

**Minutes for Regular Board of Commissioners Meeting
Pikeville Town Hall
6:00 pm, Monday, July 11, 2022**

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

Absent: None

Staff Present: James Sullivan, Town Manager, Eric Faust, Finance Director, Michael Milam, Deputy 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 June 13, 2022. Motion was made by Commissioner Galloway to approve minutes for June 13, 2022. Commissioner Hooks seconded. Motion carried 4-0. Commissioner Thomas was not present at time of vote.

Public Comments: None

Reports:

A. James Sullivan, Town Manager

- Department of Environmental Quality Applicant and Engineer Certification submitted to obtain Final Approval of the water line replacement project dated June 28, 2019. DEQ has issued the Final Approval of the work.
- Building Fund monies have been exhausted – completed landscaping, minor electrical work, and construction of the covered walkway by the Police door. Materials have been purchased for the completion of the Chamber and work will begin soon.

- Pikeville July 4th Fireworks event drew in thousands. The event concluded with no notable incidents. GPIC held its after-action review on Thursday, 7 July at the Pikeville Fire Department with GPIC members, Police Chief, Fire Chief, and Town Manager present.
- In conjunction with LGC, the Town hosted a Public Budget Hearing on Monday, June 20th. LGC did approve the FY 2023 Budget.
- The Town received a proposal from Carolina Phone & Alarm for updates to the alarm system at the library. The estimated cost is \$450.
- As previously reported, the Water intake from Fremont was drastically reduced, and the Town is mostly supplied by the Northwestern Sanitary District and the Belfast-Patetown Sanitary District. This month's bill from Fremont showed a reduction of \$5400. Report attached.
- Wastewater Treatment Plant Blower Replacement – The quote for the replacement of 1 new Blower, which includes the material, freight, labor, and crane fee is estimated at \$5,058
- The Town of Pikeville was awarded a State grant for \$100,000 to be utilized for capital improvements or equipment.

B. Finance – Gary Pittman/Eric Faust, Finance Director

Gary Pittman stated as of June 30, 2022, there are no departments over budget. He mentioned concerns over the Electric Fund which showed a loss. The town should show a profit before depreciation and interest expense of the actual payment due BB&T. Gary Pittman stated the cash balance and General Fund looked good.

Commissioner Thomas inquired on the deciding factors of the budget. Gary stated six or seven amendments had been made. The budget is an estimate and past issues in the budget were due to a lack of amendments.

Gary Pittman, stated James Sullivan, Budget Manager has the authority to make 5k amendments. These amendments must be presented to the Board at the next regular board meeting. Amendments larger than 5K require the Board's approval.

Gary Pittman stated the town was very close to paying off the BB&T loan. He stated the books did not reflect enough profit in the electric account to meet the bond requirement agreements. He mentioned speaking with BB&T in reference to paying off the current loan.

Commissioner Thomas questioned when the loan payable to BB&T would be satisfied. Gary Pittman stated the town had approximately two years of payments and there would be a small penalty for paying the loan off early.

Eric Faust, Finance Director stated the reason for no overages in the budget was due to ongoing monitoring which resulted in multiple Budget Amendments throughout the year. Eric Faust, Finance Director addressed the board of their responsibilities to review financial reports. He mentioned that Budget Amendments needed to be addressed immediately.

Eric Faust, Finance Director mentioned the LGC is working through an exit strategy. The LGC will continue to monitor the books even after exiting.

Commissioner Thomas inquired at what time should the Commissioners review financial statements.

Eric Faust, Finance Director stated that Gary Pitman will prepare the financial statements. Gary Pittman will review the financial statements at the monthly board meetings. If there is a large revenue or expenditure recognized it will be brought forward at the board meeting to make a budget amendment.

Commissioner Katsenios confirmed the June financials complete the year 2021-2022. Eric Faust, Finance Director stated amendments do not have to be made to net accounts to zero and no amendments can be made after year end.

Garrett Johnston, Mayor questioned whether a workshop should be held before the LCG made its exit. Eric Faust, Finance Director stated a workshop would not be needed. He will provide guideline material if available.

