



## **TOWN OF MOUNT CARMEL**

### **BOARD OF MAYOR AND ALDERMEN MEETING MINUTES**

A regularly scheduled meeting of the Town of Mount Carmel, Tennessee Board of Mayor and Aldermen was held at Town of Mount Carmel City Hall, 100 East Main Street, on March 27, 2025, at 5:30pm

#### **CALL TO ORDER**

5:30 pm by Mayor John Gibson

#### **INVOCATION AND PLEDGE OF ALLEGIANCE**

Led by Vice-Mayor Bare and Alderman Shugart

#### **ROLL CALL:**

BMA	Present	Absent	City Administration Present
Alderman Darby Patrick	✓		Jim Stables, City Manager
Alderman Philip Binstock	✓		Allen Coup, City Attorney
Alderman James Cross	✓		Tyler Williams, Asst. City Manager/CFO/Recorder
Alderman Mindy Shugart	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

#### **WELCOME FROM THE MAYOR**

Mayor Gibson welcomed everyone

**APPROVAL** and/or correction of the February 27, 2025, Board of Mayor and Aldermen meeting minutes, departmental and financial reports.

Motion: Alderman Shugart

Second: Alderman Binstock

Approved: All present voting in favor

#### **VISITOR COMMENTS**

NONE

## OLD BUSINESS

NONE

## NEW BUSINESS

### A. DISCUSSION AND CONSIDERATION: Police Department Surplus Vehicle Disposal

The Police Department requests consideration and approval to surplus three (3) vehicles that have met their useful and expected life cycle of approximately 8 to 10 years for a take home car, and are no longer functionally available or needed for effective use in the Town and/or the Police Department.

Motion: Vice-Mayor Bare

Second: Alderman Binstock

Approved: All present voting in favor

### B. DISCUSSION AND CONSIDERATION: Interlocal Agreement with City of Kingsport for Residential Refuse Collection Services

The new interlocal agreement, which is projected to be in effect from July 1, 2025, is set at \$10.50 per month, per cart for 2,175 carts, or \$22,837.50 per month, and \$274,050.00 annually. This is a 13.5% increase, with an actual economic impact of \$1.25 per cart which results in the following increases \$2,718.75 monthly, and \$32,625 annually.

Motion: Alderman Shugart

Second: Alderman Binstock

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman Philip Binstock	✓		
Alderman James Cross	✓		
Alderman Mindy Shugart	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare		✓	
Mayor John Gibson	✓		

### C. DISCUSSION AND CONSIDERATION: Resolution 25-647- A Resolution to set the Sewer Rate and Charges for the Town of Mount Carmel, TN with an effective date of April 1, 2025

This resolution will address the Tennessee Comptroller's communication and establish a new sewer base rate and charges of \$43.88 for the first 2,000 gallons of usage and a fee of \$7.08 for each additional 1,000 gallons of sewage discharged, based upon a discharge rate equal to ninety percent (90%) of water consumed.

Both rates identified above represent a 35% increase from the previous rates established in 2015.

Motion: Vice-Mayor Bare  
Second: Alderman Binstock

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman Philip Binstock	✓		
Alderman James Cross	✓		
Alderman Mindy Shugart	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

D. DISCUSSION AND CONSIDERATION: Resolution 25-648: A Resolution of the Town of Mount Carmel, TN Adopting a Public Records Policy

The proposed policy aims to strengthen the transparency and accessibility of public records, ensuring that citizens have the right to access information. This policy will govern the timely and efficient release of public records, establish clear guidelines for requests, and implement measures to protect sensitive information.

Motion: Alderman Binstock  
Second: Alderman Shugart

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman Philip Binstock	✓		
Alderman James Cross	✓		
Alderman Mindy Shugart	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

E. DISCUSSION AND CONSIDERATION: Resolution 25-649: A Resolution of the Town of Mount Carmel, TN Adopting a Cybersecurity Policy

The purpose of this policy is to provide a baseline for managing and reducing cybersecurity risks to the Town of Mount Carmel's infrastructure, information systems, data, and services. This policy aligns with the National Institute of Standards and Technology (NIST) Cybersecurity Framework to ensure consistency, resilience, and effective risk management. This policy will make the Town compliant with T.C.A. § 7-51-2302 and address a prior year audit finding for lack of a cybersecurity plan.

Motion: Alderman Binstock  
Second: Alderman Shugart

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman Philip Binstock	✓		
Alderman James Cross	✓		
Alderman Mindy Shugart	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

F. DISCUSSION AND CONSIDERATION: Resolution 25-650: A Resolution of the Town of Mount Carmel, TN Adopting a Fund Balance Policy

The Fund Balance policy establishes a minimum General Fund Unassigned fund balance equal to 25% of General Fund Expenditures. The Town will strive toward maintaining the General Fund Unassigned fund balance, at a range between twenty-five (25%) and fifty (50%) percent of the following year's budgeted expenditures as an appropriate level of unassigned fund balance in order to cover unexpected expenditures and revenue.

Motion: Alderman Binstock  
Second: Alderman Shugart

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman Philip Binstock	✓		
Alderman James Cross	✓		
Alderman Mindy Shugart	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

G. DISCUSSION AND CONSIDERATION: Parks Committee Meeting

Discussion and Consideration of a request by the Board of Mayor and Aldermen to call a Parks Committee meeting pursuant to the Parks Committee bylaws adopted by Ordinance 24-531

Motion: Vice-Mayor Bare  
Second: Alderman Shugart  
Approved: All present voting in favor

**ADJOURN**

Motion: Vice-Mayor Bare at **5:58 P.M.**

Second: Alderman Shugart

Approved: *All present voting in favor*

Approve:   
John Gibson, Mayor

Attest:   
Tyler Williams, City Recorder