

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

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

Absent: Commissioner Hooks, Town Clerk, Wendy Holland

Staff Present: James Sullivan, Town Manager, Eric Faust, Finance Director, Michael Milam, Deputy Finance Director, Harry Lorello, Town Attorney, Craig Edwins, Police Chief, Kathie Fields, Billing 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: Commissioner Katsenios made the motion. Commissioner West seconded. Motion carried 4-0.

Approval of Minutes

Mayor Johnston requested a motion to approve Regular Meeting minutes for February 14th and Budget Workshop Meeting for February 24th, 2022. A motion was made by Commissioner Galloway. Commissioner Katsenios seconded. Motion carried 4-0.

Old Business: None

Reports:

A. Town Manager

- 1. Request for Qualification – On February 15, 2022, Town Manager, James Sullivan sent 5 Engineering firms the Request Letter. James Sullivan, Town Manager state that the only firm to respond was McDavid Associates, Inc. James Sullivan, Town Manager, held a meeting on March 2nd with Tyndall Lewis and Trey Gurley with McDavid Associates, Inc., the Mayor and the LGC to address the American Rescue Plan and the application process. James Sullivan, Town Manager, confirmed with Trey Gurley, McDavid Associates, Inc. that their firm was selected and to proceed with the next steps in the application process.**
- 2. Paving – James Sullivan, Town Manager, reported that all street work and the Police parking lot have been completed.**

3. **Vehicle Take-Home Policy** – James Sullivan, Town Manager, reported that he had spoke with Jan Tucker, with Pikeville Insurance, and that it was confirmed that no changes need to be made to the town’s insurance policy to account for take-home vehicles. He stated that additional language to cover stops and passengers will need to be added. They will also need to look at a mileage calculator for Officers residing outside the 25-mile radius. James Sullivan, Town Manager, stated that he was going to work on a blanket policy for town employees and police.
4. **Streetlights** – James Sullivan, Town Manager, reported that lights behind the Library and Emerge Spa have been completed.
5. **Town Hall Funds** – James Sullivan, Town Manager, reported that the Town at this time has utilized \$21,041.29 of the \$50,000 grant. He has requested to use the remaining funds on several other town items such as Utility Building fence, Old Town Hall roof, painting and electrical work, landscaping, and/or tree removal. He is acquiring quotes for the work from local contractors. James stated that it was his intent to fully utilize the remaining funds by the end of this fiscal year. James requested a motion to proceed with selection of projects, pending LGC approval, to maximize the funds. Commissioner West made a motion. Commissioner Thomas 2nd. Motion Carried 4-0.

B. Finance

Gary Pittman commented on the P&L Statement for the month of February 2022. He stated all departments were under budget to date. A request was made last month to add prior year figures to monthly reports and mark newly added accounts. Mr. Pittman stated this was being worked on. Mr. Pittman stated that the General Fund had a loss for the month of February but had a profit for year to date. The \$107,000 ARP will come out and need to be addressed. There is a 2nd round of \$107,00 coming. There will need to be a budget Amendment. Eric Faust, Finance Director, stated that in 2024 the Town will have to report where it is going to spend the money. It must be expended by 2026. Mr. Pittman stated that the Water and Sewer fund and a year-to-date profit but there are more big interest payments that will be made before the end of the fiscal year. The Electric Fund is required by contract to have enough profit to pay the revenue bond. The electric fund has not made a profit according to the last two audit reports.

Eric Faust, Finance Director reviewed the completed and future goals established for the town. Eric Faust stated that budget amendments are submitted to the LGC. He stated that there are fees associated with the AIA grant but the Town hopes to get reimbursed from the state. He stated that the Budget Process for fiscal year 22/23 is being prepared. There will be another budget workshop meeting scheduled and the board will be notified on date. Eric Faust, Finance Director, stated that the ARP money can be used to help the for the long run. Eric Faust, Finance Director, state that there

will be a VUR training that he, Michael Milam, James Sullivan, Town Manager, Wendy Holland, Town Clerk, and part of the board. The town will email information with the date and time of the training.

- C. Police Chief, Craig Edwins stated the Town recently hired Officer David Woods as a full-time officer for the Town of Pikeville and that Sgt. Jarman has another officer that they are looking at for full time. Craig Edwins, Police Chief, stated that the town had no big issues last month.

New Business:

