

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

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

Absent: None

Staff Present: Tim Biggerstaff, Town Manager, Kathie Fields, Deputy Finance Officer, 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.

Agenda Adoption: Commissioner Katsenios made a motion to adopt the agenda removing the Oath of Office. Commissioner Hooks seconded. Motion carried 5-0.

Approval of Minutes:

Mayor Johnston requested a motion to approve regular session minutes for January 9, 2023. Commissioner Galloway made a motion to approve the regular session minutes for January 9, 2023. Commissioner Katsenios seconded. Motion carried 5-0.

Mayor Johnston requested a motion to approve closed session minutes for January 9, 2023. Commissioner Galloway made a motion to approve the closed session minutes for January 9, 2023. Commissioner Katsenios seconded. Motion carried 5-0.

Mayor Johnston requested a motion to approve special session planning workshop for January 25, 2023. Commissioner Galloway made a motion to approve the special session minutes for January 25, 2023. Commissioner Katsenios seconded. Motion carried 5-0.

Public Comments:

James Griffin, 710 Buckswamp Road, Goldsboro, NC
Mr. Griffin owns the small trailers on Mill Street. He is requesting a variance for the home facing Mill Street that is no longer occupied. Mr. Griffin would like to replace the trailer with something comparable rather than patching the current trailer.

Old Business:

Fund Balance Policy

Commissioner West made a motion to adopt the Fund Balance Policy. Commissioner Hooks seconded. Motion carried 5-0.

Grant Project Ordinance for American Rescue Plan (Coronavirus State & Local Fiscal Recovery Funds)

Commissioner Katsenios made a motion to adopt the Grant Project Ordinance for American Rescue Plan. Commissioner West seconded. Motion carried 5-0.

Steve West – Old Business Concerns

Cleaning of Town Offices by Maintenance

Tim Biggerstaff, Town Manager, Kathie Fields, Deputy Finance Officer and Wendy Holland, Town Clerk/Finance Officer are currently cleaning the Town Hall. The Town Maintenance Department will assist if needed. In addition, consideration will be given during the budget as to whether an outside cleaning agency will be used on a quarterly basis.

Painting handicap Parking Spots

Chief Jarman will provide Tim Biggerstaff, Town Manager with information on the handicap parking spaces. Mr. Biggerstaff will present the board with his findings.

Time Clock

Tim Biggerstaff, Town Manager will research to see if he deems it necessary for personnel to clock in and out.

New Business:

Municipal Accounting System Presentation

**Perry James
NC League of Municipalities
Eric Faust
Local Government Commission**

Perry James presented a powerpoint presentation on Black Mountain Software which will be funded by the ARPA grant.

Town Manager:

- On January 31st, I attended the Essentials for Local Government Managers day-long class in Winston-Salem, NC given by the NC School of Government. It was a great over-view course for first time city-county managers and I was thankful to have attended. I have also participated in several online classes/discussions

including ones on land use ordinances as well as ARPA funding so it's been a good month of continuing my education on a variety of issues and will continue to do so.

- In last month's special meeting, the board encouraged me to seek out an agreement with the local baseball group that had shown interest last year. I have received a proposal from the group in which describes a list of maintenance items for the small baseball field for improvement and upkeep in exchange for use. The proposal has been forwarded over to Harry for review with the focus on ensuring there are no liability issues. I expect we will be able to complete that agreement in the coming days/weeks so we should have plenty of activity on the field this spring. The goal will then turn to figuring out how to renovate the bigger baseball field for play with the long term goal of using it for rental revenues for years to come.
- I am getting set to begin working with a local volunteer who has a ton of grant writing experience for various organizations. Once we have our volunteer agreement form in place, Mrs. Shelby Ostendorf has said she will help us explore various grant opportunities that include park improvement and other upcoming needed projects. We are excited to get that started and see what big things can happen with her grant writing support. I will bring specific grant projects to the board for review prior to any submission.
- As a follow up to the previous concern brought up of mixing trash and recycling from our current waste service, I reached out to Operations Supervisor for GFL Environmental to share that concern. He responded as follows: "We currently have two trucks and two drivers that service the town, one driver services the trash while the other services the recycle. If someone is dumping trash and recycle together, we must be made aware so we may address the issue in a timely manner. Neither one should be mixing, the only instance I see that a driver might is if the recycle is already contaminated, but that will only be the directive of myself or the manager once we are informed. I will talk to both the trash and recycle driver. Thank you for making me aware that this might be happening." So they are aware of our concerns and we just need to stay vigilant.
- A local boy scout (Mr. Clay Gardner's son) is interested in building a piece of playground equipment here in the park as part of his Eagle scout project. He is early in the planning stages in hopes of starting in the late spring/early summer. He told me he is thinking of building a gaga ball pit which is something I had not heard of but through brief research I found it is a game groups of kids play akin to dodge ball but with safer rules apparently. Would the board be interested in having him come do a presentation to see if it's something we are interested in having here in the park?

The board agreed on seeing a presentation on a gaga ball pit.

Garrett Johnston, Mayor has reached out to Landscape Design for their recommendations on redesigning the town's park.

- Following up on our Code of Ordinances book for the town, Harry and I had been working to finish one or two ordinances, but in recent weeks it is very apparent that a different approach would probably be best in that we need the entire book updated and organized. Harry suggested that as a group we meet and go through an entire section at a time to review and update. From there we can send each section off to be updated and published once adopted by the board.

A Special Meeting will be scheduled to begin the process of reviewing Town Ordinances and making any necessary changes.

- I am implementing a new procedure to handle complaints or incidents that need to be followed up on and addressed accordingly. Now if anyone would like to voice a concern or complaint about a staff member, elected official, police officer, or just a general complaint, there will be a form to be filled out directly by the person who has the complaint or concern. They would be asked to provide details of the incident and their contact information for follow up. From there, depending on the incident, I will follow up with the due diligence necessary. If action(s) are needed, I will handle that internally through standard human resource practices. Once researched and handled appropriately, a follow-up with the person who filed would be completed.
- Public Works Department Monthly Report for January

21 Service calls

Completed storm drain mapping

Assisted McDavid & Associates on marking manholes with GPS.

35 sewer cleanouts caps

Cleaned curbs & gutters

Changed oil in all department vehicles

Repaired water leak on Booker Street

Removed Dug out Roof from large ballfield.

Scraped the town hall parking lot and walking path

Cleaned, Framed & Mounted Town hall sign

Replaced a water meter lid and box

Gary Pittman: Finance

Mr. Pittman expressed his approval of the new software presentation and recommended the town taking advantage of the opportunity. December and January financial reports were presented and there are no departments over budget. Line items (shortages) within departments will be adjusted.

Police Report: Chief Rodney Jarman: See Attached

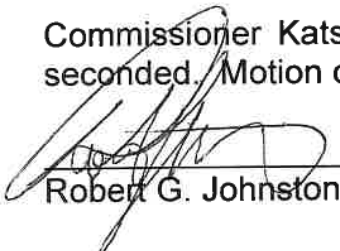
Chief Rodney Jarman requested the board's approval for applying for the canine grant at an expense of \$50.00. Commissioner Thomas made a motion authorizing Chief Jarman to apply for the canine grant through NC USPCA. Commissioner West seconded. Motion carried 4-0.

Committee Reports: None

Commissioners Comments: None

Adjournment:

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



Robert G. Johnston, Mayor



Wendy Holland, Town Clerk