

**Town of Pinetops
Board of Commissioners
Regular Monthly Meeting (Also available via Zoom)
Minutes
December 5, 2023
Pinetops Town Hall**

A. Call Regular Meeting to Order

Mayor Harrell called the Regular Meeting to Order.

B. Invocation

Pastor, Randy Smith 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 Taylor. Motion carried unanimously.

E. Consent Agenda

Commissioner Webb made a motion to approve the November 14, 2023, Minutes as written. Commissioner Sugg seconded the motion. Motion passed unanimously.

F. Administer Oath of Office

The Town Clerk administered the Oath of Office to newly re-elected Mayor Brenda Harrell.

Mayor Harrell then proceeded to administer the Oath of Office to re-elected Commissioner Dennis Sugg as well as the two new Commissioners Zachary Bullock & Kendrick Ransome.

Mayor Harrell welcomed the two new Commissioners to the Board and thanked the outgoing members for their service.

G. Appoint Mayor Pro-Tem

Mayor Harrell explained that the new Board needed to appoint a Mayor Pro-Tem. At this time, she opened the floor for nominations. Commissioner Sugg made a motion to appoint Barbara Taylor as Mayor Pro-Tem. No other nominations were made. Commissioner Webb seconded the motion. Motion carried.

H. Public Comments

Mayor Harrell opened the floor for public comment.

1. **Oscar Mabry -205 S MLK Street**
Former Commissioner Mabry just wanted to state that he had enjoyed serving on the Board and wanted to personally welcome the new members.
2. **Raymond Moss -107 Sally Jenkins Street**
Mr. Moss expressed his concerns about cars traveling too fast through town. The current speed limit is 35 but nothing can be changed without getting consent from NCDOT.

I. Departmental Reports

1. **Police Department:** Chief Harrell read over the police report for the month of November 2023. The police department answered and/or initiated 967 official police actions during the month. A detailed copy of the entire police report is hereby attached to the minutes. Commissioner Sugg reminded Chief Harrell that at the last meeting he had requested the number of full/part-time dispatchers be added to the monthly report along with the regular police officers.
2. **Public Works Department:** Cody Lancaster, Public Works Supervisor presented the water and wastewater totals report for the month of November. The total water produced was 4.7 million gallons and the total wastewater was 3.1 million gallons. There was 1 reported water leak for the month which was a ¾ line. There were no electrical outages reported during the month.

Public Works has been busy throughout the month in preparation for the tree lighting and Christmas parade.

Mayor Pro-Tem Taylor inquired about the heating at the community building. Cody reported that the unit seems to be working correctly but suggested that the heat be turned on/up the night before the Senior Program is held on Wednesdays to allow ample time to get the chill off.

3. **Fire Department:** Chief Burress presented a copy of the fire report for the month of November 2023. There were 13 service calls for the month. A detailed copy of the fire report is hereby attached to these minutes. A copy of the cemetery report for the month of November was also furnished. There were no lots sold for the month. 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 November 2023. The general fund had a loss of \$ 26,832.82. The electric fund had a gain of \$ 58,044.87 for the month. The water/sewer fund ended the month with a gain of \$38,548.69. A Paid Check Report and Budget to Actual Report was also presented for the month of November. The adjusted ending balance for the month of November was. \$ 2,249,916.51.

As shown in the financial report you can see that \$2,000,000.00 was transferred from the central depository account into the public insured money market account. This change was made to increase the town's investment potential.

The Finance Officer informed the Board that she had contacted the Auditor to check the status of the audit report filing. The town has already missed the October deadline and was told we won't make the November deadline either. The auditor stated it will take approximately another two to three weeks to finish. The auditor didn't elaborate on what the holdup was, but all information was furnished to the firm in a timely manner.

Commissioner Sugg asked if the second page of the financial report could show the words "Investment Portfolio."

5. Administrator Report

1. Housing committee for CDBG Grants

This item will be discussed further down on the Agenda under Action Items/New Business.

2. Pinetops Community Development Advisory Committee

This item will be discussed further down on the Agenda under Action Items/New Business.

3. Dilapidated (Structurally Deficient) Buildings and Unkempt Properties

Administrator Ventresco met with Attorney on Monday, December 4th for the final few hearings. These hearings are the 2nd step in the process of getting the compromised structures repaired or torn down. Property owners typically are given 90 days to make necessary repairs or have the structure torn down and property cleared. Commissioner Taylor requested a list of the homeowners who had received letters.

4. Recycling

Administrator Ventresco explained that we still have numerous citizens that are not following the recycling guidelines. The town has been fined every time they've dumped except for the last one. During the Thanksgiving holiday all cans were collected and carried to the landfill to give citizens a fresh start by having all cans emptied. The guidelines have been posted on the town website, mentioned through an all-call system as well as through a flyer insert in the utility bills. The cans will need to be checked periodically to make sure citizens are doing it correctly. Commissioner Ransome asked about the possibility of fining any violators. A majority of the Board members stressed they would rather go through a more informative route before any fines for citizens are implemented.

J. Items for Discussion

1. Raymond Moss – Questions concerning water letter insert in utility bills

Mr. Moss brought up the water insert that was included in the last utility bills. Carlos Williams, who works in the town's water & sewer department, explained that the insert was just informative and not a violation. The town had to inform the citizens that it missed taking a test

sample that is required every 9 years. This was an oversight due to a change of employees. The test has been taken and there is no problem with the quality of the town's water.

K. Action Items/New Business

1. Approve Ordinance declaring a road closure for Christmas Parade- Dec. 2nd

The Finance Officer explained that this is just a formality since the Christmas Parade has already taken place. Originally a letter of request was sent along with a map showing the streets to be closed but the Board was supposed to approve this ordinance as well back in the November meeting. NCDOT was okay with going ahead and having the Mayor sign the ordinance so that the request could be approved prior to the parade. Commissioner Webb made a motion to officially approve the ordinance declaring a road closure for Christmas Parade as well as state that it was okay that the Mayor signed it on their behalf. Commissioner Bullock seconded the motion. Motion carried.

2. Approve creation of housing committee for CDBG grant purposes

Commissioner Webb made a motion to approve the creation of a housing committee for CDBG grant purposes. Commissioner Taylor seconded the motion. Motion carried. The committee will consist of 2 board members and 3 regular citizens.

3. Appoint new member to Pinetops Community Development Advisory Board (PCDAB)

Mayor Harrell informed the Board that the PCDAB had received an application from Patick Pender who was interested in serving on the Board. The PCDAB was now asking that the Town Board accept their recommendation and appoint Patick Pender.

Commissioner Webb made a motion to appoint Patrick Pender as the new member of the PCDAB. Commissioner Sugg seconded the motion. Motion carried.

L. Adjournment

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

Date: 1/3/2024


Mayor Brenda Harrell

ATTESTED:


Finance Officer/Town Clerk Tammy Keesler