

**Town of Pinetops  
Board of Commissioners  
Regular Monthly Meeting (Also available via Zoom)  
Minutes  
February 7, 2023  
Pinetops Town Hall**

**A. Call Regular Meeting to Order**

Mayor Harrell called the Regular Meeting to Order.

**B. Invocation**

Invocation was given by Commissioner Sugg.

**C. Pledge of Allegiance**

Mayor Harrell led the Pledge of Allegiance.

**D. Proposed Agenda**

Commissioner Sugg made a motion to approve the proposed agenda as presented with the addition of a Funds Transfer History Analysis Document. Commissioner Mabry seconded the motion. Motion carried unanimously.

**E. Consent Agenda**

Commissioner Sugg made a motion to approve the January 3, 2023 Minutes as written. Commissioner Webb seconded the motion. Motion passed unanimously.

**F. Public Comments**

1. **Phyllis Arrington – Pinetops Community Development Advisory Board**

Phyllis Arrington appeared before the Board to present a brief update on how the meetings are going with the Pinetops Community Development Advisory Board. The meetings are being held on the 4<sup>th</sup> Wednesday of each month from 6:00 -7:15 p.m. Since the meetings first began back on November 16th the Advisory Board has established and voted on the Board Officers and their respective terms. She passed out a flyer that outlined the three economic strategies of the Community Development Advisory Board. The flyer also contained contact information for anyone interested in volunteering with the Advisory Board to implement the strategies. All of the Advisory Board's information as well as their meetings are stored in a google account for all to see. Commissioner Mabry stated that he would like to see this sort of update given to the Town Board quarterly to keep them informed.

**G. Departmental Reports**

1. **Police Department:** Chief Harrell read over the police report for the month of January 2023. The police department answered and/or initiated 919 official police

actions. A detailed copy of the entire police report is hereby attached to the minutes. The police department currently has 6 full-time officers with an additional 1 scheduled to be added to a permanent position upon graduation.

2. **Public Works Department:** David Phillips read over the water and sewer report for the month of January 2023. The total water produced for the month was 4.47 million and total wastewater treated was 4.61 million. There were 3 main water leaks and 5 electrical outages during the month. The Public Works Director reported that the Fence at Well #6 has been installed by Moye Fence Company. He also informed the Board that all trucks are operational except for the small bucket truck. He also presented the Board with a list of the utility departments equipment and vehicles by year, make, model, mileage and condition. The Wooten Company has been in town counting the manholes, hydrants, in preparation of completing the study for both projects. The Town Administrator has contacted Rural Water to get some clarification/guidelines on the lead requirement. Carlos Williams with the town's Water & Sewer Department has begun contacting local businesses about installing state mandated grease traps. They are trying to give them at least 90 days' notice to comply before enforcing the requirement. The Town Administrator also informed the Board that he had been contacted by the Commissioner of Environmental Quality who is planning to visit the town on February 16<sup>th</sup> to highlight the grant money received. The Board is invited to attend the event.
3. **Fire Department:** Chief Burress presented the fire report for the month of January 2023. There were 19 service calls for the month. A detailed copy of the fire report is hereby attached to these minutes. Chief Burress presented the cemetery report for the month of January. Lots sold for the month of January was 0. A detailed copy of the cemetery report is hereby attached to the minutes. Chief Burress informed the Board that he came across a used (2 year old) pumper truck for sale in the Town of Fairmont but he doesn't know the asking price as of yet. He told the Board that he actually went this past weekend to see the truck and it looks to be in good condition.
4. **Finance Department:** Ms. Keesler gave the financial report for the month of January 2023. The general fund had a gain of \$1,219.25. The electric fund had a gain of \$31,693.80 for the month while the water/sewer fund also ended the month with a gain of \$22,541.26. Ms. Keesler presented the Board with a Paid Check Report for the month along with a Budget to Actual Report. The adjusted ending balance for the month of January is \$3,668,236.57. Ms. Keesler advised the Board that the Auditor would be at the March meeting via ZOOM to present FYE 06/2022 Audit. Commissioner Sugg asked that big ticket invoices be presented to the Board for informative reasons. Ms. Keesler told the Board that she had received an email from the LGC on February 6 detailing what they expect from the town and the due dates for providing this information. Basically, the LGC wants a budget to actual report for month 8<sup>th</sup> by March 15, 2023, and months 9<sup>th</sup> and 10<sup>th</sup> by May 16, 2023. They also want a draft copy of the 2024 budget by May 16, 2023.

## H. Items for Discussion

1. Commissioner Sugg presented the Board with a document that outlines the transfers made to the General Fund over the past 10 years. By presenting this document he was hoping to inform the Board of the fact that the income sources have been insufficient to cover the annual operating budget each year. Over the last 3 fiscal years the transfers have declined but are still unacceptable to the Local Government Commission (LGC). Due to being under LGC guidance the town will need to develop both a short term and long term plan that addresses how we plan to fill this existing gap. He explained that he wanted to go ahead and present this to them, so they had time to review prior to the upcoming budget sessions.

## I. Action Items/New Business

1. Purchase of .Gov Domain Name/Web Address.  
The Town Administrator asked the Board to consider authorizing the Mayor to execute a document that would allow the town to acquire .Gov Domain Name/Web Address. He explained that this was safer than using the current pinetops.com name. The proposed cost for this should be approximately \$300 - \$400 yearly. Commissioner Webb made a motion to authorize the Mayor to execute a document that would allow the town to acquire the .Gov Domain Name/Web Address. Commissioner Sugg seconded the motion. Motion passed.
2. The computers cited in the original proposal have now all been replaced. The Town Administrator told the Board that he is still looking into other options to pull the heat out of the server room. To purchase a unit specifically made for this type of moisture could cost from \$6,000 upwards to \$10,000.
3. Rebuild NC has been using the boardroom each Thursday to help the residents that lost their homes as a result of a hurricane to retrieve available FEMA funds.
4. A new business owner on Hamlet Street near the Flower Shop told the Town Administrator that he would repair the sidewalk outside his place at his expense in order to make it handicap accessible. A contract was drawn up and reviewed by the Town Attorney to make sure everything was okay.
5. The Town Administrator told the Board that Locality Networks would like to remove/clean up the poles throughout at their own expense if the town would agree not to charge them any type of pole attachment fee for at least 20 years.

## K. Adjournment

Commissioner Webb made a motion to adjourn. Commissioner Mabry seconded the motion. Motion passed unanimously.

Date: 3/7/2023

Brenda Harrell  
Mayor Brenda Harrell

ATTESTED:  
Tammy Keesler  
Finance Officer/Town Clerk Tammy Keesler