- A. Rezoning – Ordinance Amendment – The Town of Pikeville opened the Public Hearing for the Rezoning of the Teachey property on Big Daddy’s Road. (See Attached for Detailed Report on Property) Tim Teachey with Teachey Land Developments, LLC is requesting the property be rezoned to R6. There is public water available. The Planning Board met on February 2, 2022 and approved the zoning request. James Sullivan, Town Manager, stated that the zoning use is in accordance with the Town of Pikeville Land Use Plan. Mr. Marion Sutton, 111 S Goldsboro St, stated that the owner of Pikeville Grain Co., Ed Thomas, did not receive a letter concerning the rezoning. Town Manager will contact Mr. Thomas. Mr. Sutton also asked the difference between the R6 and RA20 zoning. Mr. Sullivan explained. Mr. Bill Wiggs, 213 Big Daddy Rd., stated that he would like to know what the usage of the land will be. Mr. Tim Teachey spoke to his concern. Mr. Teachey stated that he wanted to build about 16 apartments from the Post Office to the joining of his land on Big Daddy Road. On the rear land he is planning to build New Construction Homes, about 35 of them. He stated that the homes would be about 1500 to 2400 square foot homes. He stated that the R6 will help with the lot size. Public Hearing was closed. The Board of Commissioners finds that the proposed rezoning request is reasonable and in the public interest. The property has frontage on Big Daddy’s Road and 117 Highway; served by public water, not located with a protected watershed; and a portion of the property is zoned R-6. Mr. Teachey stated that he will start construction on the property outside the city limits and when he begins on the property inside would like to tap on to the sewer if available. Upon making consistency findings Commissioner West made a motion to approve the rezoning ordinance as presented. Commissioner Thomas 2nd. Motion Carried 4-0.
- B. Police Chief – Town Manager, James Sullivan, stated that Police Chief, Craig Edwins, submitted his Letter of Resignation on March 7th, 2022. He stated that he had accepted the Letter of Resignation and the Chief’s final day of work will be April 7th, 2022, and his retirement will be effective May 1st, 2011. James reported that the Chief’s position was posted on the League of Municipalities website, with a link on the Town’s page to stay open for 30 days.

- C. Planning Board – James Sullivan, Town Manager, stated that the Clerk of the County Board of Commissioners has notified the Town that Mr. Holden will have served the maximum 3 terms on the Town Planning Board. His Current term ends in April. He stated that the Board will need to make a recommendation for he would notify the county to select a replacement. Mr. Sullivan also stated that it was brought to his attention that Mr. Randy Pittman, Baker Drive, has moved out of town and need to be replaced. The replacements will be discussed at the next board meeting. Mr. Sullivan will check on specifications of the board member for out of town.**
- D. Intent to Fund – James Sullivan, Town Manager, stated the Town had received an Intent to Fund letter (attached) on March 1st, 2022, from the NC Department of Environmental Quality to provide a loan amount of \$500,000 with 100% of the loan forgiven. This loan is to fund Sanitary Sewer Improvements. Mr. Sullivan stated that he needed a motion to accept this loan for the project, pending LGC approval. If approved a Budget amendment will have to be prepared. Commissioner Galloway made the motion. Commissioner West 2nd. Motion carried 4-0.**
- E. Policy and Procedure – James Sullivan, Town Manager, stated the Town will need to adopt a Policy and Procedure for the utilization of the American Rescue Plan Funds. Eric Faust, Finance Director, stated that he has a working draft and should be finalized by the next meeting. Commissioner Kastenios made a motion to proceed with policies. Commissioner Thomas 2nd. Motion Carried 4-0.**
- F. Town Ordinance – James Sullivan, Town Manager, reported that he is working with the Town Attorney to prepare a Notice of Violation Letter.**
- G. Envirolink – James Sullivan, Town Manager, reported that he, Eric Faust and Michael Milam will be meeting with Mike Myers, Envirolink President on Wednesday, March 16th, 2022, to discuss a town contract.**
- H. Electricities – James Sullivan, Town Manager, stated that it had been brought to his attention that the Town of Pikeville does not have a commissioner or Second Alternate in our positions on the NCEMPA Board of Commissioners. He asked for nomination for Both Positions. Currently Commissioner Hooks is the First Alternate. Commissioner Kastenios made a motion to nominate Commissioner Galloway as the Electricities Commissioner. Commissioner Thomas 2nd. Motion Carried 4-0. Commissioner Thomas made a motion to nominate Commissioner Kastenios as 2nd Alternate. Commissioner West 2nd. Motion Carried 4-0**
- I. Town Clean Up – James Sullivan, Town Manager, state the date for town clean up has been set for April 4, 2022. It was requested to put the brochure on the Town Website and in the Town Bills.**

Committee Reports:

Lt. Jarman reported on the committees.

Beautification Committee: Lt. Jarman stated that the Beautification Committee, who is chaired by Joanna Johnston, had a \$1400 dollar profit from the Spaghetti Supper Fundraiser. They are working on the Sidewalk Planters.

Events Committee: Lt. Jarman stated that the Events Committee, chaired by Christina Bradley, will fund the July 4th celebration to be held July 2nd.

Athletic Committee: Lt. Jarman stated that the games, chaired by Justin Lewis, T-Ball will start in March through May. Games will be played here on Saturday and at Saulston and Spring Creek on Thursday due to lights on the field.

Historical Committee: Chaired by Sheldon Denning had no report.
Lt. Jarman stated that volunteers for the GPIC are needed.

Public Forum:

Kellie West, Collingwood Drive

- Mrs. West asked when the Parks and Recreation bathrooms will be ready. James will contact her with an answer.

Joanna Johnston, 304 NE Railroad Street

- Mrs. Johnston stated that she was interest in being on the planning board.

Michelle Seymour, 298 Smiths Winding Lane

- Mrs. Seymour stated that she was interested in being on the planning board.
-

Commissioners Comments

- Mayor Johnston thanked Lt. Jarman, Bobby, Utilities, and Town Manager, James Sullivan on the job for the seating for the Board of Commissioners.
- Commissioner Kastenios thanked Chief Edwins for his time served.

Adjournment:

Commissioner West made a motion to adjourn. Commissioner Kastenios 2nd. Motion carried 4-0.

Minutes prepared by Kathie Fields, Billing Clerk, due to the Absence of Wendy Holland, Town Clerk.



Robert G. Johnston, Mayor



Wendy Holland, Town Clerk