



BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

November 20, 2025 - 5:30 P.M.
Town Hall, 100 Main Street E.

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Welcome from the Mayor
6. Approval and/or Correction of the minutes of the Board of Mayor and Aldermen Meeting dated October 23, 2025, monthly financial report, and department reports.
7. Approval and/or Correction of the minutes of the Board of Mayor and Aldermen Special Called Meeting dated November 4, 2025.
8. Visitors' Comments:
9. Old Business:
10. New Business:
 - A. FIRST READING: Ordinance 25-543: Budget Amendment
 - B. DISCUSSION AND CONSIDERATION: Resolution 25-663: Participation in PEP Cyber Security Grant
 - C. DISCUSSION AND CONSIDERATION: Resolution 25-664: 2026 Community Outreach Event Schedule
 - D. DISCUSSION AND CONSIDERATION: MOU with Sullivan Co. Solid Waste for Recycling Containers
 - E. DISCUSSION AND CONSIDERATION: Debt Payoff and Financial Investments
 - F. DISCUSSION AND CONSIDERATION: 2026 Meeting Dates
11. Board Comments: Mayor, Vice-Mayor, Aldermen
12. Staff Comments: Town Manager, Asst. Town Manager, Town Attorney
13. Adjourn



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 Mount Carmel Town Hall, 100 East Main Street, on October 23, 2025, at 5:30 p.m.

CALL TO ORDER

5:30 pm by Mayor John Gibson

INVOCATION/MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

Led by Vice-Mayor Bare and Alderman Shugart

ROLL CALL:

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

WELCOME FROM THE MAYOR

Mayor Gibson welcomed everyone

APPROVAL and/or correction of the September 25, 2025, Board of Mayor and Aldermen meeting minutes, departmental and financial reports.

Motion: Vice-Mayor Bare

Second: Alderman Shugart

Approved: All present voting in favor

VISITOR COMMENTS

NONE

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: WWTP Improvements Phase 1B- Bids

Item pulled from agenda.

NEW BUSINESS

A. DISCUSSION AND CONSIDERATION: Main Street Flagpole

Table the item for further research and consideration.

Motion: Alderman Gilliam

Second: Alderman Binstock

Approved: All present voting in favor

B. DISCUSSION AND CONSIDERATION: Resolution 25-660: Authorize Mayor's Designee for Hawkins County Coordinating Committee

Motion: Alderman Shugart

Second: Alderman Binstock

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

C. DISCUSSION AND CONSIDERATION: Resolution 25-661: Participation in TDOT Transportation Planning Grant

Motion: Alderman Binstock

Second: Alderman Shugart

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

D. DISCUSSION AND CONSIDERATION: Resolution 25-662: Adopting a Policy for Death of an Employee

Motion: Alderman Shugart
Second: Alderman Binstock

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

E. DISCUSSION AND CONSIDERATION: T.C.A. § 8-27-404: Continuing Insurance Coverage for Surviving Spouse and Dependents of First Responders

Town to provide coverage for up to two years, as allowed by TCA.

Motion: Alderman Binstock
Second: Alderman Shugart

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

ADJOURN

Motion: Alderman Shugart at **6:00 P.M.**
Second: Alderman Binstock
Approved: *All present voting in favor*

Approve: _____
John Gibson, Mayor

Attest: _____
Tyler Williams, Town Recorder



FINANCIAL REPORT

TOWN OF MOUNT CARMEL, TN

Month ending 10/31/2025

<u>GENERAL FUND:</u>	<u>BALANCE:</u>
Checking Account (First Horizon)	\$486,715.21
LGIP Investment Account	\$6,545,904.88
Capital Outlay Savings (First Horizon)	\$102,171.41
TOTAL:	\$7,134,791.50

<u>DRUG FUND:</u>	<u>BALANCE:</u>
Drug Fund Checking (First Horizon)	\$21,192.85
Special Drug Fund (First Horizon)	\$0.00
TOTAL:	\$21,192.85

<u>SEWER FUND:</u>	<u>BALANCE:</u>
Checking Account (First Horizon)	\$795,467.00
Savings/Bond Reserve 2014 (First Horizon)	\$106,947.43
Savings/Sewer Savings 2014 (First Horizon)	\$35,271.71
LGIP Investment Account	\$506,128.53
TOTAL:	\$1,443,814.67

GRAND TOTAL CASH ON HAND:	\$8,599,799.02
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Current Savings Rate: 2.93%

Current LGIP Rate: 4.10%

Mount Carmel Fire Department

Mitch Walker, Fire Chief



November 3rd, 2025

To: James Stables, City Manager

Ref: October 2025 Monthly Report

Volunteer Response Time to Station

- Average: 00:48
- 90th Percentile: 1:48

Apparatus Response Times

- Average: 5:04
- 90th Percentile: 8:51

Volunteer Staff Hours

- Emergency Response Hours: 65 hours, 0 minutes, 18 seconds
- Fire Prevention Hours: 43 hours