James Sullivan, Town Manager presented the budget amendment of 5k he made to keep funds on tract.

C. Police Report: Sgt. Rodney Jarman

Staffing

The department is staffed with two full time and three part-time officers at the time. We are currently operating at just over half staff with two full time vacancies and two part-time vacancies. Officers are continuing to work 12-16 hour shifts to provide coverage. Department scheduling has been combined with coordination efforts with Fremont Police Department to ensure maximum coverage for both communities.

Hiring

Police cadet Johnathan Hall has completed all necessary testing and procedures with his paperwork submitted to the North Carolina Criminal Justice Training & Standards Division for approval on certification. This is typically a two week to one month process. If successfully awarded certification a start training date of August 1st is to be expected.

Statistics

The department responded to (67) calls for service this month and responded to (17) assist agency calls. Traffic enforcement led to a total of (53) traffic stops for the month. This led to a 52% written citation rate. The department responded to (3) traffic accidents, made (5) arrest, and located (1) wanted subject during the course of their duties. The department investigated two separate larceny / property crimes and made an arrest in one incidents resulting in a 50% closed/cleared rate for property crime.

Training/Equipment

Crime Prevention Specialist - Chief S.R. Jarman — NCJA

DWI Case File Prep - Officer D.A. Woods

Department ordered (3) ballistic vest to replace (3) current vest set to expire in year 2023

Commissioner Thomas inquired on written citations. Chief Jarman stated the police force was making good traffic stops.

Committee Reports:

Beautification – Flowers have been added to the planters located downtown.

Events - The July 4th “Freedom Fireworks” show was a huge success and there were no major issues.

Athletics- Signup starts for flag football, soccer and t-ball on Wednesday, July 13, 2022. There will be a one-day adult kickball tournament held in October. Also, there will be a spring adult kickball league.

Commissioner Thomas stated his family attended the “Freedom Fireworks” show and he greatly appreciated GPIC, volunteers, uniform officers, and the fire department for their participation in making the event a success.

Petway Mills- Phyllis Pearson presented the 2021 audit report.

Unfinished Business: James Sullivan, Town Manager

- The Town Attorney and I meet with the State ABC Commission to discuss possible Ordinance changes. Useful information obtained and the guidance given would require revisiting the initial changes proposed.

Commissioner Thomas inquired on progress concerning the schedule of fees.

Chief Jarman stated the ordinances and fees needed to be addressed sooner than later in order to make the ordinances enforceable.

Mayor Johnston mentioned addressing ordinances in priority order.

Commissioner Galloway stated all ordinances needed to be reviewed and codified.

- Legal Review of the Envirolink contract by the Town Attorney and LGC Staff Counsel has been completed with some minor changes; the contract has been sent back to Envirolink for review before signing.
- The Town received notification 3 of the 4 grants applied for received funding. The Wastewater Grant needs adjusting and some minor changes. A meeting will be conducted with DEQ to gain information on what needs to be adjusted. The LGC is assisting in getting clarification.
- Vehicle GPS units have arrived and are scheduled for installation on 19 July. I will have a live Webex training to understand the system and tracking capabilities.

New Business: Presented by James Sullivan, Town Manager

- Ordinances – Now that the Budget process has passed, it had been proposed to start with the review and updating of the Town Ordinances. I will need a recommendation to place dates on the calendar for this. Please keep in mind, the Notice to the Public is 48 hours to include time, place, and purpose.

Commissioners Comments: None

Commissioner West mentioned his concern over copper testing in water. The State has a list of homes that are tested yearly for lead and copper.

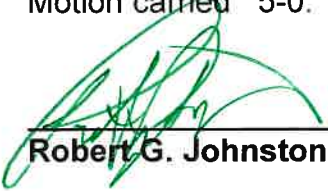
Commissioner West inquired on handicap parking. The town is gathering information on color scheme and DOT requirements. These standards must be met to enforce laws. There will be one handicap accessible space.

Closed Session:

Motion was made by Commissioner Galloway to go into closed session. Commissioner Thomas seconded. Motion carried 5-0.

Adjournment:

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



Robert G. Johnston, Mayor



Wendy Holland, Town Clerk