

Town of Pinetops
Board of Commissioners
Regular Monthly Meeting (Also available via Zoom)
Minutes
January 5, 2021
Pinetops Town Hall

A. Call Public Hearing to Order

Commissioner Sugg made a motion to go into a Public Hearing to consider adoption of demolition ordinance. Commissioner Taylor seconded the motion. Motion passed unanimously. Mayor Harrell called the Public Hearing to order. The Town Attorney, Brian Fridgen was present for the meeting via ZOOM. He took a few moments to explain how the process worked as well as inform the Board that he had been contacted by the property owner of 305 S.A. Gilliam St. who expressed an interest in taking down their own property. He advised the Board to go ahead and adopt these ordinances including the property discussed above just in case they don't take care of it in a timely manner. The following is a list of structures that are in violation of the Town of Pinetops Code of Ordinances and has ordered the same be brought into compliance. 312 S Fourth St., 316 S Fourth St., Rear building behind 308 S Fourth St., 305 S A Gilliam St., and 309 S Sally Jenkins. Commissioner Mabry made a motion to adopt an ordinance directing the code enforcement officer to demolish the properties herein described as unfit for human habitation and directing that a notice be placed thereon that the same may not be occupied. Commissioner Taylor seconded the motion. Motion passed unanimously. Commissioner Sugg made a motion to close the Public Hearing and enter into Regular Session. Commissioner Webb seconded the motion. Motion passed unanimously. Mayor Harrell Closed the Public Hearing.

B. Call Regular Meeting to Order

Mayor Harrell called the Regular Meeting to Order.

C. Invocation

Invocation was given by Commissioner Sugg during the Strategic Meeting held earlier at 5:00 p.m.

D. Pledge of Allegiance

Mayor Harrell led the Pledge of Allegiance during the Strategic Meeting held earlier at 5:00 p.m.

E. Proposed Agenda

Mayor Harrell asked that the following items be added to the Agenda. The Board needs to name a board member to serve on the Fire Department Relief Board. This item can be added under the Fire Department Report section. The Attorney asked that under Items for Discussion we leave time to talk about a piece of property that could be donated to the town. Commissioner Sugg asked that we also add the status of the Centennial House and Lions Club under Items for Discussion. Commissioner Webb made a motion to approve the proposed agenda as amended. Commissioner Sugg seconded the motion. Motion carried unanimously.

F. Consent Agenda

Commissioner Webb made a motion to approve the December 1, 2020 Strategic Planning & Regular Board Meeting Minutes. Motion was seconded by Commissioner Sugg. Motion passed unanimously.

G. Public Comments

- 1) No Comments were made at this time.

H. Welcome Guests

1. Phyllis Pearson, Town Auditor was not present at this meeting but the Finance Officer stated that she would try to make sure she could be available for the February meeting. The audit report for FYE 06/2020 has already been sent to the State for review.
2. MLR Network Solutions – Will Williams
Will told the Board that he had met with Commissioner Mabry and Chief Harrell a couple of weeks ago to discuss Pinetops IT Strategy. The Town Board was presented an outline that recapped that meeting. He explained that the town had a couple of different types of software that needed to be taken into consideration moving forward. The financials and office staff use LOGICS while the police department used Police Pak (Southern Software). The next items for consideration is files, shared files, internet access, and the email system. The town should consider going to I Cloud. He suggested the Board begin by converting the email to Office 365 which is a cloud based system. This would also cover Drop Box as well as a backup option being available. The next step would be fixing up the main server room. He explained that most of the equipment could be put inside a case. Most of the computers we are using are outdated but he feels like the above items need to be addressed first. Desktop computers will run roughly \$1,000 a piece while laptops would be around an additional \$300 to \$400 a piece. He will send his notes from this meeting to the Finance Officer who will then forward it to the Board.