Training Hours

- Total: 252.5 Hours
 - o Company Level Training – 149.5 hours
 - o Driver Operator Training – 56 hours
 - o Medical Training – 6 hours
 - o Technical Rescue – 32 hours

Significant Activities

- Annual hydrant maintenance completed on all fire hydrants in town
- Paving of parking lot completed at fire and police station
- Annual hose and ground ladder testing completed
- Pump testing of Tower 18 completed, unit passed without issue
- Partnered with Mount Carmel Elementary School to conduct writing contest for fire prevention month
- Submitted State of Tennessee Forestry Grant application

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- Participated in funeral services and procession for Bristol, TN Firefighter Branden Clawson
 - Participated in RedCross Smoke detector event, installing over 100 smoke detectors across town
 - Participated in community festival event at Emmaus Baptist Church
 - Displayed flag at Honor Flight of the Tri-Cities return event
 - Participated in funeral services and procession of Officer Mark Lindsey
 - Participated in Town of Mount Carmel Halloween event
 - Conducted fire prevention education at Mount Carmel Elementary School.



Custom ▾

Oct 1, 2025 - Oct 31, 2025 ▾

42%

FIRE

Percentage of Total Incidents

58%

EMS

Percentage of Total Incidents

38

INCIDENTS

In Selected Time Slice

31

DAYS

In Selected Time Slice



Counts

% Rows

% Columns

% All

Week Ending	10/5/25	10/12/25	10/19/25	10/26/25	11/2/25	11/9/25	11/16/25	11/23/25	11/30/25	12/7/25	12/14/25	12/21/25	12/28/25	Total
(11) Structure Fire			1											1
(14) Natural vegetation fire		1												1
(15) Outside rubbish fire				1										1
(31) Medical assist	1	2	2	1	3									9
(32) Emergency medical service (EMS) incident	2	1	3	1	6									13
(35) Extrication, rescue	1		1											2
(41) Combustible/f.. spills & leaks	1													1
(44) Electrical wiring/equipm. problem	2													2
(46) Accident, potential accident	1		1											2
(51) Person in distress			1											1
(55) Public service assistance		1			1									2
(61) Dispatched and canceled en route	1													1
(62) Wrong location, no emergency found		1												1
(74) Unintentional system/detect... operation (no fire)			1											1
Total	9	6	10	3	10									38

Date: October 31, 2025
To: Jim Stables, Tyler Williams
Copy: Jason Salyer, Matt Malone
From: Chad Arnold
Subject: September 2025 Management, Operations & Maintenance Report - WWTP

Executive Summary

There were zero (0) excursions to the NPDES permit during the month of September 2025.

There were zero (0) Sanitary Sewer Overflows or Releases during the month of September 2025.

Overall, the plant is stable and operating efficiently. Dewatering operations, utilizing the rental volute press, are keeping the solids concentration at levels that can be consistently clarified. A solution has been found where the press can be run during the winter with the garage door closed, minimizing freezing hazards and energy loss.

We have reached full staff at our Mount Carmel, TN Operations and are working on developing training and PM schedules. We are also developing and implementing our Operations Blueprints.

Landfill disposal continues at the Carter Valley Landfill through Republic, but better pricing has been negotiated with Waste Management at their Eco Safe Landfill in Blountville and we are preparing to make this transition.

Operations

Loading and percent removal as follows:

Parameter	Influent, mg/L	Effluent *mg/L / lbs/day	Reduction % Monthly (85% minimum)	Reduction % Daily (40% minimum)
BOD average	279	11 / 16	96%	93%
TSS average	325	7 / 10	98%	96%

* NPDES Effluent Limit (Monthly Average) – 30 mg/L / 119 lbs/day

Flow as follows:

Flow*	MGD
Influent Flow Average, monthly	0.218 MGD*
Effluent Flow Average, monthly	0.166 MGD

*Mt Carmel STP is rated at **0.472 MGD**.

Please refer to the attachments for the state operating report.

Biosolids Dewatering & Disposal

- Dewatering
 - Dewatered 132,805 gallons.
 - 5 loads were transported to Carters Valley Landfill in July 2025.
 - 40.1 wet tons disposed

Biosolids Wet Tons Disposed via Landfill

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2025	0	0	0	0	0	39.8	0	36.4	40.1	0	0	0	116.3

Residential Lift Stations Maintenance Summary

- Inframark's Maintenance Team responded to twenty-three (23) recorded residential lift station calls during the month of September 2025.
- Three (3) residential lift station pump replacements were recorded during the month of September 2025.

