

Minutes for Board of Commissioners Meeting
Pikeville Town Hall
6:00 pm, Monday, September 9, 2024

Present: Mayor Johnston, Commissioner West, Commissioner Thomas, Commissioner Langston, Commissioner King, Commissioner Deck

Staff Present: Tim Biggerstaff, Town Manager, Hailey Kirby, Town Attorney, Jeremy King, Public Works Director, 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 the Pledge of Allegiance.

Agenda Adoption:

Commissioner Langston made a motion to adopt the agenda. Commissioner West seconded. Motion carried 4-0.

Approval of Minutes:

Commissioner West made a motion to approve the minutes. Commissioner Langston seconded. Motion carried 4-0.

Old Business:

A. Open Call for New Commissioner Appointment and Vote - None

B. Swearing in of New Commissioner and Town Attorney

Commissioner Thomas made a motion to appoint Raymond Deck to the open commissioner seat for the remainder of this term. Commissioner West seconded. Motion carried 4-0.

Raymond Deck was sworn in as commissioner.

Hailey Kirby was sworn in as Town Attorney.

Presentations to the Board

A. Dennis Lewis

Mr. Lewis provided the board with information concerning the high rise in firework show expenses. Mr Lewis pulled inventory prior to the 2024 show so that the 22% expected increase in fireworks would not impact this past year's show. They are now predicting a 17% increase this year. For the town to have the same caliber fireworks show in 2025, the show will cost around 13,900.00. The show brings around thirty vendors and an estimated 10k people to the town. The increase in

B. George Denning Appeal

204 Collingwood Drive – Power Lines

Mr. Denning advised the previous town manager there was an issue with his service pole leaning, and as a result the weatherhead was pulled from his home. In January of this year a rotten tree fell on the power line which pulled the line down further. Mr. Denning had an electrician assess the damage and was given an estimate of \$1500.00. Mr. Denning had planned to have the damage repaired by September 1, 2024. Southern Power will be contracted to look at the damage and determine if the power pole needs to be replaced. The board agreed to give Mr. Denning until November 1, 2024, to have his weatherhead repaired.

C. Jeffrey Jones Appeal

503 N Goldsboro Street

Mr. Jones reported his utility bill had increased substantially the months of July and August. The town had experts from Raleigh come out to look at the issue. Water was leaking from the water heater, and it appeared to have been leaking for some time. It was concluded the water heater leak was the reason for the surge in his utility bill. The board agreed for Mr. Jones to pay his current utility bills going forward in addition to paying the past due balance in six monthly payments. Commissioner Thomas made a motion to give Mr. Jones six months to pay the past due balance. Commissioner West seconded the motion. Motion carried 5-0.

D. Alliance Code Enforcement – August Report

Derek Mabe provided a report showing each individual property that has had a violation since July and what has been done to correct the issue. The first step in the process is to mail a courtesy letter giving the individual time to resolve the violation. A town hearing explaining what is going on and the time that will be granted to resolve the violation is the second step. Approximately twenty-four cases have been open of which five have been closed and an additional seven cases have been opened. If there is no response to the violation, it takes two to three months to go through due process.

E. McDavid Update – Sewer/Water Grant Projects

Trey Gurley reported there are four projects currently going on at the same time. (Two Asset Inventory and Assessment Projects, One Water, and One Sewer). Asset studies were required when the town was put on the distress list and the town was charged with staff undergoing training to help run a more viable municipality. Also, a rate study was to be conducted. The studies are 90% complete and should be finalized in the next two months. Construction plans for the water project have been submitted to the Division of Water Infrastructure as

New Business:

A. Ace Ordinance Suggested Updates

Derek Mabe presented the board with ordinance suggestions and changes. Tim Biggerstaff, town manager will be responsible for code enforcement and will delegate duties when need be. The fee schedule will be separate and not included in the ordinances. After due process and finding of facts hearing, the information will be presented to the board. The board will vote on an ordinance to take care of the property. In addition, there will be a lien placed on the property. Code enforcement for commercial properties has not yet been addressed.

Commissioner Thomas made a motion to adopt the recommended ordinance changes presented by Alliance Code Enforcement as written. Commissioner West seconded. Motion carried 5-0.

B. Nominate and vote on new planning board member(s)

Commissioner Langston nominated Kellie West to the planning board. Commissioner West seconded the motion. Motion carried 5-0.

Administrative Reports

A. Town Manager

Tim Biggerstaff

-Grant Projects Update
Museum – See Attached

Master Plan Design – See Update

-BUMP Training –

Best Utility Management Practices

Commissioner West will attend BUMP training on September 18th, 2024, in Greenville, NC. The class is required by the State and the town will need one more elected official to attend the class. Tim Biggerstaff, town manager, will reach out to DEQ to see if there are alternative classes if a second board member is not available to attend.

-MAPS HR Group – Attached is the agreed upon timeline as well as who we will use for comparison.

MAPS will conduct a pay study based on the location and size of surrounding towns. Employees have completed a questionnaire for MAPS. The questionnaire was sent to Becky Veazy who will meet with employees individually.

-Municipal and County Administration – See Attached Details.

Tim Biggerstaff, town manager applied for and was accepted to attend the Municipal and County Administration class. The tuition for the 8-month class is \$4,500.00 and Mr. Biggerstaff has received a \$1,000 scholarship. Major Subject areas will cover local

government law, organization and management, finance and budgeting, public employment law, planning and regulation development, municipal and county services.

B. Public Works

Jeremy King

A contractor has been hired to cut grass in the park and cemetery. Funds allocated for part-time help will be utilized to cover the expenses. Burford Tree Co. has been contracted by Duke to remove tree limbs at the WWTP and around town. Public Works is now fully staffed which will allow for more time to be spent in previously neglected areas. The town is working towards securing funds to finance new meters.

C. Finance

Wendy Holland

Income statements for July and August were presented to the board. Yearly property and liability taxes have been processed and property tax revenue is expected to increase in the next few months. Ryan Marlar continues to work on the 22/23 books.

**D. Police Report
No Report**

Rodney Jarman

Committee Reports: None

Public Comments:

Dennis Lewis

Mr. Lewis recommended the town purchase a timer for public comments to keep speakers within the three-minute time limit.

Mr. Lewis stated he was removed from the agenda in July with no explanation and was told there would not be an August meeting. When requesting to be on the September agenda he was told the town was probably not going to have a meeting in September. Mr. Lewis saw this as an attempt to violate his freedom of speech.

Mr. Lewis inquired whether paying the \$10 fee to be notified of any special meetings required a verbal or written request.

Hailey Kirby, Town Attorney stated Mr. Lewis must present the request in writing.

Commissioners Comments: None

Adjournment:

Commissioner Deck made a motion to adjourn. Commissioner King seconded. Motion carried 5-0.


Matt Thomas, Mayor Pro Tem


Wendy Holland, Town Clerk