I. Departmental Reports

1. **Police Department.** Chief Harrell read over the police report for the month of December. The department is fully staffed with dispatchers at this time but is still down 1 full-time officer leaving the department with 6 full-time officers. The department installed a radar traffic display sign that is mounted on a pole on S. 3rd Street. Chief Harrell presented Mayor Harrell with the sealed bids he had received from contractors who were interested in demolishing the following properties. 107 Sater Street, 341 S Sally Jenkins Street, 204 S 4th Street, 303 S S A Gilliam Street and 315 S Sally Jenkins Street. The companies bidding on the work was W.W. Landscaping Inc., O'Neal Grading Inc., and Fleming Landscaping LLC. (1) 107 Sater Street – Town owns property, asbestos test done, town could get demolition permit for \$100 but would have to rent equipment to handle job plus disposal fee; cheaper to hire contractor. W.W. Landscaping bid \$4,800, Fleming Landscaping bid \$5,500, and O'Neal Grading bid 7,468 (both 107 & 105 Sater St) Chief Harrell contacted O'Neal who quoted 4sq. ft. which would be apx. \$4,800. Commissioner Taylor made a motion to hire W.W. Landscaping to demolish 107 Sater Street at a cost of \$4,800. Commissioner Webb seconded the motion. Commissioner Sugg abstained due to personal conflict. Motion passed. (2) 341 S Sally Jenkins Street bids were O'Neal Grading \$3,928, W.W. Landscaping \$4,700 and Fleming Landscaping \$5,200. Commissioner Sugg made a motion to hire O'Neal Grading to demolish 341 S Sally Jenkins Street at a cost of \$3,928. Commissioner Taylor seconded the motion. Motion passed. (3) 204 S 4th Street – Attorney stated homeowner wanted to donate property to town. Attorney recommends going ahead with demolition then see if they still want to donate property. Town wants to accept the donation after demolition if they are still interested in doing that. W.W. Landscaping bid \$3,800, Fleming Landscaping bid \$3,800 and O'Neal Grading bid \$4,048. Commissioner Webb made a motion to hire W.W. Landscaping to demolish 204 S 4th Street at a cost of \$3,800. Commissioner Taylor seconded the motion. Commissioner Sugg abstained from voting due to personal conflict. Motion passed. (4) 303 S S A Gilliam Street bids were O'Neal Grading \$3,992, W.W. Landscaping \$4,000 and Fleming Landscaping \$4,500. Commissioner Webb made a motion to hire O'Neal Grading to demolish 303 S S A Gilliam Street at a cost of \$3,992. Commissioner Sugg seconded the motion. Motion passed. (5) 315 S Sally Jenkins Street bids were O'Neal Grading \$2,104, Fleming landscaping \$3,200 and W.W. Landscaping \$3,200. Commissioner Webb made a motion to hire W.W. Landscaping at a cost of \$3,200. Commissioner Taylor seconded the motion. Commissioner Sugg abstained from voting due to personal conflict. Motion passed.
2. **Public Works Department.** (a) Phil Webb read over the water and sewer report for the month of December. The report shows the total million gallons of sewer flow and water discharge for the

month. The sewer flow totaled 9.62 million gallons for the month of December. The electric department will begin running the underground electric for Chester's property located behind the town hall where the new buildings are being erected. The board told the Public Works Director to go ahead and order a laser level since the quote was around \$844.

3. **Fire Department:** Chief Burress presented the Fire report for the month of December. The total calls for the month of December was 6. This number was made up of 2 Town Fire Calls, 1 Mutual Aid Call, and 3 Medical Responder Call. Hours in Training & Meetings - 168 and Volunteer Hours - 170. Commissioner Webb asked the Fire Chief if they needed a computer at the station to which he replied, yes. Mayor Harrell told the Board that the town needed to replace previous commissioner, Brenda Barnes on the Fire Department Relief Fund Board. This needs to be a current commissioner. She stated that she was told that Chief Burress had spoken to Commissioner Webb about serving on this board but it needed to come before the Board. Commissioner Sugg made a motion to appoint Commissioner Webb to serve on the Fire Department Relief Fund Board. Commissioner Taylor seconded the motion. Motion passed.
4. **Finance Officer:** Ms. Keesler gave the financial report for the month of December. The general fund had a negative balance of \$75,658.01. The electric fund had a positive balance of \$49,367.64 for the month of December while the water/sewer fund also ended the month with a positive balance of \$30,872.04. She presented the Board with a Paid Check Report for the month of December along with a Revenue and Expenditure Report. She told the Board that she did include an Adjusted Ending Balance which shows the payroll, payroll taxes, and State W-Holding that is being done by Paychex. This amount has not been posted to the books as of yet because she hasn't received the General Ledger from Paychex. The adjusted ending balance for the month of December is \$1,502,762.72.