Residential Lift Station Pumps Replaced

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2025	?	?	?	?	?	4	4	5	3	0	0	0	16

Major Maintenance Items - WWTP

- Parts were ordered to perform maintenance on the newer blowers. This includes new air filters, blower fluid and motor grease.
- We have begun to utilize roll off dumpsters for transportation of dewatered solids to the Carters Valley Landfill. This will continue to be our preferred method of disposal going forward with Waste Management.
- Safety grating was installed around the influent sampling area, greatly reducing an everyday fall risk in the plant.

Major Maintenance Items – Main Sewer Lift Stations

- The crane truck that is owned by the town was inspected and had a new lifting cable installed.
- Lift station 1 pump 2 was delivered and installed. Electrical hookup needs to be completed for operation.
- Lift station 8 pump 1 had a new discharge flange installed and is now back in service.
- Lift station 9 pump 2 was delivered and installed with a new discharge flange on the pump. The pump is still blowing out at the discharge. We suspect the discharge line flange is corroded and damaged and cannot create a proper seal.
- Lift Station 10 pump 2 was diagnosed and found to be bad. Order was placed on September 30th and the pump has been received.

Maintenance Opportunities

- An internal Asset Review/CIP was done by Daniel Packwood and Chad Arnold. Once the report is complete it will be provided to the town. The report will detail many maintenance opportunities for both the short and long term.

Financial Update

Type	Month	Fiscal Year	Remaining Balance (1)
Repair & Maintenance Cap	\$12,234.08	\$34,811.08	\$65,188.92
Chemical Cap	\$1,346.40	\$9,126.40	\$13,191.60
Sludge Cap	\$0.00	\$0.00	\$118,025.00

- (1) Annual Repair & Maintenance Budget - \$100,000.00
Annual Sludge Cap Budget - \$118,025.00
Annual Chemical Budget - \$22,318.00

NOTE: Expenses are applied to the Caps once Inframark has paid the invoices.

Capital Expenditures Procured by the Town of Mount Carmel

Type	Month	Fiscal Year
Residential Pump Maintenance	\$0	\$107,253.00
WWTP Maintenance	\$0	\$55,123.90
Machinery & Equipment Rental	\$0	\$109,500.00
TOTAL	\$0	\$271,876.90

Please refer to the attachments for the operational and maintenance tracking financial reports.

Health & Safety

- There were no recordable injuries for the month giving a 2025 calendar year total of zero and FY25 total of zero.
- Safety training is assigned to each team member individually and is completed on-line.

Personnel

- We have been fully staffed since September 8th. Training the maintenance team in the safe installation of new residential Barnes pump systems and troubleshooting the older systems has been a high priority. Along with this comes a continued effort of courteous interactions with the citizens of Mount Carmel.



October 10, 2025
Mount Carmel STP
Permit Number TN0062057
Reporting Period: September 2025
Re: DMR Cover Letter

There were no excursions to the NPDES permit during the month of September 2025.

The Mount Carmel STP, laboratory, and lift stations are operated and maintained by Inframark. The Town of Mount Carmel maintains responsibility for the collection system lines. If you have any questions or require additional information, please call me at (423)484-6726.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew J. Malone".

Matthew J. Malone
Regional Manager – TN/VA/NC

Enclosures

Distribution: Jim Stables, Town of Mount Carmel
Tyler Williams, Town of Mount Carmel
William Parks, TDEC-DWR
Bri Begley, TDEC-DWR
Corey Click, TDEC-DWR
Jeff Corder, Inframark
Keith Norris, Inframark
Chad Arnold, Inframark



TOWN OF MOUNT CARMEL

BOARD OF MAYOR AND ALDERMEN SPECIAL CALLED MEETING MINUTES

A special called meeting of the Town of Mount Carmel, Tennessee Board of Mayor and Aldermen was held at Mount Carmel Town Hall, 100 East Main Street, on November 4, 2025, at 5:30 p.m.

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

WELCOME FROM THE MAYOR

Mayor Gibson welcomed everyone

VISITOR COMMENTS

NONE

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: WWTP Improvements Phase 1B- Bids

To accept the low bid from Garney Construction.

Motion: Alderman Binstock

Second: Alderman Gilliam

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

NEW BUSINESS

NONE

ADJOURN

Motion: Alderman Shugart at **5:42 P.M.**

Second: Alderman Binstock

Approved: *All present voting in favor*

Approve: _____

John Gibson, Mayor

Attest: _____

Tyler Williams, Town Recorder



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor Gibson, Vice Mayor Bare, and Alderman Gilliam,
Alderman Patrick, Alderman Shugart, Alderman Binstock, Alderman Cross

FROM: Tyler Williams, Assistant Town Manager/CFO

DATE: November 20, 2025

RE: **FIRST READING: Ordinance 25-543: Budget Amendment**

SUMMARY:

This is the first reading of a budget amendment for the General Fund and Sewer Fund for FY25-26. This amendment reflects unanticipated revenue and expenditure changes.

