

The Town of Collierville **Construction Board of Adjustment & Appeals** met in regular session on Thursday, January 19, 2023 at 2:00 p.m., in the Board Chambers of Town Hall, at 500 Poplar View Parkway.

Staff members present were: Building Official Tim Pendleton, Asst. Building Official Chris Byrd, Fire Investigator Josh Hale and Administrative Assistant Eva Davidson.

Mazzola called the meeting to order at 2:03 p.m.

ROLL CALL: Banks-present, Furr-present (arrived at 2:14pm), Hensley-present, Mazzola-present, Pulliam-present, Taylor-present and Dickens-absent. **Quorum present**

Approval of the Minutes:

Vice Chairperson Mazzola called for a motion to approve the November 17, 2022 minutes as presented.

BOARD ACTION: Motion By: Hensley Seconded By: Pulliam

	<u>Banks</u>	<u>Dickens</u>	<u>Furr</u>	<u>Hensley</u>	<u>Mazzola</u>	<u>Pulliam</u>	<u>Taylor</u>
Yes	X		X*	X	X	X	X
No							
Abstain							

*Board Member was present but missed Roll Call

MOTION APPROVED: Minutes accepted

BUSINESS ITEM:

The Building Official called for Nominees for the 2023 Construction Board of Adjustment and Appeals Chair and Vice Chair.

BOARD ACTION: Motion to Nominate Julie Furr for Chairperson by: Banks Seconded by: Hensley
No other nominations

	<u>Banks</u>	<u>Dickens</u>	<u>Furr</u>	<u>Hensley</u>	<u>Mazzola</u>	<u>Pulliam</u>	<u>Taylor</u>
Yes	X			X	X	X	X
No							
Abstain							

MOTION APPROVED: Commissioner Julie Furr for Chairperson.

BOARD ACTION: Motion to Nominate Vince Mazzola for Vice Chairperson by: Hensley Seconded by: Banks
No other nominations

	<u>Banks</u>	<u>Dickens</u>	<u>Furr</u>	<u>Hensley</u>	<u>Mazzola</u>	<u>Pulliam</u>	<u>Taylor</u>
Yes	X			X	X	X	X
No							
Abstain							

MOTION APPROVED: Commissioner Vince Mazzola for Vice Chairperson

Other Business / Discussion:

Building Official Tim Pendleton shared a hand out to the Board Members regarding the Role of the Chair/Robert’s Rules of Order. (Attachment included). Discussion ensued.

Building Official Tim Pendleton brought to the attention of the Board an upcoming training session on 2/2/23 regarding annual kickoff training session with the Town Attorney and Town Planner. Topics included are the Town's ethics policy, voting tips, the State's vesting law, a recent state law change on conditions of approval, etc.

Building Official Tim Pendleton addressed amendment to the electrical code and said there will be three additional meetings on this subject.

Building Official Tim Pendleton addressed the Storm Shelter update, there is no resolution from the State at this time.

Commissioner Hensley inquired regarding any staffing issues. *Building Official Tim Pendleton* discussed that the Town is short 2 Inspectors, however we have not had issues due to the slowdown. Discussion ensued regarding staffing, combination inspector incentives and training.

Chairperson Furr inquired regarding upcoming training. A “lunch and learn” session regarding Roberts Rules was recommended. Discussion ensued.

ADJOURNMENT:

There being no further business, Vice Chair Mazolla called to adjourn the meeting at 2:44 pm.