

**Town of Pinetops
Board of Commissioners
Regular Monthly Meeting (Also available via Zoom)
Minutes
February 6, 2024
Pinetops Town Hall**

A. Call Regular Meeting to Order

Mayor Harrell called the Regular Meeting to Order. All members were present except for Commissioner Zach Bullock.

B. Invocation

The Invocation was led by Mayor Pro-Tem Taylor.

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 Webb made a motion to approve the January 2, 2024, Minutes as written. Commissioner Sugg seconded the motion. Motion passed unanimously.

F. Public Comments

Mayor Harrell opened the floor for public comment.

1. Daniel Webb with the Southwest Edgecombe Fire Department came before the Board to see if they would partner with them again this year for the annual tractor pull. The Tractor Pull has been scheduled for May 17th & May 18th. As per the agreement that was reached last year, they would cover the security needs inside the gate and the town would be responsible for security needed outside the gate. Commissioner Webb made a motion for the town to partner with Southwest Edgecombe Fire Department for the tractor pull schedule May 17th & 18th. Commissioner Sugg seconded the motion. Motion carried.
2. Commissioner Taylor advised the Board that she has received numerous complaints over the last month pertaining to a sick dog hanging out at the school. The callers expressed concern for the kids at the school that are interacting with the dog. Chief Harrell responded that Edgecombe Animal Control has been called out numerous times on this dog but to date they have not been able to get close enough to him for apprehension.

G. Departmental Reports

- 1. Police Department:** Chief Harrell read over the police report for the month of January 2024. The police department answered and/or initiated 937 official police actions during the month. A detailed copy of the entire police report is hereby attached to the minutes. The current report shows the staffing as follows: (6) full-time officers, (1) graduated BLET trainee who has another 2 weeks of in-service training (6) Radio Communicators (3 full-time & 3 part-time).
- 2. Public Works Department:** Cody Lancaster, Public Works Supervisor presented the water and wastewater totals report for the month of January 2024. The total water produced was 5.8 million gallons and the total wastewater was 8.10 million gallons. There were 0 reported water leaks for the month. There were 2 electrical outages reported during the month. One outage was caused by a tree limb and only affected a few customers while the other outage was town wide. That outage lasted around 6 hours and was caused by a vehicle striking one of Wilson's main utility poles.

All items from the past DEQ inspection have been completed except for the check valve at Well 7. This final task should be completed within the next couple of weeks.

All storm catch basins were cleaned of debris a total of five times over the course of the month. This task is done after or during any rainstorm we receive.

As of January 31st, the Public Works is down to 5 employees due to an employee resigning. The job has been posted so hopefully the position will be filled in a timely manner.

- 3. Fire Department:** Chief Burress presented a copy of the fire report for the month of January 2024. There were 16 service calls for the month. A detailed copy of the fire report is hereby attached to these minutes. There was no cemetery report for the month since 0 lots were sold.
- 4. Finance Department:** Ms. Keesler presented the financial report for the month of January 2024. The general fund had a gain of \$ 17,206.96. The electric fund had a gain of \$ 6,046.17 for the month. The water/sewer fund ended the month with a gain of \$25,813.80. A Paid Check Report and Budget to Actual Report was also presented for the month of January. The adjusted ending balance for the month of January was \$ 1,940,998.16. A detailed copy of the reports is hereby attached to the minutes.

As requested by the Board at the last meeting the Finance Officer transferred an additional \$500,000 from the central depository account into the public insured money market account. There was \$350,000 transferred from electric and \$150,000 from the water/sewer department.

The Finance Officer asked the Board to review and sign if they agree with the letter to the LGC addressing the towns "Response to Auditor's Finding, Recommendations, and Fiscal Matters." Once signed the response letter will be forward to the LGC for review.

The two areas of concern are (1) General Fund Balance Available "Low", and (2) Water & Sewer Capital Assets Condition Ratio.

5. **Administrator Report:** Administrator Ventresco took time to review his report and informed the Board of the progress made so far on each item. A detailed copy of the Administrator report is hereby attached to the minutes.

One item mentioned was the fact the Administrator has been receiving quotes to upgrade the backup generator at the Town Hall.

The new sign for the Pinetops Event Center has been ordered. The heating at the center had to be repaired at a cost of \$900. The emergency exit signs, and lighting still need to be installed at the center.

All property owners that were cited for delapidated/damaged structures have responded and seem to be working on getting all issues resolved.

There were a couple of additional properties in need of receiving nuisance/unkept letters according to Commissioner Taylor and Commissioner Ransome. Commissioner Ransome mentioned the overgrown lot behind Auto Bills. Commissioner Taylor mentioned a cement house located on the corner of Burnette across from the park.

H. Items for Discussion.

1. **Schedule 1st Budget Planning Session (Feb 13th or Feb 20th)**

The 1st Budget Planning Session has been scheduled for February 20th from 8:00 a.m. to 1:00 p.m. at the Pinetops Event Center. The Finance Officer told the Board that she will send out the proposed budget prior to the planning session.

2. **Auditor Presents Report for FYE 06/2023 at March Meeting**

Auditor, Rebekah Barr is scheduled to appear at the March meeting to present the audit report for FYE 6/2023. The Finance Officer told the Board that she will send out copies of the Audit Report prior to the meeting if she receives them before her scheduled presentation.

3. **Purchasing Policy & Procedures**

Commissioner Webb made a motion to increase the amount for unbudgeted discretionary expenses from \$5,000 to \$10,000. By doing this it will allow the Town Administrator more flexibility. Commissioner Sugg seconded the motion. Motion carried.

4. **Any Other Business**

I. Action Items/New Business.

1. **Appoint 2 Board Members to serve on Housing Committee**

At the last meeting Administrator Ventresco informed the Board that they needed to appoint two Board Members to serve on the Housing Committee. At that time, he thought the CDBG housing grant application process was scheduled for the Spring but

has since learned that it is in early Fall. The Board decided to table the appointment to name two Board Members to serve on the Housing Committee until the March meeting.

2. Any Other Business

The Wooten Company will be added to the March meeting to discuss the Sewer AIA and the process of applying for any available grants for the sewer. Since there will be a Public Hearing and a couple of guests scheduled for the March meeting the Board decided to begin that meeting at 5:30 pm. Instead of the normal 6:00 p.m. A notice will be posted on the door with the time change.

Commissioner Taylor requested that a Town Newsletter be included with the March billing. She wanted to know if we could mention in the newsletter that citizens need to pull their cans back to the house once they are emptied.

Commissioner Taylor inquired about whether the town has received an inventory from the Fire Department. The Town Administrator stated he had not mentioned it yet to the Fire Chief. The Board asked that it be done and received no later than June 30th of each year.

J. Adjournment

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

Date: 3/5/2024


Mayor Brenda Harrell

ATTESTED:


Finance Officer/Town Clerk Tammy Keesler