GF budgetary highlights include:

- **Removal of FEMA grant revenue and expenditure.**
- **Addition of \$28,000 fire department revenue from sale of ladder truck. Funds are being added back into the fire department equipment budget.**
- **Addition of \$2,500 PEP Grant revenue.**
- **Adjustments to paving for over-budgeted expenditures.**
- **Addition of \$85,000 for recycling site development (grading, stone, paving, fence).**
- **Addition of \$45,000 to recreation budget for additional playground equipment, internet, and surveillance.**
- **Various adjustments to other expenditures.**

SF budgetary highlights include:

- **Increase in accounting fees revenue due to recent change in fee (\$60 to \$120).**
- **Projected increase in interest earnings due to additional investments.**
- **Addition of \$75,000 to residential pump repair/maintenance. \$51,000 has already been spent this year.**
- **\$40,000 additional to TLDA principal to pay off loan**
- **\$30,000 additional for sludge disposal. Was not allocated during budget planning.**

REQUESTING DEPARTMENT(S):

Finance

FISCAL IMPACT:

GF: \$173,554 additional appropriation of fund balance to cover one-time, capital investments (paving, park equipment, recycling site, equipment).

SF: \$149,685.00 additional appropriation of fund balance/retained earnings to cover loan payoff, residential pump replacements and other various expenses.

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

Ordinance 25-543

Budget Amendment Excel Sheets



ORDINANCE # 25-543

AN ORDINANCE AMENDING THE FISCAL YEAR 2025-2026 BUDGET AS PASSED BY ORDINANCE # 25-540 OF THE TOWN OF MOUNT CARMEL, TENNESSEE

WHEREAS, the Town of Mount Carmel adopted the fiscal year 2025-2026 budget by passage of Ordinance Number 25-540 on May 22, 2025; and,

WHEREAS, pursuant to the Tennessee state constitution, Section 24 of Article II, no public money shall be expended except pursuant to appropriations made by law; and,

WHEREAS, pursuant to the Municipal Budget Law of 1982, as found in the *Tennessee Code Annotated* section 6-56-209, the Board of Mayor and Aldermen has the authority to authorize the budget officer to transfer moneys from one appropriation to another within the same fund; and,

WHEREAS, projected revenues and expenditures for FY 2025-2026 have evolved;

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2025-2026 BUDGET AS FOLLOWS:

SECTION 1. Ordinance Number 25-540 is hereby amended by the following for Revenues:

General Fund	FY 2025-2026	FY 2025-2026
	Original Budget	Amended Budget
Total Revenue	\$4,971,140.00	\$4,802,290.00
Sewer Fund	FY 2025-2026	FY 2025-2026
	Original Budget	Amended Budget
Total Revenue	\$2,972,700.00	\$2,987,700.00

SECTION 2. Ordinance Number 25-540 is hereby amended by the following for Expenditures:

General Fund	FY 2025-2026 Original Budget	FY 2025-2026 Amended Budget
Total Appropriations:	\$5,536,936.00	\$5,541,640.00
	FY 2025-2026 Original Budget	FY 2025-2026 Amended Budget
Fund Balance – Appropriated	\$565,796.00	\$739,350.00
Sewer Fund	FY 2025-2026 Original Budget	FY 2025-2026 Amended Budget
Total Appropriations:	\$3,368,850.00	\$3,518,535.00
	FY 2025-2026 Original Budget	FY 2025-2026 Amended Budget
Fund Balance – Appropriated	\$396,150.00	\$545,835.00

SECTION 3. The Board of Mayor and Alderman authorizes the Town Recorder to make said changes in the accounting system.

SECTION 4. This ordinance shall take effect upon publication after its final passage in a newspaper of general circulation, the public welfare requiring it.

