

TOWN OF CUMBERLAND GAP  
BOARD OF MAYOR AND ALDERMAN  
DECEMBER 4, 2023  
PAGE 1 OF 4

The Board of Mayor and Alderman met in regular session on December 4, 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: Camille Hall- here; Bill Linn-here; Kathy Maxwell- here; John Ravnum- here.

The following board members was absent: John Douglas and Teresa Fuson (came in later in the meeting)

Mayor Pucciarelli called for a motion to approve the minutes. John Ravnum 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: Camille Hall- yes; Bill Linn- 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. Kathy Maxwell made a motion to approve the financial report, with a second by Bill Linn. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: Camille Hall- yes; Bill Linn- 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. John Ravnum 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: Camille Hall- yes; Bill Linn- 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, 2023.

The town received a clean un-modified opinion, (which means the financial statements present fairly, in all material respects, the entity's financial position, results of operations and cash flows in conformity with GAAP.). Mr. Hill reviewed the balance sheet and fund balance for each of the funds. The general fund and the water/sewer fund had more revenue than expenses, while the drug fund had more expenses than revenue (the drug fund account was closed during this period). 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.

Kathy Maxwell made a motion to accept the audit report, with a second by Bill Linn. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: Camille Hall- yes; Bill Linn- yes; Kathy Maxwell- yes, John Ravnum- yes.

Planning and Zoning- At the Planning Commission meeting earlier tonight the committee discussed the proposed subdivision regulations.

TOWN OF CUMBERLAND GAP  
BOARD OF MAYOR AND ALDERMAN  
DECEMBER 4, 2023  
PAGE 2 OF 4

Fifteen (15) applications have been received so far for the building inspector position.

The date for the next Planning and Zoning Commission meeting is January 2, 2024.

Finance- There was nothing to report.

Law and Order- No citations were written during the month of November.

Mayor Pucciarelli encouraged everyone in attendance to dial 911 if they observe any suspicious behavior.

Historical – The Historic Zoning Commission scheduled for December 5, 2023 has been cancelled. The date for the next Historic Zoning Commission meeting is January 3, 2023 in which the committee will meet to discuss possible grant and training opportunities.

Streets – There was nothing to report.

Parks and Recreation- The water fountain at the dog park was replaced with a frost-free hydrant.

Tourism/Events- Upcoming events include: December 9, 2023- Victorian Christmas, Christmas Parade, Christmas Market; December 15, 2023- Soup and Stroll.

Water- The water loss for the month of November was 14%.

Sewer – There was nothing to report.

Fire Department- The fire department applied for the Volunteer Firefighter Equipment and Training Grant (VFEAT) in the amount of eighty-eight thousand dollars (\$88,000).

The fire department's application for the Volunteer Fire Assistance Program was accepted. The department will receive a Wildlife Suppression Kit consisting of wildland firefighting personal protective equipment and tools valued at approximately \$3,000 per kit.

OSHA Safety Director- There was nothing to report.

Litigation- There was nothing to report.

Mayor Pucciarelli called for Old Business:

Guardians of the Gap - TN Downtown Grant Update- Colloredo & Associates, along with members of the grant steering committee, is continuing to work on the new town website, and the marketing/branding for the town.

Teresa Fuson came in.

TOWN OF CUMBERLAND GAP  
BOARD OF MAYOR AND ALDERMAN  
DECEMBER 4, 2023  
PAGE 3 OF 4

Ordinance No. 11-2023- An Ordinance Altering Benefits Policy

This ordinance amends the benefit policy adding additional paid holidays for full- time employees. The holidays are the same as the state of Tennessee recognizes.

Kathy Maxwell made a motion to approve Ordinance No. 11-2023 on second and final reading, with a second by Teresa Fuson. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: Teresa Fuson- yes; Camille Hall- yes; Bill Linn- yes; Kathy Maxwell- yes, John Ravnum- yes.

Citizens Comments- There was no citizen comments.

Mayor Pucciarelli called for New Business:

Special Event Permit Application- Christmas Parade

The special event application, Christmas Parade, was submitted by Anthony Maxwell/Guardians of the Gap, and is scheduled for December 9, 2023.

John Ravnum made a motion to approve the special event permit application, with a second by Bill Linn. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: Teresa Fuson- yes; Camille Hall- yes; Bill Linn- yes; Kathy Maxwell- yes, John Ravnum- yes.

Special Event Permit Application- Art and Wine Festival

The special event application, Art and Wine Festival, was submitted by James Thompson/Cumberland Gap Artist' Co-op, and is scheduled for April 26, 2024.

Teresa Fuson made a motion to approve the special event permit application, with a second by Bill Linn. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: Teresa Fuson- yes; Camille Hall- yes; Bill Linn- yes; Kathy Maxwell- yes, John Ravnum- yes.

Special Event Permit Application- Harvest Moon Festival

The special event application, Harvest Moon Festival, was submitted by James Thompson/Cumberland Gap Artist' Co-op, and is scheduled for September 28, 2024.

John Ravnum made a motion to approve the special event permit application, with a second by Kathy Maxwell. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: Teresa Fuson- yes; Camille Hall- yes; Bill Linn- yes; Kathy Maxwell- yes, John Ravnum- yes.

Special Event Permit Application- Victorian Christmas

The special event application, Victorian Christmas, was submitted by James Thompson/Cumberland Gap Artist' Co-op, and is scheduled for December 7, 2024.

TOWN OF CUMBERLAND GAP  
BOARD OF MAYOR AND ALDERMAN  
DECEMBER 4, 2023  
PAGE 4 OF 4

Kathy Maxwell made a motion to approve the special event permit application, with a second by Teresa Fuson. Mayor Pucciarelli called for a roll call vote. Board members voted as follows: Teresa Fuson- yes; Camille Hall- yes; Bill Linn- yes; Kathy Maxwell- yes, John Ravnum- yes.

Other Business- A new business opened in town, Cumberland Gap Adventure Company. A tattoo parlor will also be opening soon.

Announcements- The following announcements were made:

Agenda Meeting- Tuesday December 26, 2023

Board of Mayor and Alderman meeting- Tuesday January 2, 2024

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

---

Mayor

---

Recorder