

**Town of Pinetops
Board of Commissioners
Regular Monthly Meeting
April 1, 2025
Pinetops Town Hall**

A. Call Meeting to Order

Mayor Harrell called the meeting to Order.

B. Invocation

Commissioner Sugg led the Invocation.

C. Pledge of Allegiance

Mayor Harrell led the Pledge of Allegiance.

D. Proposed Agenda

Mayor Harrell requested the SLT Proposal under Items for Discussion be moved to Executive Session under Personnel Matters. Commissioner Taylor made a motion to approve the proposed agenda as amended. Commissioner Webb seconded the motion. Motion carried unanimously.

E. Consent Agenda

Commissioner Webb made a motion to approve March 4, 2025, regular minutes and March 10, 2025, budget work session minutes as written. Commissioner Bullock seconded the motion. Motion passed unanimously.

F. Public Comments

1. Angie Roberts

Angie Roberts, the owner of a party events business, appeared before the Board to introduce herself and inform them that she is actively looking for a brick-and-mortar location within Pinetops to house her business. She asked if the town offered any type of incentive to attract new businesses. The Mayor stated that currently the town doesn't but that is definitely something we could take a look at during the next budget session.

G. Departmental Reports

- 1. Police Department:** Chief Harrell read over the police report for the month of March 2025. The police department answered and/or initiated 909 official police actions during the month. A detailed copy of the report is hereby attached to the minutes.

The BLET candidate graduated in March, will be sworn in on Thursday and will then begin three months of in-house training.

The full-time dispatcher who was out on medical leave has returned to work and was officially released to full-time status in April.

2. **Public Works Department:** Cody Lancaster, Public Works Supervisor presented the water and wastewater totals report for the month of March 2025. The total water produced was 5.38 million gallons and the total wastewater treated was 5.18 million gallons. A detailed copy of the report is hereby attached to the minutes.

There was 1 electrical outage for the month of March 2025.

A tree limb fell due to gusty winds causing a blown fuse in the area of Longwood Dr. & Arbor Lane. Power in that area was out for approximately 45 minutes.

There were 3 water leaks during the month.

Main line break at the intersection of N. 3rd & Dunn. Street. Customers were out for about 2 hours.

Leak on 2" PVC line at 5000 block of NC 43 N. Customers out approximately 3 hours.
Leak on ¾ service line on Discover Drive. Customers out approximately 2 hours.

Replaced out of service fire hydrant at intersection on E. Irwin & N. MLK Street. Customers were out for approximately 4 hours.

The Public Works are currently down one employee, applications are still being taken for the street maintenance position.

During the month 4 of the main trucks have been out of service due to mechanical issues. The town is pursuing financing to purchase a new Knuckle Boom truck. Hopefully, the other 3 trucks will be back in service soon.

Cody informed the Board that the Fire Chief would not be at the meeting but did want him to inform them that the new mini-pumper has been picked up and is now in Pinetops.

3. **Fire Department:** Chief Burress was not present at the meeting due to a prior engagement but did provide a copy of the fire report for the month of March 2025. There were 12 service calls for the month. A detailed copy of the fire report is hereby attached to these minutes.

There were 0 cemetery lots sold for the month of March 2025. A detailed copy of the cemetery report is hereby attached to the minutes.

4. **Finance Department:** Ms. Keesler presented the financial report for the month of March 2025. The general fund had a loss of \$17,102.83. The electric fund had a total gain of \$21,180.32 for the month. The water/sewer fund ended the month with a total

loss of \$52,701.02. The adjusted end balance for the month of March is \$2,323,808.14. A Paid Check Report and Budget to Actual Report were also provided for the month of March. A detailed copy of the reports is hereby attached to the minutes.

Ms. Keesler pointed out a couple of items in the Paid Check Report. The first item was a check written to Freightliner of Arizona in the amount of \$7,697.06 for maintenance on the Knuckle Boom Truck. Fiscal year-to-date repairs on this truck total \$17,200. The second item was payable to the Town of Tarboro. This check was mainly for the ABB project, \$72,448.60, the remaining balance was for the use of the sewer jet vac.

H. Items for Discussion.

1. "SLT" Senior Leadership Team Proposal – Commissioner Sugg

This subject will be discussed under the Executive Session as a personnel matter.

2. Schedule 2nd Budget Work Session

The Board decided to wait until the May meeting to schedule the 2nd Budget Work Session since we are still waiting on the medical/benefits insurance renewal quotes.

3. Any Other Business

There was no other business at this time.

I. Action Items/New Business.

1. Authorize Finance Officer to seek RD/USDA financing for Knuckle Boom Truck purchase.

Commissioner Ransome made a motion to authorize the finance officer to seek Rural Development financing for Knuckle Boom Truck. Motion was seconded by Commissioner Webb. Motion carried.

2. Authorize Finance Officer to sign required RD/USDA paperwork needed to pursue financing of a Knuckle Boom truck.

Commissioner Webb made a motion to authorize the finance officer to sign any required RD/USDA paperwork needed to pursue financing of a Knuckle Boom truck. The motion was seconded by Commissioner Bullock. Motion carried.

3. Authorization to submit rescoped \$4,000,000 WWTP project to DEQ to request available funding.

Commissioner Sugg made a motion to authorize the finance officer to submit rescoped \$4,000,000 WWTP project to the Wooten Company to be forwarded to the Department of Environmental Quality "DEQ" to request availability of funds. The motion was seconded by Commissioner Webb. Motion carried.

4. Any Other Business

There was no other business at this time.

J. Executive Session

1. Personnel Matters

Commissioner Webb made a motion to go out of the Regular Session and into the Executive Session to discuss Personnel Matters. Commissioner Sugg seconded the motion. Motion carried.

Commissioner Webb made a motion to come out of the Executive Session and back into the Regular Session. Commissioner Bullock seconded the motion. Motion carried.

Commissioner Webb made a motion to create a Senior Leadership/Management Team and appointed the Department Managers, Stacy Harrell, Cody Lancaster, and Tammy Keesler to serve on it. Commissioner Taylor seconded the motion. Motion carried.

K. Adjournment

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

Date: 4-2-2025



Mayor Brenda Harrell

ATTESTED:



Finance Officer/Town Clerk Tammy Keesler