Voting by the Board, as follows, on November 20, 2025, First Reading:

	<u>Yes</u>	<u>No</u>
Alderman Patrick	___	___
Alderman Cross	___	___
Alderman Shugart	___	___
Alderman Binstock	___	___
Alderman Gilliam	___	___
Vice Mayor Bare	___	___
Mayor Gibson	___	___

Voting by the Board, as follows, on December 18, 2025, Second Reading and Public Hearing:

	<u>Yes</u>	<u>No</u>
Alderman Patrick	___	___
Alderman Cross	___	___
Alderman Shugart	___	___
Alderman Binstock	___	___
Alderman Gilliam	___	___
Vice Mayor Bare	___	___
Mayor Gibson	___	___

John Gibson, Mayor

ATTEST:

Tyler S. Williams, Town Recorder

GENERAL FUND	110	FISCAL YEAR	CHANGE APPROPRIATION		X
BUDGET AMD	#1	2025-2026	LINE ITEM MOVE		
DATE	12/18/2025				

GENERAL LEDGER ACCT. NO.	REVENUE ACCOUNT DESCRIPTION	2025-2026 ORIGINAL BUDGET	AMOUNT TO AMEND	AMENDED BUDGET
110-36935	Proceeds from Sale of Capital Assets	\$ -	\$ 28,000.00	\$ 28,000.00
110-33491	PEP Grants	\$ -	\$ 2,500.00	\$ 2,500.00
110-33710	Grants from County- Fire	\$ 20,000.00	\$ 10,000.00	\$ 30,000.00
110-36330	Sale of Equipment	\$ -	\$ 500.00	\$ 500.00
110-33120	FEMA Grant	\$ 210,000.00	\$ (210,000.00)	\$ -
110-34740	Parks and Rec Charges	\$ -	\$ 150.00	\$ 150.00
TOTAL REVENUE AMENDED THIS AMENDMENT			\$ (168,850.00)	
TOTAL REVENUE BUDGETED		\$ 4,971,140.00	\$ (168,850.00)	\$ 4,802,290.00

GENERAL LEDGER ACCT. NO.	EXPENDITURES ACCOUNT DESCRIPTION	2025-2026 ORIGINAL BUDGET	AMOUNT TO AMEND	AMENDED BUDGET
110-42200-940	Fire Department/Equipment	605,000.00	39,617.00	\$ 644,617.00
110-41500-266	Admin/Building Maintenance	15,000.00	13,500.00	\$ 28,500.00
110-41500-236	Admin/Public Relation	5,000.00	1,500.00	\$ 6,500.00
110-42200-931	Fire Department/Paving	120,000.00	76,583.00	\$ 196,583.00
110-42200-733	Fire Department/FEMA Grant	240,000.00	(240,000.00)	\$ -
110-41000-790	Gen Govt/Home Grant	130,000.00	(20,331.00)	\$ 109,669.00
110-41000-510	Gen Govt/Insurance	125,000.00	(14,441.00)	\$ 110,559.00
110-43100-931	Public Works/Paving	350,000.00	44,600.00	\$ 394,600.00
110-43190-931	State St. Aid/Paving	50,000.00	(25,000.00)	\$ 25,000.00
110-43200-912	Solid Waste/Recycling Site Development	-	85,000.00	\$ 85,000.00
110-44440-725	Recreation/Park Development and Operation	110,000.00	43,500.00	\$ 153,500.00
110-44440-216	Recreation/Internet	-	1,500.00	\$ 1,500.00
110-41000-551	Gen Govt/Reappraisal Costs	9,000.00	(1,324.00)	\$ 7,676.00
TOTAL EXPENDITURES THIS AMENDMENT			\$ 4,704.00	
TOTAL EXPENDITURES BUDGETED		\$ 5,536,936.00	\$ 4,704.00	\$ 5,541,640.00

GENERAL LEDGER ACCT. NO.	FUND BALANCE ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMOUNT TO AMENDMENT	AMENDED BUDGET
110-27100	Fund Balance	\$ 565,796.00	\$ 173,554.00	\$ 739,350.00
TOTAL FUND BALANCE APPROPRIATED			\$ 173,554.00	

EXPLANATION	Change in 2025-2026 Fiscal Year Budget due to evolving priorities, various adjustments, and new revenues.		
Tyler Williams Town Recorder	_____	DATE	_____
John Gibson Mayor	_____	DATE	_____

SEWER FUND	412	FISCAL YEAR	CHANGE APPROPRIATION		X
BUDGET AMD	#1	2025-2026	LINE ITEM MOVE		
DATE	12/18/2025				

GENERAL LEDGER ACCT. NO.	REVENUE ACCOUNT DESCRIPTION	2025-2026 ORIGINAL BUDGET	AMOUNT TO AMEND	AMENDED BUDGET
412-37294	Accounting Fees	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00
412-36100	Interest Earnings	\$ 28,000.00	\$ 12,000.00	\$ 40,000.00
TOTAL REVENUE AMENDED THIS AMENDMENT			\$ 15,000.00	
TOTAL REVENUE BUDGETED		\$ 2,972,700.00	\$ 15,000.00	\$ 2,987,700.00

