

**Minutes for Regular Board of Commissioners Meeting
Pikeville Town Hall
6:00 pm, Monday, November 8, 2021**

Commissioners Present: Mayor, Charles Hooks, Commissioner Carpenter, Commissioner Gardner, Commissioner Galloway, Commissioner West, Commissioner Hooks

Commissioners Absent: None

Staff Present: Jon Barlow, Interim Town Manager, Eric Faust, Finance Director, Michael Milam, Deputy Finance Director, Harry Lorello, Town Attorney, Craig Edwins, Police Chief, Wendy Holland, Town Clerk

Mayor Charles Hooks called the meeting to order at 6:00pm.

Commissioner Gardner opened the meeting with an invocation followed by the Pledge of Allegiance.

Mayor Charles Hooks ask for a motion to approve the meeting minutes from October 11, 2021. A motion was made by Commissioner Carpenter and seconded by Commissioner Galloway to approve the minutes. The motion was unanimously approved.

Agenda Adoption: Motion by Carpenter and 2nd by Galloway.

Presentations- None

Staff Reports:

Reports

A. Town Manager:

- 1. Draft Schedule of Fees: Town Manager, Jon Barlow recommended adopting fees annually. A preliminary draft was given to the commissioners for review. He would like for it to be adopted during the budget process.**

- 2. Tree and Limb Trimming: Town Manager, Jon Barlow recommended getting quotes for tree trimming. A list of town streets with low hanging limbs was presented. There were no funds allocated by the Board to remove limbs. Commissioner Galloway stated a determination needs to be made as to who owns the trees. Limbs from the right-of-way to the home are the responsibility of the property owner. Limbs from the right-of-way to the center of the street are the responsibility of the town. There are no grants available for tree trimming. Commissioner Galloway hopes to have an estimate for building repair this week. Trey Gurley with McDavid Associates stated the contract for the street paving would be here before the end of November.**

3. **Sewer Smoke Testing:** Town Manager, Jon Barlow stated he does not have a final report and costs but hopes to have the final report next month.
4. **Town Manager, Jon Barlow presented the report from Suez stating there are no issues with the water tank.**
 - B. **Finance Report:** Gary Pittman, accountant, presented financial statements for month ending October 2021. Gary Pittman stated that the ARP Grant was part of COVID funds and the town should be receiving another payment. Eric Faust, Interim Finance Director discussed an ongoing asset infrastructure assessment project funded by a DEQ Grant.
 - C. **Police Reports:** Craig reported the Police Department had hired part time employees. Police Chief, Craig Edwins stated there had been several complaints in reference to downtown parking. Chief, Craig Edwins stated that there are no assigned parking places for business owners and that all parking was public parking. Commissioner West recommended Handicap parking in front of the Barber Shop. Mayor Charles Hooks stated it would be an easy fix. Town Manager, Jon Barlow recommended to adopt a handicap ordinance. Chief, Craig Edwins recommended charging a fee to citizens not obeying town ordinances. Chief Edwins feels that this would be more beneficial than issuing citations. The fees charged would generate revenue for the town.

Old Business: None

New Business:

- a. **Ordinances:** Commissioner West questioned whether the Ordinances were up to date. Town Manager, Jon Barlow is in the process of requesting a quote from American Legal.
- b. **Job Description:** Jon Barlow, Manager stated that it would be a high priority for the new manager. The Finance Director, Clerk job descriptions and salary compensation needed to be updated. Commissioner West stated each position should have a job description. Town Manager, Jon Barlow stated a job description will be established.
- c. **Ordinance Declaring Item Surplus:** An Ordinance for Item Surplus was adopted. Commissioner Carpenter made a motion and Commissioner West seconded. Motion carried.
- d. **Discussion of Public Works on-call policy:** Town Manager, Jon Barlow recommended Bobby Hunt being compensated two hours per week for being on call 24/7. If he called in, he will be compensated regular time up to forty hours and 1.5 for all hours over 40.

- e. Discussion of New Spray Field Lease: See attached. Commissioner Carpenter made a motion to approve the Spray Filed Lease Agreement. Commissioner West seconded. Motion carried.
- f. Electricities 2021 System Betterment Grant Application: Town Manager, Jon Barlow recommended having a rate study. The proposed cost to perform the study is \$9,900. Thus, the Town's contribution would be \$4,900. LGC staff would have to approve this expenditure. Commissioner Galloway made a motion and Commissioner West seconded.

Committee Reports:

Sgt. Jarman stated the Trunk or Treat event held October 30, 2021 from 6-8 was a success. He estimates approximately 4k people attended. Mayor Hooks stated they had done a great job and thanks for all the hard work. Sgt Jarman stated the Christmas Parade will be held Sunday December 5th at 3:00 with tree lighting at 5:30. Sgt Jarman requested a motion to grant GPIC permission to pursue the cost of Wall Art on Town Library on the wall facing the left hand side coming into town. A motion was made by Commissioner Robert Hooks and seconded by Commissioner Carpenter. Motion carried. Sgt. Jarman requested a motion to grant GPIC permission to pursue the costs for planters for the town. A motion was made by Commissioner Galloway and seconded by Commissioner West. Motion carried. Sgt Jarman requested permission to demolish dugout roofs on large ballfield at this time. Galloway made a motion to approve and Carpenter seconded.

Public Forum:


Kellie West made mention of fees for violations of ordinances were in past minutes.

Commissioner Galloway made a motion to go into closed session. Commissioner West 2nd. Motion carried 4-1.

There were no items to report from closed session.

Commissioner West made a motion to adjourn. Commissioner Robert Hooks 2nd. Motion carried.


Charles Hooks, Mayor


Wendy Holland, Town Clerk