

TOWN OF CUMBERLAND GAP
PLANNING MEETING
SEPTEMBER 25, 2023
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The Board of Mayor and Alderman met on September 25, 2023 to review and finalize the items on the agenda for the October 2, 2023 meeting.

Planning and Zoning- The date for the next Planning and Zoning Commission meeting is October 2, 2023. Harold Edwards, city planner, will be present at the meeting.

Mayor Pucciarelli appointed Aaron Thomas to replace David Evans.

Finance- There was nothing to report.

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

Historical- The historic meeting scheduled for October 3, 2023 has been cancelled, as there are no items on the agenda.

Streets- The berm on Pennlyn Street has been fixed, which should help prevent water from entering the houses situated on that road.

Parks and Recreation – There was nothing to report.

Tourism- There was nothing to report.

Water – There was nothing to report.

Sewer- There was nothing to report.

Fire Department- The bay doors, which houses the fire truck, are being blocked by parked vehicles during festivals. Suggestions to prevent this from happening for future festivals included: posting additional no parking signs; mark perimeter with cones and ribbons; write down tag number, announce during festival, and if not moved have vehicle towed; have police park in front of fire station.

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.

OSHA- A Tennessee OSHA inspector conducted an inspection of town facilities earlier this month.

Litigation- There was nothing to report.

Old Business:

Guardians of the Gap- TN Downtown Grant Update- Colloredo & Associates will be in town tomorrow to meet with the grant steering committee.

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

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- 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.
- Evaluation Sheet

Mayor Pucciarelli asked that the additional holidays be considered.

Citizens Comments- There was no citizen comments.

New Business:

Resignation- Morgan Wheeler submitted a letter of resignation.

Board Vacancy- Kathy Maxwell is the recommended replacement. The board will need to vote on the recommendation.

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).

Hotel/Motel Tax Distribution- The process for the distribution of the hotel/motel tax was questioned. Mayor Pucciarelli explained that all the state guidelines must be followed. A detailed plan of use must be submitted to the town, if approved the items will be purchased by the town.

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.

Beer Board: There were no items on the beer board agenda.

City Recorder