GENERAL LEDGER ACCT. NO.	EXPENDITURES ACCOUNT DESCRIPTION	2025-2026 ORIGINAL BUDGET	AMOUNT TO AMEND	AMENDED BUDGET
412-52200-216	Internet Services	800.00	1,500.00	\$ 2,300.00
412-52200-362	Residential Pump Repair and Maintenance	-	75,000.00	\$ 75,000.00
412-52200-614	TLDA Principal	45,000.00	40,000.00	\$ 85,000.00
412-52200-952	Sludge Disposal Fees	-	30,000.00	\$ 30,000.00
412-52200-691	Bank Service Charges	-	2,000.00	\$ 2,000.00
412-52200-364	Plant Repair and Maintenance	-	500.00	\$ 500.00
412-52200-363	Sewer Line Repair and Maintenance	-	500.00	\$ 500.00
412-52200-330	Vehicle Operating Supplies	-	65.00	\$ 65.00
412-52200-320	Operating Supplies	-	120.00	\$ 120.00
TOTAL EXPENDITURES THIS AMENDMENT			\$ 149,685.00	
TOTAL EXPENDITURES BUDGETED		\$ 3,368,850.00	\$ 149,685.00	\$ 3,518,535.00

GENERAL LEDGER ACCT. NO.	FUND BALANCE ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMOUNT TO AMENDMENT	AMENDED BUDGET
412-28000	Fund Balance/Retained Earnings	\$ 396,150.00	\$ 149,685.00	\$ 545,835.00
TOTAL FUND BALANCE APPROPRIATED			\$ 149,685.00	

EXPLANATION	Change in 2025-2026 Fiscal Year Budget due to evolving priorities, various adjustments, and new revenues.		
Tyler Williams Town Recorder	_____	DATE	_____
John Gibson Mayor	_____	DATE	_____



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor Gibson, Vice Mayor Bare, and Alderman Gilliam,
Alderman Patrick, Alderman Shugart, Alderman Binstock, Alderman Cross

FROM: Tyler Williams, Assistant Town Manager/CFO

DATE: November 20, 2025

RE: DISCUSSION AND CONSIDERATION: Resolution 25-663: Participation in
PEP Cyber Security Grant

SUMMARY:

This is a resolution that authorizes the Town's participation in the Cyber Security Grant program offered by Public Entity Partners.

This grant allows up to \$1,000 for expenses related to Cyber Security. We can use this grant money to reimburse expenses we have already incurred as part of our recent efforts to upgrade our IT services.

REQUESTING DEPARTMENT(S):

Finance

FISCAL IMPACT:

\$1,000 grant revenue

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

Resolution 25-663



RESOLUTION 25-663

A RESOLUTION AUTHORIZING THE TOWN OF MOUNT CARMEL TO PARTICIPATE IN THE PUBLIC ENTITY PARTNERS CYBER SECURITY MATCHING GRANT PROGRAM

WHEREAS, the cyber security safety of the Town of Mount Carmel, Tennessee is of great importance; and

WHEREAS, all efforts shall be made to provide a reduced liability for Town employees; and

WHEREAS, Public Entity Partners seeks to encourage secure safe and effective cyber environments by offering the *Cyber Security Matching Grant Program*; and

WHEREAS, the Town of Mount Carmel now seeks to participate in this important program.

NOW THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen meeting at Mount Carmel, Tennessee, on this 20th day of November, 2025, that:

SECTION 1. That the Town of Mount Carmel is hereby authorized to submit application for the *Cyber Security Matching Grant Program* through Public Entity Partners.

SECTION 2. That the Town of Mount Carmel is further authorized to provide a matching sum for any monies provided by this grant.

This Resolution shall take effect immediately, the public welfare requiring it.

ADOPTED this 20th day of November, 2025.

John Gibson, Mayor

Attest: _____
Tyler Williams, Town Recorder



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor Gibson, Vice Mayor Bare, and Alderman Gilliam,
Alderman Patrick, Alderman Shugart, Alderman Binstock, Alderman Cross

THRU:

FROM: James Stables, Town Administrator/Manager

DATE: November 20, 2025

RE: RESOLUTION 25-664 A RESOLUTION ADOPTING THE TOWN OF
MOUNT CARMEL COMMUNITY ACTIVITIES 2026 AS PROPOSED BY
THE TOWN'S COMMUNITY ACTIVITY COMMITTEE

SUMMARY:

This resolution endorses and approves the Town of Mount Carmel Community Activities for Calendar Year 2026.

