

TOWN OF CUMBERLAND GAP  
BOARD OF MAYOR AND ALDERMAN  
FEBRUARY 7, 2022  
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The Board of Mayor and Alderman met in regular session on February 7, 2022 with Mayor Pucciarelli calling the meeting to order at 7:00 pm at the Town Hall building, 330 Colwyn, Cumberland Gap, TN.

Mayor Pucciarelli called for a roll call of the Board Members. Board Members answered as follows: John Douglas- here; Teresa Fuson- absent (but came in later); Joe Gill- absent (but came in later); Jerry Hopson- here; Kathy Maxwell- here; John Ravnum- here.

Mayor Pucciarelli called for a motion to approve the minutes. Jerry Hopson made a motion to approve the minutes, with a second by Kathy Maxwell. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: John Douglas-yes; Teresa Fuson- absent; Joe Gill- absent; Jerry Hopson- yes; Kathy Maxwell- yes; John Ravnum- yes.

Mayor Pucciarelli next called for the Financial Report. Town Recorder, Linda Moyers, reported the balances of all the accounts. Mayor Pucciarelli called for a motion to approve the Financial Report. Jerry Hopson made a motion to approve the financial report, with a second Kathy Maxwell. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: John Douglas-yes; Teresa Fuson- absent; Joe Gill- absent; Jerry Hopson- yes; Kathy Maxwell- yes; John Ravnum- yes.

Mayor Pucciarelli directed the meeting to approval of the bills. Town Recorder, Linda Moyers, reported the total bills due for all the accounts. Mayor Pucciarelli called for a motion to approve the bills. Jerry Hopson made a motion to pay the bills, with a second by Teresa Fuson. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: John Douglas-yes; Teresa Fuson- yes; Joe Gill- absent; Jerry Hopson- yes; Kathy Maxwell- yes; John Ravnum- yes.

Audit Report- At this time Mayor Pucciarelli asked Richard Hill to give the audit report for FY Ending June 30, 2021. Mr. Hill was present via zoom.

The town received a clean un-modified opinion, (which means the financial records are free from material misstatement and conform to the guidelines set by GAAP). Mr. Hill reviewed the balance sheet and fund balance for each of the funds. While the general fund had more revenue than expenses, the water/sewer fund had more expenses than revenues, which resulted in a loss. The COVID- 19 pandemic was partially the cause of the loss, as at that time many of the students still hadn't returned therefore affecting the water/sewer revenue. The only finding was the same as every year, segregation of duties. With only one administrative employee there is no way to segregate the administrative duties.

John Douglas made a motion to accept the audit report, with a second by Jerry Hopson. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: John Douglas-yes; Teresa Fuson-yes; Joe Gill- absent; Jerry Hopson- yes; Kathy Maxwell- yes; John Ravnum- yes.

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City Judge Position- Mayor Pucciarelli recommended Wesley Brooks be appointed as interim city judge. John Douglas made a motion approving the appointment, with a second by Kathy Maxwell. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: John Douglas-yes; Teresa Fuson-yes; Joe Gill- absent; Jerry Hopson-yes; Kathy Maxwell- yes; John Ravnum- yes.

Mr. Brooks was sworn in as interim city judge. The oath of office was administered by the city attorney.

Planning and Zoning- The Planning and Zoning Commission met earlier tonight and approved an ordinance to create a R-2 (A) zone that prohibits short term rentals.

Finance- There was nothing to report.

Law and Order- The city judge was discussed earlier.

Historical – The Historic Zoning Commission will meet tomorrow night to discuss the proposal for the sign to be erected at the old church (event center) on Pennlyn Ave.

Streets- The town is working on obtaining quotes for milling and paving and is researching the possibility of using the COVID funds.

Parks and Recreation – Teresa Fuson reported that she researching a Storybook grant.

Tourism/Events- Several special event permit applications will be discussed later.

Water- The water loss went down from 47% in December to 29 % in January. A big water leak was found and repaired in the middle of the month so the water loss should be even lower for the month of February.

The GIS mapping of the water lines is scheduled to begin around March 15<sup>th</sup>.

Sewer- There was nothing to report.

Fire Department- The department is working on training new members.

OSHA Safety Director- There was nothing to report.

Litigation- There was nothing to report.

Mayor Pucciarelli called for Old Business: There was no old business.

Citizens Comments- A concerned citizen had the following questions:  
The status of the removal of James “Babe” Ball’s mobile home? It was reported that an executor of his estate has been named and the matter is being looked into.

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What could be done regarding the removal of vehicles with expired tags? Mayor Pucciarelli stated that only applied to vehicles parked on the street not private property.

What could be done with the retainer wall that is falling on Pennlyn? Mayor Pucciarelli stated that it is the owner's responsibility and he could write letters requesting the owners to repair their section.

Richard Chadwell presented his vision for the distillery he is proposing to open in the back unit of the post office building. He hopes to open a small micro craft distillery for whiskey, gin, vodka, and brandy. When questioned about the smell of the fermentation process, Mr. Chadwell responded that he will take steps to eliminate or minimize the smell by using airlock containers or completing the fermentation process off site. No waste will enter the town sewer system as it will all be disposed of offsite. He is now in the process of getting the federal permit and hopes to be able to open in the fall.

Mayor Pucciarelli called for New Business:

Auditors Report- Was discussed earlier in the meeting.

Consultant Proposal- American Rescue Plan Acts Funds- The town sent out letters requesting Statement of Qualifications from professional firms for the purpose of providing administrative consultant services for the American Rescue Plan Acts (ARPA) funds. Only one consultant firm responded: Community Development Partners.

