

**Minutes for Regular Board of Commissioners Meeting  
Pikeville Town Hall  
6:00 pm, Monday, February 14, 2022**

**Present: Mayor, Johnston, Commissioner Galloway, Commissioner West, Commissioner Hooks, Commissioner Thomas, Commissioner Katsenios**

**Absent: None**

**Staff Present: James Sullivan, Town Manager, 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 Johnston called the meeting to order at 6:00pm.**

**Mayor Johnston gave the invocation.**

**Mayor Johnston led all in attendance in Pledge of Allegiance.**

**Agenda Adoption: Jon Barlow, Interim Town Manager requested adding item "C" under new business to consider an AIA Grant application. Commissioner West made the motion. Commissioner Katsenios seconded it. Motion carried 5-0.**

**Approval of Minutes**

**Mayor Johnston requested a motion to approve Regular, Closed and Special Meeting minutes for January 10, 2022. A motion was made by Commissioner Katsenios. Commissioner Thomas seconded. Motion carried 5-0.**

**Presentation**

**Presentation was given by Mayor Johnston introducing James Sullivan, Town Manager.**

**Old Business: None**

**Reports:**

**A. Town Manager**

**1. Town Hall Improvements Project**

**Weaver Roofing is in the process of replacing wood and installing vinyl siding. All phases of the project should be completed by end of the week. Engineers and paving company are working on the parking lot and street paving. Weather permitting the process should be complete by end of week. The town has requested an estimate to repair the roof on the Utility Shop (Old Town Hall).**

**2. Rezoning Application**

Tim Teachey with Teachey Land Development, LLC has requested rezoning of approximately 41 acres of land that he owns. The ETJ splits the property with approximately half of the land being in the town and the other half in the county. The county has agreed for the town to handle rezoning for both pieces. A portion of the property is zoned R20 and part R6. Mr. Teachey has requested rezoning the entire parcel to R6. A Planning Board meeting will be held for recommendation on rezoning.

**3. Walking Trail Repair**

Repairs have been made to the walking trail.

**4. Library Lighting**

Southern Power is scheduled to repair lights on Wednesday, February 17, 2022. Lights will be installed behind the Library, Store, and Emerge Med Spa. Also, an extra light will be installed on Booker Street. In addition, an electric meter will be installed at First Brew.

**5. Job Descriptions/Personnel Policy Update**

James Sullivan, Town Manager would like to plan a working session with Board Members discuss Job Descriptions. Mr. Sullivan would like to incorporate job descriptions during the Budget Session to review salaries.

**6. Paving Project Update**

Crews will begin working on paving the roads this week and cleaning out some of the storm drains. Weathering permitting, the project should be completed by end of week.

**7. Police Chief Vacancy Posting**

Craig Edwins, Police Chief, will be retiring. Job Descriptions and salary for the department will be reviewed and updated during the Budget Sessions. The position will be posted as soon as the salary and job description has been reviewed.

**B. Finance**

Gary Pittman commented on the P&L Statement for the month of January 2022. He stated all departments were under budget to date. Request was made to add prior year figures to monthly reports and mark newly added accounts.

Eric Faust, Finance Director reviewed the completed and future goals established for the town. There will be a comprehensive budget and contracted services will no longer be used as a catchall account.

- C. **Police Chief, Craig Edwins stated the Town does not currently have any candidates for new hire. Salary range and duties will be reviewed during the Budget Meetings. The Town is looking to hire a more experienced officer rather an entry level candidate. Eric Faust, Finance Director, Michael Milam, Deputy Finance Director, and James Sullivan, Town Manager will be reviewing salary ranges.**

**New Business:**

- a. **Fiscal Accountability Agreement**

**Eric Faust, Finance Director met with the LGC to give them an update on progress made by the town. The town has hired James Sullivan, Town Manager. Kathie Fields has been hired part time for utility billing along with additional responsibilities. Job descriptions and personal policies have been established. There will be a salary study adjustment based on job descriptions and roles. The LGC is pleased everyone has attended training classes and taking commitments seriously. The next big goal will be preparing the town's budget. Audit documents have been provided to Petway Mills for the final audit. Work is in progress on the water sewer liability. The ARP Grant cycle will be upcoming in May. DEQ is offering a VUR program for towns struggling with wastewater. However, a date has not been set at this time. A final decision has not been made on a Software upgrade. The Financial Accountability Agreement was presented for approval and signatures.**