REQUESTING DEPARTMENT(S):

Community Activity Committee/City Manager

FISCAL IMPACT:

Budgeted amount

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

2026 Mount Carmel Community Events Schedule

RESOLUTION 25-664
A RESOLUTION APPROVING
THE TOWN OF MOUNT CARMEL COMMUNITY ACTIVITIES 2026
AS PROPOSED BY THE TOWN'S COMMUNITY ACTIVITY COMMITTEE

BEFORE THE MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL,
TENNESSEE

WHEREAS, the Town of Mount Carmel Community Activity Committee has developed dates and times for calendar year 2026 Community Activities, and,

WHEREAS, these Town adopted and sponsored activities improve the quality of life for our residents and visitors, and;

WHEREAS, the Board of Mayor and Aldermen wish to continue to engage the neighbors and visitors through community activities; and;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AN ALDERMEN OF THE TOWN OF MOUNT CARMEL, TENNESSEE, as follows

SECTION I. That the Town will sponsor/partner to host the following community activities: Easter Egg Hunt, NERF War, Independence Day Celebration, Back to School Splash, Fall Festival, Halloween on Main, Christmas Tree Lighting, Christmas Parade, and the Santa Run.

Be It Resolved, the 20th day of November 2025

This Resolution was duly considered and adopted by the Board of Mayor and Aldermen, in and for the Town of Mount Carmel, Tennessee, this 20th day of November 2025.

John Gibson, Mayor

Attest:

Tyler Williams, Town Recorder

2026

MOUNT CARMEL COMMUNITY EVENTS

EASTER EGG HUNT

March 28, 2026

NERF WAR

May 16, 2026

INDEPENDENCE DAY

July 4, 2026

BACK TO SCHOOL SPLASH

August 8, 2026

FALL FESTIVAL

September 26, 2026

HALLOWEEN

October 30, 2026

CHRISTMAS TREE LIGHTING

November 30, 2026

CHRISTMAS PARADE

December 12, 2026

SANTA RUN

December 19, 2026



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor Gibson, Vice Mayor Bare, and Alderman Gilliam,
Alderman Patrick, Alderman Shugart, Alderman Binstock, Alderman Cross

FROM: Tyler Williams, Assistant Town Manager/CFO

DATE: November 20, 2025

RE: DISCUSSION AND CONSIDERATION: MOU with Sullivan Co. Solid Waste for Recycling

SUMMARY:

This memorandum of understanding sets for the terms of an agreement between the Town and Sullivan County Solid Waste for the supply of recycling containers.

Under this MOU, Sullivan Co. will supply 4 recycling containers, at no charge, which will accept paper, cardboard, aluminum, and plastic, as well as any other mutually agreed recyclable materials. We also have the option to collect glass for revenue through a separate partnership with a third party.

Sullivan Co. will transport, empty, and return the containers each week at no charge. The Town's only responsibility is to maintain the containers and surrounding areas, keeping the area clean.

The Town intends to use the lot between the Police/Fire station and Cherry Street (entrance) for a recycling convenience center. This site will be developed through a multi-phase project including grading, stone, paving, and fencing, for a total cost of approximately \$80,000. Projected completion date is January 2026 (paving, weather permitting).

REQUESTING DEPARTMENT(S):

Admin/Public Works/Solid Waste

FISCAL IMPACT:

None for MOU. \$80,000 for projected construction costs.

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

**MOU Between Sullivan County Solid Waste and Town of Mount Carmel, Tennessee
Regarding Acceptance of Recycling Material**

MEMORANDUM OF UNDERSTANDING
Between Sullivan County Solid Waste and Town of Mount Carmel, Tennessee
Regarding Acceptance of Recycling Material

This Memorandum of Understanding ("MOU") is entered into on the 1st day of December, 2025, by and between:

- **Sullivan County Solid Waste**, with offices located at 994 Cross Community Rd. Blountville, TN 37617 ("Receiving County"), and
- **The Town of Mount Carmel, TN** with offices located at 100 Main Street E., Mount Carmel, TN 37645 ("Sender").

1. Purpose

The purpose of this MOU is to establish the terms and conditions under which the Receiving County will accept recyclable materials from the Sender for processing and/or disposal at Sullivan County Recycling Facility, located at 999 Cross Community Rd. Blountville, TN 37617.

2. Scope of Agreement

This MOU applies solely to recyclable materials as defined in Section 4 of this agreement. This does not constitute acceptance of any hazardous, non-recyclable, or solid waste materials outside the scope of mutually agreed recyclable items.

3. Term

This MOU shall commence on December 1, 2025 and remain in effect until December 1, 2027 or until terminated by either party with thirty (30) days' written notice.

4. Accepted Materials

Recyclable materials covered by this MOU include (but are not limited to):

- Paper and cardboard
- Plastics #1 through #7
- Aluminum and steel cans
- Other mutually agreed recyclable commodities.

All materials must be properly sorted and uncontaminated. Contaminated loads may be rejected or subject to fees.

5. Responsibilities of the Sender

- Ensure materials are pre-sorted and meet contamination thresholds set by the Receiving County.
- Maintain the recycling containers and keep the surrounding area clean and orderly.