Kathy Maxwell made a motion to approve the consultant firm, with a second by Jerry Hopson. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: John Douglas-yes; Teresa Fuson-yes; Joe Gill- yes; Jerry Hopson- yes; Kathy Maxwell-yes; John Ravnum- yes.

Ordinance No. 1-2022- An Ordinance Amending Title 14 by adding a R-2 (A) District  
This ordinance creates a zone where short term rentals would be prohibited.

John Douglas made a motion to approve the ordinance on first reading, with a second by Teresa Fuson. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: John Douglas-yes; Teresa Fuson-yes; Joe Gill- yes; Jerry Hopson- yes; Kathy Maxwell- yes; John Ravnum- yes.

There will be a public hearing on February 28<sup>th</sup> and the second reading of the ordinance will take place at the March 7<sup>th</sup> meeting.

Special Event Permit Application- Mountain Fiesta

A special event application, Mountain Fiesta, was submitted by Zachary Greene and is scheduled for September 22- 25, 2022.

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This is one of three events taking place on September 24<sup>th</sup>, the town has been assured that all organizers are working together.

Joe Gill made a motion to approve the special event application, with a second by Teresa Fuson. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: John Douglas-yes; Teresa Fuson-yes; Joe Gill- yes; Jerry Hopson- yes; Kathy Maxwell-yes; John Ravnum- yes.

Special Event Permit Application- Wine & Art Extravaganza

A special event application, Wine & Art Extravaganza, was submitted by the Cumberland Gap Artist Co-op and is scheduled for June 25, 2022.

Kathy Maxwell made a motion to approve the special event application, with a second by John Douglas. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: John Douglas-yes; Teresa Fuson-yes; Joe Gill- yes; Jerry Hopson- yes; Kathy Maxwell- yes; John Ravnum- yes.

Special Event Permit Application- Harvest Moon Festival

A special event application, Harvest Moon Festival, was submitted by Cumberland Gap Artist Co-op and is scheduled for September 24, 2022.

Joe Gill made a motion to approve the special event application, with a second by Teresa Fuson. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: John Douglas-yes; Teresa Fuson-yes; Joe Gill- yes; Jerry Hopson- yes; Kathy Maxwell-yes; John Ravnum- yes.

This is one of three events taking place on September 24<sup>th</sup>, the town has been assured that all organizers are working together.

Special Event Permit Application- Victorian Christmas

A special event application, Victorian Christmas, was submitted by Cumberland Gap Artist Co-op and is scheduled for December 3, 2022.

This will be the 40<sup>th</sup> anniversary of the event.

Joe Gill made a motion to approve the special event application, with a second by Kathy Maxwell. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: John Douglas-yes; Teresa Fuson-yes; Joe Gill- yes; Jerry Hopson- yes; Kathy Maxwell-yes; John Ravnum- yes.

Planning Contract- East Tennessee Development District submitted a contract for providing local planning advisory services for \$75 per hour on an as needed basis. The first service would be to assist the town in creating a subdivision ordinance and shouldn't take no more than four hours of work to complete.

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John Douglas made a motion to approve the contract, with a second by Teresa Fuson. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: John Douglas-yes; Teresa Fuson-yes; Joe Gill- yes; Jerry Hopson- yes; Kathy Maxwell- yes; John Ravnum- yes.

Resolution No. 1-2022- A Resolution authorizing The Guardians of the Gap to submit an application to participate in the Tennessee Downtowns Program

The \$15,000 grant would provide training and guidance on the revitalization of the downtown area.

John Ravnum made a motion to approve the resolution, with a second by Kathy Maxwell. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: John Douglas-yes; Teresa Fuson-yes; Joe Gill- yes; Jerry Hopson- yes; Kathy Maxwell- yes; John Ravnum- yes.

Special Event Permit Application- Tri- State Outdoors Fest

A special event application, Tri- State Outdoors Fest, was submitted by Guardians of the Gap, and is scheduled for July 16, 2022.

The event will educate and promote the public about all the outdoor activities the area has to offer such as hiking, mountain biking, kayaking, canoeing, hunting, fishing, boating, golfing, and much more. The event will include workshop and lectures with individuals from regional parks, wildlife agencies, aquatic activities, and other outdoor organizations.

John Ravnum made a motion to approve the special event application, with a second by Teresa Fuson. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: John Douglas-yes; Teresa Fuson-yes; Joe Gill- yes; Jerry Hopson- yes; Kathy Maxwell- yes; John Ravnum- yes.

Special Event Permit Application- JFWA Prom 2022

A special event application, JFWA Prom 2022, was submitted by Guardians of the Gap, and is scheduled for May 7, 2022.

Prior to the meeting the town received a phone call changing the location of the event to Festival Park. There was a couple members of the Guardians of the Gap present at the meeting and they were not aware of the change. There was also a contradiction on the ending time listed in two different places.

John Douglas made a motion to approve the special event application (pending location and ending time), with a second by Teresa Fuson. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: John Douglas-yes; Teresa Fuson-yes; Joe Gill-yes; Jerry Hopson- yes; Kathy Maxwell- yes; John Ravnum- yes.

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Announcements- The following announcements were made:

Agenda meeting- Monday February 28, 2022; Public Hearing @6:00 p.m.

Board of Mayor and Alderman meeting- Monday March 7, 2022.

The open house and ribbon +cutting of “The Olde Church” is scheduled for April 30, 2022.

Kathy Maxwell made a motion to adjourn, with a second by Jerry Hopson. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: John Douglas-yes; Teresa Fuson- yes; Joe Gill- yes; Jerry Hopson- yes; Kathy Maxwell- yes; John Ravnum- yes.

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Mayor

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Recorder