- b. **Budget Calendar**

**Jon Barlow presented a typical budget calendar guide on how to progress through the budget. The Budget must be adopted by June 30, 2022. Eric Faust, Finance Director and Michael Milam, Deputy Finance Director will attend meetings and will need advance notice. The town clerk will send an email to collect dates for planning a budget retreat. Eric Faust, Finance Director has requested a list from board members on items they would like to see purchased or accomplished.**

- c. **The town will be applying for two AIA Grants in the amount of \$150,000.00. James Sullivan, Town Manager requested authorization from the Board to request bids from several engineering firms in addition to selecting from the bids received. Steve West, Commissioner made a motion. Lyman Galloway seconded. Approved 5-0.**

**Committee Reports:**

**Joanna Johnston, Chairman of Pikeville Beautification Committee**

**There will be spaghetti fund raiser Saturday, February 19, 2022. Joanna Johnston requested final approval for the Planter Project. Robert Hooks made a motion. Lyman Galloway seconded. Carried 5-0. The costs of the planters will be \$150.00 each. The committee is working with the Arts Council on finalizing the art mural for the side of library. The veteran's memorial and downtown alleyway sitting area between Eagles Nest and Whistle Stop Auction**

are still in the planning stages. The committee hopes to provide additional information and proposals at the next town meeting.

**Public Forum:**

**Kellie West, Collingwood Drive**

- Mrs. West stated she was very pleased with the progress the town has made. She would like to see the flags put back up on main street.
- Mrs. West inquired on establishing a date for town clean up. James Sullivan, town manager will decide on a date for the cleanup. Advance notice will be printed on the monthly Utility Bills.
- Mrs. West requested for Town Meetings to be posted on Thursday or Friday prior to meetings taking place.

**Joanna Johnston, Railroad Street**

- Mrs. Johnston requested that she and Sgt. Jarman be included in budget meetings. Eric Faust, Finance Director will follow up with a response.

**Trey Gurley, McDavid & Associates**

- Mr. Gurley stated the application submitted to the Division of Water Infrastructure for 500k grant was approved on February 9<sup>th</sup>, 2022. The grant was approved in the form of a loan with principal forgiveness. The loan will be used to replace sewer lines on Booker Street. A letter of intent should be approved by the next meeting.

**Commissioners Comments**

- Matt Thomas expressed his appreciation for the patience and progress made by the town. Commissioner Thomas inquired on home price values and tax revenue. Eric Faust, Finance Director will follow up with a response.
- Matt Thomas mentioned there had been several complaints of an obscene flag. The flag has recently been taken down.
- Mayor Johnston stated he appreciated everyone and their hard work.

**Adjournment**

Commissioner West made a motion to adjourn. Commissioner Hooks. Motion carried 5-0.

  
Robert G. Johnston, Mayor

  
Wendy Holland, Town Clerk

**Budget Workshop Meeting  
Pikeville Town Hall  
6:00 pm, Thursday, February 24, 2022**

**Present: Mayor Pro-Tem Thomas, Commissioner Galloway, Commissioner Hooks, Commissioner West, Commissioner Katsenios**

**Absent: Mayor Johnston, Attorney Harry Lorello**

**Staff Present: James Sullivan, Town Manager, Eric Faust, Finance Director, Michael Miliam, Deputy Finance Director, Wendy Holland, Town Clerk**

**Mayor Pro-Tem Thomas called the meeting to order at 6:00pm.**

**Projected property tax revenue will not change from the 21-22 budget. Budget workshop was for requests of Capital Outlay items. (see attached) Eric Faust, Finance Director and James Sullivan, Town Manager presented the request.**

**Adjournment**

**Commissioner Galloway made a motion to adjourn. Commissioner Hooks seconded. Motion carried 4-0.**



**Matt Thomas, Mayor Pro-Tem**



**Wendy Holland, Town Clerk**