

**Town of Pinetops  
Board of Commissioners  
Regular Monthly Meeting (Also available via Zoom)  
Minutes  
August 1, 2023  
Pinetops Town Hall**

**A. Call Regular Meeting to Order**

Mayor Harrell called the Regular Meeting to Order.  
All Board Members were present.

**B. Invocation**

Commissioner Sugg led the Invocation.

**C. Pledge of Allegiance**

Mayor Harrell led the Pledge of Allegiance.

**D. Proposed Agenda**

Commissioner Webb made a motion to approve the proposed agenda. The motion was seconded by Commissioner Sugg. Motion carried unanimously.

**E. Consent Agenda**

Commissioner Sugg made a motion to approve the June 27, 2023 Special Call Minutes as written. Commissioner Webb seconded the motion. Motion passed unanimously.

**F. Guests**

**1. Community Development Advisory Board – Quarterly Update**

Phyllis Arrington, Chairman of the Pinetops Community Development Advisory Board was present to provide a quarterly update. She stated that since the last update she felt like the Advisory Board was working better together. They have seen interest in more volunteers since signs have been put up around town requesting volunteers to serve on the Advisory Board. Currently, the Advisory Board has two main objectives: 1) Creating a recreation center which would bring in more youth involvement and 2) Program for Senior Citizens. A meet & greet has been scheduled in the vacant lot across from Abrams during the 2<sup>nd</sup> week of August. The Board suggested the Advisory Board use the town's All-Call System and Newsletter to explain what their objectives are, solicit volunteers, and announce any upcoming events.

**G. Public Comments**

**1. Gloria Bennett – 605 E. Lashley St.**

Gloria Bennett inquired as to the process involved in getting limbs above the power lines trimmed at a residence. The Town Administrator requested this be reported to the town hall so it can be added to a list for the contracted tree trimmers which normally come in the Fall. Mayor

Harrell followed up by asking if they were on a power line or over her service line, she replied to her service line. A service order will be written so that our public works can determine if they do indeed need to be trimmed and if so, is it something we can handle ourselves.

#### **H. Departmental Reports**

1. **Police Department:** Chief Harrell read over the police report for the months of June & July 2023. The police department answered and/or initiated 2024 official police actions during the two months. The town did not receive funding from the NC Governor's Crime Commission during the FY2023 grant cycle but is currently using the remainder of the funds from the previously awarded grant. A detailed copy of the entire police report is hereby attached to the minutes.
2. **Public Works Department:** Cody Lancaster, Public Works Supervisor was not present due to a loss in his family. Administrator Ventresco presented the water and sewer report for the month of July 2023. The total water produced for the month was 5.70 million and total wastewater treated was 4.53 million. He also reported that the garbage truck should hopefully be back in action by next week.

Commissioner Sugg requested that a list be made addressing the brown water issues. The list should contain the affected location, the issue and what course of action the town is expecting to do to resolve the problem.

3. **Fire Department:** Chief Burress presented a copy of the fire report for the months of June & July 2023. There were 10 service calls for each month. A detailed copy of the fire report is hereby attached to these minutes. A copy of the cemetery report for the months of June & July was also furnished. There was a total of 3 lots sold for both months. A detailed copy of the cemetery report is hereby attached to the minutes.

Gloria Bennett asked if all the fire hydrants were currently operational, to which the Fire Chief responded that 2 or 3 needed to be replaced. He went on to say that this is not unusual and thus the reason for having them service on a regular basis.

4. **Finance Department:** Ms. Keesler presented the financial report for the month of July 2023. The general fund had a loss of \$ 79,900.52. The electric fund had a gain of \$ 138,950.32 for the month. The water/sewer fund ended the month with a gain of \$ 21,138.04. A Paid Check Report and Budget to Actual Report was also presented for the month of July. The adjusted ending balance for the month of July is \$ 3,798,582.03.

Required 2 hr. on-line fiscal training for Local Government Elected Officials. There is also 4 hr. in-person training this fall for units on the UAL. The course is \$25 per person and will be held in Greenville on October 25, 2023. Must register to attend. The Town Administrator and Finance Officer is required to fulfill a 6-hr. mandatory UAL training. Who is interested in attending the 4 hr. in-person training before I complete the registration process?