J. Items for Discussion

1. **Title VI Nondiscrimination Policy & Related Procedures – Attorney, Brian Pridgen**
The Town Attorney took a few moments to explain that NCDOT is requiring municipalities to enact a Title VI nondiscrimination policy and related procedures. He has spoken to NCDOT to determine the minimum compliance requirements to ensure the town is good standing. Commissioner Sugg made a motion to adopt the Title VI Resolution and Title VI Nondiscrimination Policy Statement as presented. Commissioner Webb seconded the motion. Motion passed unanimously.

2. Resolution of Intent to Annex for Adoption – Pinetops Baptist Church

The Town Attorney told the Board that he had spoken to and received an annexation request from the Pinetops Baptist Church. He went on to explain that a portion of the property is presently inside the corporate limits of the town. The annexation would bring the entire parcel into town limits and would allow for the provision of services to the full parcel. The attorney told the Board that they would need to hold a public hearing on this at the February meeting and his office will take care of the advertisement. Commissioner Webb made a motion to hold a public hearing to discuss annexing a portion of the Pinetops Baptist Church as requested by their voluntary annexation petition. Commissioner Sugg seconded the motion. Motion passed.

3. Pinetops Town Board Resignation Letter

Mayor Harrell told the Board that she had received a resignation letter from Mayor Pro-Tem and Commissioner Florence Pender. Commissioner Sugg made a motion to accept the resignation letter from Florence Pender. Commissioner Webb seconded the motion. The Board discussed different options on how to recognize her many years of service to the Town of Pinetops. Some of these included a plaque, flowers, gift basket, or perhaps honoring her through the newsletter or by an article in the paper. Mayor Harrell explained that the Board needed to appoint a new Mayor Pro-Tem. Commissioner Sugg made a motion to appoint Commissioner Taylor as Mayor Pro-Tem. Commissioner Webb seconded the motion. Motion passed. Her resignation will also open up another Commissioner seat on the Town Board. Commissioner Pender also served as a representative for the town at the Upper Coastal Plain Council of Government. Commissioner Mabry made a motion to appoint Commissioner Sugg as the town's representative to the Council of Government. Commissioner Taylor seconded the motion. Motion passed.

4. Carlton & Associates – Properties for Sale

Mayor Harrell told the Board that she had spoken to Mr. Carlton and he wasn't willing to donate the property to the town and since the town is not interested in purchasing the property she just let it go.

5. Cemetery Helper Compensation

The Finance Officer asked the board if they wanted to consider compensating the Fire Chief, Steve Burress for his help in marking the cemetery plots since Joyce Tolson no longer does it. The Board asked how much Joyce Tolson use to get paid for looking after the cemetery to

which she responded \$300 monthly. Commissioner Taylor made a motion to begin paying Chief Burrese \$300 monthly for the cemetery work he is providing for the town. Commissioner Sugg seconded the motion. Motion passed.

6. Storm Water Runoff Project – Commissioner Sugg

Commissioner Sugg had no new report on the storm water runoff project since it has been so wet this past month.

7. Job Descriptions – Commissioner Sugg

Commissioner Sugg told the Board that the department heads have been meeting with each other to see how they can work together to get things done.

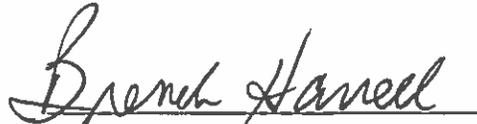
8. Lions Club/Centennial House – Commissioner Sugg

Commissioner Sugg told the Board that he had met with some contractors at the Centennial House concerning what repairs need to be made. These repairs seem to consist of water damage, and roof issues. He also stated that he wanted to check with the insurance company to see if they will cover any needed repairs.

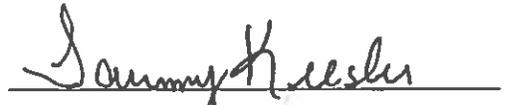
K. Adjournment

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

Date, 2/2/2021


Mayor Brenda Harrell

ATTESTED:


Finance Officer/Town Clerk Tammy Keesler