

Minutes for Regular Board of Commissioners Meeting  
Pikeville Town Hall  
6:00 pm, Monday, March 13, 2023

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

Absent: None

Staff Present: Tim Biggerstaff, Town Manager, Harry Lorello, Town Attorney, Rodney Jarman, Police Chief, Wendy Holland, Town Clerk/Finance Officer

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.

Tim Biggerstaff, Town Manager stated the public hearing scheduled for tonight has been canceled. The gentleman requesting the variance for the ordinance has withdrawn his request.

**Agenda Adoption:** Commissioner Galloway made a motion to adopt the agenda. Commissioner Hooks seconded. Motion carried 5-0.

**Approval of Minutes:**

Mayor Johnston requested a motion to approve regular session minutes for February 13, 2023. Commissioner Galloway made a motion to approve the regular session minutes for February 13, 2023. Commissioner Hooks seconded. Motion carried 5-0.

Mayor Johnston requested a motion to approve amended minutes for November 14, 2022. Commissioner Galloway made a motion to approve the amended minutes for November 14, 2022. Commissioner Hooks seconded. Motion carried 5-0.

Mayor Johnston requested a motion to approve special session ordinance workshop for March 7, 2023. Commissioner Galloway made a motion to approve the special session ordinance minutes for March 7, 2023. Commissioner Hooks seconded. Motion carried 5-0.

**Public Comments: None**

## **Old Business:**

### **Memorandum of Agreement for new Software**

Commissioner Galloway made a motion to approve the Memorandum of Agreement for new Software provided by the NCLM. Commissioner Thomas seconded. Motion carried 5-0.

## **New Business: None**

## **Town Manager:**

- As previously announced, the Town of Pikeville was recently awarded \$4,773,000 grant for wastewater improvements by North Carolina Department of Environmental Quality. This is a big win for the town and it will help improve our wastewater issues tremendously. It took a team effort to make it happen so thank you to our admin and public works teams for their leg work in gathering the needed information, the LGC team for their leadership, and Trey Gurley from McDavid and Associates engineering firm for their expertise. Also thank you to the board for approving all recommendations that came up before them. I have attached a list of projects that was listed in the application. If you have any questions on specifics, please feel free to reach out and I will find answers for you.

Commissioner Katsenios inquired on the next step moving forward. McDavid & Associates was hired as the engineering firm. Trey Gurley with McDavid & Associates stated the town will receive a letter of intent to fund. McDavid & Associates will provide an engineering report that will lay out the work to be done and cost involved in the project. Once approved, the planning and permitting phase will begin and from there the process of getting prices from contractors to do the work will begin. Commissioner Katsenios stated we need to move forward as soon as possible due to the amount of work needed and the shortage of contractors.

- I am still working to find solutions on how to help our trash/recycling issues as mentioned in previous meetings. I did find out that the recycling gets dumped in a transfer station in Wilson and then gets hauled to Sonoco in Raleigh for processing. I am going to continue to probe and find ways to ensure we get the services that we are paying for or find alternative solutions that may work better. I will keep you updated.
- Code of Ordinance book progress – We held our first of a series of special meetings to work on updating our Town Code of Ordinances last week. I thought we got off to a good start and included a lot of in depth discussion on several topics. For each new or amended ordinance, a public hearing will be needed before the

board can approve them. Is that something we want to do as we complete a section or once the entire project is complete? Next meeting?

Commissioner Katsenios recommended completing the ordinance review and having one public hearing. Depending on the length of the public hearing, the hearing may be divided into sections.

- Follow up on recent questions from commissioners. I have looked into the pros and cons for the use of a time clock for our hourly staff. At this time, I don't see any benefit to adding that measure back. I have no concerns that our staff is arriving late or leaving early which is what time clocks track. If at anytime it becomes a need, we have it available and it will become policy. Happy to discuss collectively or individually as needed. We had a concern about the fencing at the treatment plant. We now know that new fencing will be added as part of the grant project so the materials that were purchased several years ago for repair have been returned to the maintenance building for future use as needed.
- New Accounting and Billing Software – Implementation is set to begin at the end of this month. A go live date has yet to be set, but the aim is late May to early June.
- Staff Acknowledgement
- Public Works Department Monthly Report for February. Finished mapping the storm drains, continued area light repairs, replaced meter boxes at 3 locations, spoke with management at Food Lion in regards to grease build up in sewer lines, with the early warm weather they had to cut grass at most locations and trimmed bushes around the park, installed new rope on the flagpole at the library and put the flag back up, and unconventionally found a way to unclog the storm drain on Vail Street by control burning of the roots and leaves underneath the street.

### **Gary Pittman: Finance**

Property tax has been collected in the amount of \$251K. This leaves a balance of 43K that should be collected by the end of the year. Gary Pittman addressed Commissioner Katsenios previous question concerning the figure in the Electric Fund under miscellaneous revenue. All but 5k of the funds received was for work performed by Southern Power that was billed to customers of the town. Funds in the amount of 5k were received from Electricities for the Betterment System. Commissioner Katsenios questioned the annual budget for insurance and bonding. Gary Pittman stated there will be no more expenses in insurance and bonding for this year and funds will be allocated for the expense in next year's budget. Commissioner Thomas inquired on the status of purchasing Treasury Bonds. Gary stated Southern Bank has a department for

investments and Tim Biggerstaff, Town Manager would need to reach out to Southern Bank. Commissioner Katsenios mentioned that all correcting financial entries need to be made prior to yearend.

**Police Report: Chief Rodney Jarman: See Attached**

For the month of February, SJAFB held a teddy bear drive and collected over 1500 bears. Tech Sgt. Teara Netimyer with SJAF donated over 200 teddy bears to the Pikeville Police Department which will be utilized on traffic stops involving children, vehicle accidents, missing person, domestic violence etc. The bears help create a huge bond with children. In appreciation, Chief Jarman presented Sgt. Teara Netimyer with a patch from the Pikeville Police Department.

There are two programs available at no cost to citizens. Forms are available at the Town Hall for citizens requesting the services.

1. Residence Check Request – Citizens can request the police department to check on their residence when out of town.
2. Elderly Watch Program- A Police officer will call and check on the elderly resident daily. If the officer is unable to get an answer on the phone, the officer will go by the residence. If there is no response by phone or at the home, the emergency contact will be notified.

Chief Jarman will send an email to establish a date for a canine presentation.

**Committee Reports: None**

**Closed Session – Personnel**

Commissioner Katsenios made a motion to go into closed session to discuss personnel. Commissioner West seconded. Motion carried 5-0.

**Commissioners Comments:**


Commissioner West mentioned the potholes located at the Town Cemetery. Tim Biggerstaff, town manager is working on funding for repairing the potholes.

Commissioner West inquired on the Town banners. Tim Biggerstaff, Town Manager stated the town still has the banners. However, they are extremely large and must be mounted to withstand high winds.

Commissioner Katsenios inquired on raising the price for cemetery lots. Tim Biggerstaff, Town Manager stated the decision for raising prices for cemetery lots will be discussed when reviewing ordinances.

**Adjournment:**

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



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Robert G. Johnston, Mayor



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Wendy Holland, Town Clerk