## **I. Items for Discussion**

### **1. Community Development Advisory Board and Donations.**

Administrator Ventresco told the Board that he had been approached by the Community Development Advisory Board concerning them being able to raise funds. The town has appropriated \$1,200 for them in FY 23-24. He explained that they would like to have fund raisers so they could pursue various projects in the community or be able to purchase much needed equipment that can be used to document the functions of the Advisory Board. He told the Board he had already spoken to the Town Attorney who said he didn't see a problem with this, but the town should still consult with a CPA on the proper handling of donations. The Finance Officer just wanted to make sure the entire Board was okay with any purchases made by the Advisory Board and had approval for payment. The money from any fundraising can be handled the same as donations received for the parade.

### **2. Book Exchange Boxes on Town Property.**

Kyle Cecchi who is the founder of "Moss Kids" came before the Board to request permission to put book exchanges boxes at the Gazebo & Park which is town-owned property. The request was brought up at the last meeting, but Commissioner Mabry had asked that any decision be tabled before this meeting since he had a few safety concerns and would like to hear directly from Mr. Cecchi. Commissioner Mabry main concern with having the book exchange boxes on town property is that you won't be able to control what goes in or comes out of the boxes. Another concern was the insurance matter, who is responsible if something happens while the boxes are on town property, especially since they don't carry any type of insurance. The Town Attorney remarked he didn't think the town would be held liable because we are not getting any compensation from having them installed on town property. He also suggested the town follow-up with our insurance company just to verify. The Attorney will draw up an agreement between the town and Moss Kids that states the town is in no way liable for any damage or incidents that might occur while the boxes are installed on town property. The agreement will also state the town has the right to remove the boxes off town property if need be. The agreement should be available by the next meeting.

### **3. Electric Services Agreement**

The administrator asked that this be tabled until the next meeting since he didn't receive a revised version of the Electric Services Agreement. He would also like to have time to reach out to another prospective vendor.

### **4. Any Other Business**

Commissioner Mabry asked that going forward the Board receive a monthly Administrator's report updating them on the various on-going projects.

Commissioner Sugg inquired about the status of the old Fire Truck. Administrator Ventresco informed the Board that the truck was advertised on Gov.Deals but has yet to be sold. He told the Board that he did receive 1 bid which he thought was too low. The Board asked for this to be put on the next Agenda so a decision can be finalized.

Commissioner Sugg asked if the City of Wilson could be contacted about the load peak generators at their site to see if they could be relocated due to the excess noise or at least come up with some type of noise suppression. This issue was first brought up at the Town Forum which took place on July 27, 2023, by a concerned resident who lives in that area. Mayor Harrell told the Board she would try speaking to someone about this and report back what she finds out.

#### **J. Action Items/New Business**

##### **1. Approve Amendments to Town Ordinance/Code on Animals**

The Town Attorney explained that some parts of our current Animal Control Code Ordinance are outdated so therefore an amendment to the current ordinance is needed stating that from this point we will be following the most updated Edgecombe County Animal Control Ordinances. Commission Webb made a motion to adopt an ordinance amending the Town of Pinetops code of Ordinances regarding County Animal Control Provisions. Commissioner Sugg seconded the motion. Motion carried.

##### **2. Approve Non-Profit Funding Application**

Administrator Ventresco told the Board that he had received a Non-Profit Funding Application from Truth Foundational Ministries. The maximum amount that can be given to an applicant is \$500 per fiscal year as funds allow. The Board instructed the Administrator to make these types of decisions on his own if the requests fit the criteria.

##### **3. Special Events Application Fee**

Our Special Events Ordinance states that a fee will be charged but currently that is not being followed since a fee has not been established. The Town Attorney suggests that some type of fee be set even if it is only \$25 - \$50 to cover administrative costs. Commissioner Webb made a motion to set a flat \$25 as a Special Events Application Fee. Commissioner Sugg seconded the motion. Motion carried.

##### **4. Any Other Business**

#### **K. Executive Session**

##### **1. Personnel Matters**

Commissioner Webb made a motion to go into closed session to discuss personnel matters. Commissioner Sugg seconded the motion. Motion carried.

Commissioner Webb made a motion to go out of closed session and back into regular session. Commissioner Sugg seconded the motion. Motion carried.


**L. Adjournment**

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

Date: 9/5/2023

  
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Mayor Brenda Harrell

ATTESTED:

  
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Finance Officer/Town Clerk Tammy Keesler