

**Minutes for Regular Board of Commissioners Meeting
Pikeville Town Hall
6:00 pm, Monday, June 13, 2022**

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

Absent: Michael Milam, Deputy Finance Director

Staff Present: James Sullivan, Town Manager, Eric Faust, Finance Director, Harry Lorello, Town Attorney, Rodney Jarman, 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: Commissioner Katsenios made a motion to adopt the agenda. Commissioner Hooks seconded. Motion carried 4-0. Commissioner Thomas was not present at time of vote.

Approval of Minutes:

Mayor Johnston requested a motion to approve minutes for May 9, 2022. Motion was made by Commissioner West to approve minutes for May 9, 2022. Commissioner Hooks seconded. Motion carried 4-0. Commissioner Thomas was not present at time of vote.

Mayor Johnston requested a motion to approve minutes for brainstorming session held June 7, 2022. Motion was made by Commissioner Hooks to approve minutes for June 7, 2022. Commissioner West seconded. Motion carried 4-0. Commissioner Thomas was not present at time of vote.

Old Business: James Sullivan, Town Manager

- **Town Ordinance** – Harry and I have been working on the amendment to the Town ordinance concerning Alcohol. As previously discussed, the current ordinance is outdated and doesn't confer with the Town's move a few years back to start selling alcohol. Attached you will find a draft version, and Harry has sent this to the ABC Commission to ensure we are in compliance on the language. We have also began drafting some internal controls based on the "Special Events" language mentioned in the last paragraph. I will keep you updated on the progress from the ABC Commission.

Commissioner Katsenios inquired on ordinance changes.

James Sullivan, Town Manager stated the change would include consumption/possession alcohol regulations which would allow rules to be legally enforceable. Work is continuing for vendor guidelines concerning special events.

- **Museum Deed** - Deed was transferred from Heritage Museum to the Town of Pikeville; final copy with Registrar of Deeds. You also have a copy in your packet for review.
- **Planning Board** – The County Board of Commissioners accepted and approved the recommendation of Joanna Johnston to the Town’s Planning Board at their June 7th meeting. Her term will expire June 2025.

The town is seeking an out-of-town representative living within the ETJ for the Town of Pikeville’s Planning Board. The county said there is still time for the town to nominate a candidate. Any ideas or recommendations should be directed to James Sullivan, Town Manager.

Commissioner West inquired on removal of the Towns Water Tower. James Sullivan, Town Manager stated the removal was written into the grant. Mayor Johnston mentioned cutting off the front part of the water tower and preserving it to display in the Town of Pikeville’s History Museum. Commissioner Thomas expressed he felt perserving the front of the water tower and displaying it in the history museum was a good middle of the road decision.

Reports:

A. James Sullivan, Town Manager

- **Building Fund** – Final money is being spent to purchase materials on a few last projects. Should have a zero balance by 30 June.

Commissioner Thomas commented the building funds had been utilized effectively.

- **Police Chief** – Lt Jarman was selected and promoted to Chief of the Police Department.
- **Water** – In coordination with the Town Engineers, Utilities and Envirolink have turned off the meters from Fremont. The Town has maintained pressure and water levels pulling from our other two lines.

Commissioner Thomas inquired on whether there had been communication in advance of disconnecting the water supply with the Town of Fremont.

James Sullivan, Town Manager stated Fremont was aware of the water issues and thus far, there has been no issues with the change.

- **Lift Station** – work has begun to diagnose the overheating and amp tripping. The alarms are getting more frequent. Initial plan, in cooperation with the Engineers and install company, is to work on the impellers and bearings.

James Sullivan, Town Manager stated the town had received a quote for approximately \$3,600.00 per pump for repairs to the lift station located on Main Street.

- **Wayne County Board of Commissioners** - conducted a local Municipalities Meeting on June 7th, and received a presentation from Mr. Reginald Speight, the USDA Rural Development State Director. The Mayor, Eric, and I attended.

James Sullivan, Town Manager stated the recent Wayne County Board of Commissioners Meeting offered information for points of contact and future grants.

- **Booker Street** – Request for Qualification process is complete, and the Engineering report phase of the project is beginning.
- **Town Brainstorming** – The Mayor and the Board of Commissioners held a public brainstorming meeting on June 7th to discuss future ideas to improve the town. Estimates for Ballfield enhancements have been gathered. The Mayor and I also meet with Linton Builders to discuss possible Museum renovations and potential demolition projects.

Commissioner Thomas commented great ideas were discussed in the recent brainstorming meeting.

B. Finance – Eric Faust, Finance Director

Petway Mills should have the final audit completed by next week. Eric Faust, Finance Director presented the financials due to Gary's absence at another town meeting. Eric Faust, Finance Director stated revenues for the General Fund are on track. Two departments over budget are the Cemetery Fund and Library Fund. James Sullivan, Town Manager is allowed to transfer within departments up to 5k to take care of these two funds.

Commissioner Katsenios inquired on the cemetery rates. Eric Faust, Finance Director stated the town needed to work on their fee schedule in the next year.

Eric Faust, Finance Director stated the water and sewer revenues are on track. Funds are available in this year's budget for sewer pumps that James Sullivan, Town Manager discussed earlier.

Eric Faust, Finance Director stated the LGC is working towards turning financial control back over to the town. The LGC will continue to monitor the town periodically. Eric Faust, Finance Director stated that although the Electric Fund revenues are short a small amount, there was no reason to be concerned.