6. Responsibilities of the Receiving County

- Provide recycling containers to Sender.
- Transport recyclable materials to the designated facility.
- Accept and process the recyclable materials as agreed.
- Maintain proper records of received materials.
- Notify the Sender of any contamination issues or rejected loads.
- Provide monthly reports detailing volumes and types of material delivered.

7. Fees and Payment

No fees will be imposed at this time.

8. Compliance with Laws

Both parties agree to comply with all applicable local, state, and federal laws and regulations concerning waste management, recycling, and transportation.

9. Indemnification

Each party shall indemnify and hold harmless the other from any claims, damages, or liabilities arising from its own negligence or willful misconduct related to this MOU.

10. Termination

This MOU may be terminated by either party with thirty (30) days' written notice, or immediately in the case of a material breach.

11. Amendments

This MOU may be amended only in writing and signed by both parties.

12. Entire Agreement

This MOU constitutes the entire agreement between the parties and supersedes all prior agreements and understandings, whether written or oral.

IN WITNESS WHEREOF, the parties have executed this MOU on the dates set forth below:

Sullivan County Solid Waste

By: _____

Name:

Title:

Date: _____

Town of Mount Carmel, Tennessee

By: _____

Name: John K. Gibson

Title: Mayor

Date: _____



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor Gibson, Vice Mayor Bare, and Alderman Gilliam,
Alderman Patrick, Alderman Shugart, Alderman Binstock, Alderman Cross

FROM: Tyler Williams, Assistant Town Manager/CFO

DATE: November 20, 2025

RE: DISCUSSION AND CONSIDERATION: Debt Payoff and Financial Investments

SUMMARY:

The Sewer Fund is currently obligated to loan with a balance of \$85,048.86. The interest rate on the loan is 2.48%. The maturity date is 2027. There is a mandatory reserve account tied to this loan with \$106,947.43 which is earning 2.93% interest.

With a declining interest rate environment, Finance is seeking to pay off this loan and reinvest the reserve account for a higher yield. LGIP is currently earning 4.10%.

Finance request is to pay off the balance of the loan from checking and invest the reserve account funds in LGIP.

Finance would also recommend the following investment changes:

- Move \$101,171.41 in General Fund Savings from bank (2.93%) to LGIP (4.10%)
- Move \$34,271.71 in Sewer Fund Savings from bank (2.93%) to LGIP (4.10%)
- Move \$352,654 in Sewer Fund Checking from bank (2.01%) to LGIP (4.10%)

REQUESTING DEPARTMENT(S):

Finance

FISCAL IMPACT:

\$85,048.86 loan payoff. Future investment earnings due to rate increase unknown.

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

None



MOUNT CARMEL

A place to put down roots

LEGISLATIVE MEMORANDUM

TO: Honorable Mayor Gibson, Vice Mayor Bare, and Alderman Gilliam,
Alderman Patrick, Alderman Shugart, Alderman Binstock, Alderman Cross

THRU:

FROM: James Stables, Town Administrator/Manager

DATE: November 20, 2025

RE: DISCUSSION & CONSIDERATION: For the 2026 Board of Mayor and
Aldermen Dates for Workshops and Meetings

SUMMARY:

The purpose of this discussion and consideration request is to address the 2026 calendar year schedule for Board workshops and meetings, taking into consideration the Town recognized holidays that may conflict with the normally scheduled workshop and meeting dates. All workshops and meetings will still occur on Thursdays. However, the November and December meetings will take place one week after the monthly workshop, instead of the usual two weeks after the monthly workshop.

Therefore, we would like to offer the following for evaluation, consideration, and action by the Board.

WORKSHOP DATE	MEETING DATE	MONTHLY HOLIDAYS DATES
January 8, 2026	January 22, 2026	1-New Years Day, 19-MLK Day
February 12, 2026	February 26, 2026	16-Presidents Day
March 12, 2026	March 26, 2026	
April 9, 2026	April 23, 2026	3-Good Friday
May 14, 2026	May 28, 2026	25-Memorial Day
June 11, 2026	June 25, 2026	
July 9, 2026	July 23, 2026	3-Independence Day
August 13, 2026	August 27, 2026	
September 10, 2026	September 24, 2026	7-Labor Day
October 8, 2026	October 22, 2026	12-Columbus Day
November 12, 2026	November 19, 2026	3-Election Day, 11-Veterans Day, 25 & 26-Thanksgiving
December 10, 2026	December 17, 2026	24 & 25-Christmas

REQUESTING DEPARTMENT(S):

Town Administrator/Manager

FISCAL IMPACT:

No fiscal impact projected

STAFF RECOMMENDATION:

Staff recommendation is to approve the 2026 proposed dates for Board of Mayor and Aldermen workshops and meeting

ATTACHMENTS:

None