TO FORM AND LEGALITY

CITY ATTORNEY

EXHIBIT 1
SURPLUS PROPERTY (RESOLUTION 17-768)

1990 GMC Top Kick Water Truck VIN 1GDM7D143LV508295