

TOWN OF CUMBERLAND GAP
BOARD OF MAYOR AND ALDERMAN
OCTOBER 2, 2023
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The Board of Mayor and Alderman met in regular session on October 2, 2023 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-here; Camille Hall- here; Bill Linn-here; John Ravnum- absent; Morgan Wheeler- absent.

A letter of resignation was submitted by Morgan Wheeler. John Douglas made a motion to accept her resignation, with a second by Bill Linn. Mayor Pucciarelli called for a roll call. Board Members answered as follows: John Douglas- yes; Teresa Fuson- yes; Camille Hall-yes; Bill Linn- yes.

Mayor Pucciarelli recommended Kathy Maxwell be appointed to complete the remainder of her term. John Douglas made a motion to accept the recommendation, with a second by Teresa Fuson. Mayor Pucciarelli called for a roll call. Board Members answered as follows: John Douglas- yes; Teresa Fuson- yes; Camille Hall- yes; Bill Linn- yes.

Mayor Pucciarelli called for a motion to approve the minutes. John Douglas made a motion to approve the minutes, with a second by Bill Linn. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: John Douglas- yes; Teresa Fuson- yes; Camille Hall-yes; Bill Linn- yes; Kathy Maxwell- 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. Kathy Maxwell made a motion to approve the financial report, 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; Camille Hall- yes; Bill Linn- yes; Kathy Maxwell- 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. Bill Linn made a motion to pay the bills, 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; Camille Hall- yes; Bill Linn- yes. Bill Linn- yes; Kathy Maxwell- yes.

Planning and Zoning- At the Planning Commission meeting earlier tonight the committee discussed the proposed subdivision regulations. The date for the next Planning and Zoning Commission meeting is November 6, 2023.

Finance- There was nothing to report.

Law and Order- There was one (1) citation issued last month.

Historical – The Historic Zoning Commission scheduled for October 3, 2023 has been cancelled. The date for the next Historic Zoning Commission meeting is November 7, 2023.

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Streets – The berm located on Pennlyn Street redirected the majority of the rainwater, thereby preventing it from entering the homes situated on that street.

Parks and Recreation- There was nothing to report.

Tourism/Events- Upcoming events include: Farmers Market-October 6, 2023; Genealogy Jamboree -October 13-14, 2023; LMU Homecoming Parade- October 14, 2023; Airstream Rally- October 19- 22, 2023-; Pumpkin Lights -October 30 – 31, 2023; Halloween Trick or Treat – October 31, 2023.

Water- The water loss for the month of September was 18%.

The required 12 hours of utility training is due to be completed by November 2023.

Sewer – There was nothing to report.

Fire Department- The fire department wishes to apply for The Tennessee Department of Agriculture, Division of Forestry Volunteer Fire Assistance Program. If awarded the department would receive a VFA Wildlife Suppression Kit consisting of wildland firefighting personal protective equipment and tools valued at approximately \$3,000 per kit.

Bill Linn made a motion to approve the fire department's request to submit an 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; Camille Hall- yes; Bill Linn- yes; Kathy Maxwell- yes.

OSHA Safety Director- A Tennessee OSHA inspector conducted an inspection of town facilities last month.

Litigation- There was nothing to report.

Mayor Pucciarelli called for Old Business:

Guardians of the Gap - TN Downtown Grant Update- Colloredo & Associates was in town last week and met with the grant steering committee. An outline of the visit and the next steps of implementing the grant will be shared when available. Bill Linn volunteered to be the liaison between the board and the grant steering committee.

Employee Evaluations- A packet with the following attachments was submitted to the board to be reviewed:

- Job Descriptions- City Recorder, Operations Manager, Laborer, Building Inspector, and City Judge
- Salary Surveys- City Recorder and Operations Manager
- Tennessee State Government Office Closures- Cumberland Gap recognizes eight (8) of the fourteen (14) listed. Any additions would require an ordinance approval.

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- Evaluation Sheet - The evaluations will be done by the mayor and at his discretion

An ordinance for the additional holidays will be drafted and added to next month's agenda.

Citizens Comments- There was no citizen comments.

Mayor Pucciarelli called for Old Business:

Resolution No. 2-2023 – Authorizing the Issuance of Interest- Bearing General Obligation Capital Outlay Note

The loan will be used as match for the Parks and Recreation Grant. The interest rate is 5.577% for twelve years (12).

John Douglas made a motion to approve the resolution, 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; Camille Hall- yes; Bill Linn- yes; Kathy Maxwell- yes.

Hotel/Motel Tax Distribution- The process for the distribution of the hotel/motel tax was questioned. Mayor Pucciarelli explained that all purchases must be related to promoting tourism, a detailed purchase plan must be submitted to the town, and the town will make the purchase.

Short Term Vacation Rental Application – 504 Pennlyn Ave

The short-term vacation rental application, was submitted by William and Tammy Linn/Pennlyn Properties LLC, for the property located at 504 Pennlyn Ave. All the paperwork has been submitted and approved by the mayor, so therefore a permit will be issued.

Announcements- The following announcements were made:

Agenda Meeting- October 30, 2023

Board of Mayor and Alderman meeting- Monday, November 6, 2023

Teresa Fuson made a motion to adjourn, with a second by Kathy Maxwell. Mayor Pucciarelli called for a roll call vote. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: John Douglas- yes; Teresa Fuson- yes; Camille Hall- yes; Bill Linn- yes; Kathy Maxwell- yes.

Mayor

Recorder