

**Town of Pinetops  
Board of Commissioners**

**Regular Monthly Meeting (Also available via Zoom)**

**Minutes**

**January 4, 2022**

**Pinetops Town Hall**

**A. Call Meeting to Order**

Mayor Harrell called the 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 Webb made to approve the proposed agenda. Commissioner Sugg seconded the motion. Motion passed unanimously.

**E. Consent Agenda**

Commissioner Mabry made a motion to approve the December 7, 2021 minutes as written and submitted. Motion was seconded by Commissioner Webb. Motion passed unanimously.

**F. Guests**

**1. Brian Pridgen, Town Attorney**

- a. ~~Revisions to Special Event Documents~~, Special Events Sec. 95.35 would follow the current ordinance on file dealing with Parades. See section 1-5 on the memorandum. Commissioner Mabry questioned the "Private Property Events". The Attorney replied that he would take out any reference to private property. Set time will have to be shown on the event application. The Attorney will make the requested changes and get the revisions back to the Board for approval. The Attorney stressed that the Event space release & liability waiver will need to

be signed and a copy of their insurance will need to be given. This will help protect the town from possible liability in the future.

- b. **Minimum housing and abandoned structures code enforcement.** Commissioner Mabry suggested this Resolution be labeled as an appendix to the original Abandoned Structures Code Enforcement Process. Commissioner Mabry made the above motion. Commissioner Sugg seconded the motion. Motion passed.

#### G. Public Comments

##### 1. Phyllis Arrington – 214 S 2<sup>nd</sup> Street

Phyllis Arrington attended the meeting but had no comments.

#### H. Departmental Reports

1. **Police Department.** Chief Harrell read over the police report for the month of December. The total calls answered and/or initiated were 1330. A detailed copy of the police report is hereby attached to the minutes. Chief Harrell informed the Board that one of his officers just resigned. The Chief is still trying to get the car dealership to lock in on a time frame for the 2 patrol vehicles we are trying to purchase through a USDA loan.
2. **Public Works Department.** Phil Webb read over the water and sewer report for the month of December. The total November water flow was 4.84 million while the sewer was 3.45 million. A detail copy of the water/sewer report is hereby attached to the minutes. Commissioner Sugg requested a more detail report be given on outages, the area affected by the outages, and the time required to fix the outages. The Public Works Director told the Board that the storm drains are currently cleaned out weekly. The Board discussed the possibility of using community service workers when available to help clean the storm drains.
3. **Fire Department.** Chief Burress presented the Fire report for the month of December. The total calls for the month was 14. A detail copy of the Fire Report is hereby attached to the minutes.

Chief Burress presented the Cemetery report for the month of December. The total plots sold this month was 8. A detail copy of the Cemetery report is hereby attached to the minutes. The 8 plots sold were in the old section of the Cemetery. This is the plots that were discussed at the last meeting.

4. **Finance Officer.** Ms. Keesler gave the financial report for the month of December. The adjusted ending balance for the month of December was \$2,290,886.42. A detail copy of the Financial report

is hereby attached to the minutes. The Board was presented with a Paid Check Report for the month as well as a copy of the Expenditure and Revenue Report. Ms. Keesler took a few minutes to update the Board on the status of the Audit Report Submittal. She stated that she had spoken to the Auditor on Monday and was told that hopefully it would be completed within the next two weeks. The delay was due to the fact the Auditor recently had surgery which pushed back the submittal of the audits. The Finance Officer also told the Board about an ARP Strategic Planning Workshop planned for January 18<sup>th</sup>. The workshop is being held by Edgecombe County & NCLM.

**I. Items for Discussion**

1. **Deputy Financial Officer Position.** Commissioner Sugg asked the Board at the last meeting to review the new job position document so it could be considered for approval at this month's meeting. The Board had some discussion back and forth and agreed that another person was needed to in the Administration Department but to what degree was still unknown. The Board did agree that current employees could apply for the job position, but any applicants should have at least 75% of the requested qualifications. Commissioner Sugg made a motion to approve the position. Commissioner Mabry seconded the motion. Motion passed unanimously.

Candidates for the Town Administrator position will be interviewed via ZOOM on January 12<sup>th</sup>. This is the second round of interviews for the position. There will be three candidates interviewing.

The Board asked to make sure that the Lineman Position is posted on the town website.

2. **Lion's Club & Centennial House Repair Estimates.** The Board looked at the repair estimates they received but decided it was best to focus on the Lion's Club since the town uses it and it has the potential to bring in revenue. There was some discussion on how the repairs could be paid such as through a PARTF Grant or ARP Funds. Commissioner Sugg made a motion to move forward on the roof repairs at the Lion's Club. Commissioner Mabry seconded the motion. Motion passed. The Finance Officer will reach out to the Upper Coastal Plain Council of Governments to get additional information on the PARTF Grant Application/Process. The Mayor and Finance Officer will be attending the ARP Funding workshop on January 18<sup>th</sup> so hopefully they will be able to get additional information on exactly what the ARP Funds can be used for.
3. **ARP Funding List.** ARP Strategic Planning Workshop is being held on January 18<sup>th</sup> for Edgecombe County Local Governments. The event is being co-hosted by Edgecombe County & NC League of Municipalities. Items the town are interested in seeing if these funds can be used are IT support network and repairs to town owned property; like the Lion's Club.

4. **Any Other Business.** Commissioner Sugg inquired about getting an inventory of property the town owns that was acquired over time such as abandoned/demolished property. The Attorney stated he could help the town get this list together; and then the town could investigate selling the property if they choose too.

**J. New Business**

There was no new business to report.

**K. Adjournment**

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

Date: 2/1/2022

  
Mayor Brenda Harrell

ATTESTED:

  
Finance Officer/Town Clerk Tammy Keesler