The budget hearing is scheduled for June 20, 2022, at 5:30. This is a public meeting. Copies of the Budget message and Budget Ordinance are available. Request should be directed to Wendy Holland, Town Clerk.

The town is working with Electricities on a current rate study.

Commissioner Thomas applauded Eric Faust, Finance Director on writing the goals and objectives so that they are easily understood.

C. Police Report: Sgt. Rodney Jarman

Chief Jarman expressed his appreciation for the opportunity to lead department to the forefront.

Staffing/Hiring

The department has acquired additional part-time officers. The department is still in search of (2) part-time officers and (2) full-time officers. The town is in the process of hiring a BLET graduate of Wilson Community College. The department will be advertising a position for Lieutenant/Sergeant.

Statistics

The department answered (70) calls for service this month and responded to (23) assist agency calls. There were (59) traffics stops, (4) traffic accidents, (6) arrests and located (4) wanted subjects, (4) separate larceny/property crimes and arrest were made in all four incidents resulting in a 100% closed/cleared rate.

Training

Officer Woods attended radar recertification class at Coastal Plains Law Enforcement.

Active shoot training continued with Wayne County School Systems (specifically Charles B. Aycock)

Solo Active Shooter Response Conditioning class to be held 9/19/22

Citizens' Complaints

Speed enforcement study 500 W. Church St. during hours prior to 8am

Critical Incidents

Officers were involved in several critical incidents consisting of a vehicle chase, death investigation, foot pursuit, multi-agency checking station and Saturation/Wolfpack Patrol which was a joint operation with the NCSHP.

Street Signage/Safety Report – see attached

Commissioner Katsenios inquired on whether state funds could be used for street signs. Eric Faust, Finance Director stated that Powell bill funds can be used for Stop signs.

Commissioner Thomas commented he appreciated being informed on critical incident reports.

Mayor Johnston congratulated Chief Jarman on his great work.

New Business: Presented by James Sullivan, Town Manager

- **Auditing Firm** – The Town has started the Request for Proposal process to select a new Auditing firm.

Commissioner West inquired on why the town was looking for a new auditor.

Eric Faust, Finance Director made mention it was good practice to put out a request for a new auditor every few years. Going into the upcoming year, if grants are awarded, the town will need a different type of audit. The town is now considered yellow book but will be going to single audit next year.

- **Vehicle GPS** – The vehicle information has been submitted and a conference call held to coordinate the installation of GPS units on the Towns vehicles. Install is being held until after July 1 to fit into the new budget, but the units themselves are being ordered and shipped to Town Hall. A technician will install each to take about 30 minutes per vehicle.
- **FY 21 Audit** – Attached is the Contract to Audit Accounts for FY 21. The LGC has reviewed the contract and will need a vote from the Board to approve. (Motion to Approve)

Commissioner Galloway made a motion to approve the 2021 audit contract. Commissioner West seconded. Motion carried 5-0.

Committee Reports:

Beautification – Planters have been placed downtown. Funds for the planters were paid for by sponsorship and were no expense to the town.

Memorial – Rocks have been removed and plants have been added to the Veterans Memorial. Funding was donated by the Masonic Lodge and Landscape Design donated straw and plants.

Mural – A grant of \$1,500.00 has been received from CSX Transportation. Thanks to Jennifer Katsenions for her hard work. The committee has received sketches for the mural and are in the second phase of working with the artist on the design. Joanna Johnston stated the committee is working on additional funding. The committee hopes to have a design to present at the next town meeting.

Events - The Town will host the Freedom Fireworks show on July 2, 2022. The Town of Pikeville will be the only Wayne County Municipality shooting fireworks. Volunteers are needed to help assist with traffic parking etc.

Athletics

T-Ball season has ended with a cookout. Food was donated by Food Lion.

Fall sports will include soccer, flag football, adult kickball and fall T-Ball league. Registration will be held in July and sports will be played August – September. All games for the exception of soccer will be played at Dees Memorial Park. Soccer games will be held at Saulston UMC.

Historical Committee

The Cotton Museum is currently closed for renovation. The committee is in the process of digitizing records. The committee meets at the Heritage Museum the second Thursday of each month at 6:30. Jennifer Katsenios is working w/GPIC to write a grant request for funds to improve the Cotton Museum.

Chief Jarman extended his appreciation from the GPIC committee in recognizing James Sullivan, Town Manager for his assistance in pushing projects through. Chief Jarman stated focusing on individuals of the town and working together for an administration that sees it that way is a great feeling.

Public Forum:

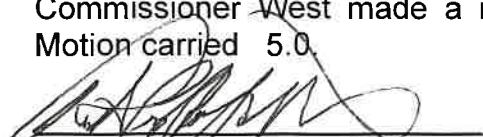
Joanna Johnston expressed her concerns over vehicles not stopping at the intersection of NW Railroad and Church Street.

Commissioners Comments:

Commissioner Thomas inquired on the town’s policy for staff evaluations. James Sullivan, Town Manager stated he had rewritten the policy manual and evaluations will be given on an employee’s anniversary hire date.

Adjournment:

Commissioner West made a motion to adjourn. Commissioner Thomas seconded. Motion carried 5.0.



Robert G. Johnston, Mayor



Wendy Holland, Town Clerk