

**Town of Pinetops  
Board of Commissioners  
Public Hearing & Regular Monthly Meeting  
Minutes  
March 5, 2024  
Pinetops Town Hall**

**A. Call Public Hearing to Order**

**1. Rezoning Request at corner of N Third Street & Longwood**

Brian Pridgen, the Town Attorney explained to the Town Board that he had recently met with the Board of Adjustments as it relates to the zoning request pertaining to Event Centers & Physical Fitness Centers. The area in question is currently zoned R-20 and instead of spot zoning the Attorney recommended showing it as a special-use in the R-20 zoning district. He explained that by going this route the Board of Adjustments could set conditions/restrictions on the property. Examples of this are the hours of operations that would be allowed, noise generated, traffic volume, screening, security fencing, and exterior lighting. The Board of Adjustments unanimously agreed with the option of showing it as special-use in the R-20 zoning district. Therefore, it's the Board of Adjustments recommendation that the Town Board adopt an Ordinance amending the Zoning Code to show Article 3 Section 31.83 and Section 31.84 being added to cover Event Centers and Physical Fitness Centers.

**2. Ordinances to Amend the Pinetops Zoning Code**

(a)The Town Attorney reviewed an ordinance up for consideration tonight which is a text amendment to the zoning ordinance to make it consistent with State law requirements as it pertains to Section 95.13 Hearing Procedures for Quasi-Judicial Decisions.

(b)The Town Attorney reviewed another ordinance up for consideration which is a text amendment to the zoning ordinance to make it consistent with State law requirements as it pertains to Section 130.05 Legislative Hearing Requirements.

(c)The last ordinance up for consideration which is a text amendment to the zoning ordinance to provide a definition for mental health, emotional or physical rehabilitation day program facility and designate a zoning district. This would be covered under Article XII  
21.4 Definitions.

These items will be voted on further down on the Agenda under Action Items.

Mayor Harrell opened the floor for public comment on items discussed under the Public Hearing.

Oscar Mabry questioned if there was any type of restrictions as it pertains to area of the facility in relation to traffic volume. The principal access must be from a collector or higher capacity road for any facility greater than 3 acres in size that generates an average daily traffic volume of over 200 or more trips per day. The minimum lot area is 1.5 acres.

There were no further public comments.

Mayor Harrell closed the Public Hearing.

**A. Call Regular Meeting to Order**

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

**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**

Mayor Harrell requested the proposed agenda be amended to show the Executive Session is to discuss personnel matters, not legal matters.

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

**E. Consent Agenda**

Commissioner Webb made a motion to approve the February 6, 2024, Minutes as written.

Commissioner Sugg seconded the motion. Motion passed unanimously.

**F. Public Comments**

Mayor Harrell opened the floor for public comments.

**1. Dashina Manning – 340 E Cobb St.**

Dashina Manning appeared before the board to speak on the recently changed street sign that was previously Deputy David Sean Manning. She opened by stating that she was the mother of departed Deputy David Sean Manning. She proceeded to say that she knew legally the town didn't have to notify the family of the street name change but felt they should have been notified as a matter of respect. She continued by stating that the street name was much more than just a street sign it was her son's legacy and a way to honor him.

Mayor Harrell replied by saying it was in no way meant to be disrespectful and hopefully the two of them could sit down and come up with an alternative way to honor him.

**2. Curmilus Dancy II**

Curmilus Dancy appeared before the board because he had received numerous phone calls pertaining to the street name change so therefore, he wanted to be at this meeting to hear the answers surrounding this issue. He wanted to be able to provide the callers with the correct information.

**G. Guests**

**1. Rebekah Barr, Auditor**

The auditor presented the Audit Report for FYE 06/2023. She remarked that the report shows no findings during the fiscal year ending 06/2023 which is a good thing. She did need to mention a couple of key things because they were noted as performance indicators in the report filed with the LGC (local government commission). The first item mentioned was that the Fund

Balance should be around 60% and ours is closer to 33%. The second item was the Water & Sewer Ratio which is basically the useful life span of the system.

Commissioner Taylor inquired about the fact the audit was submitted late. She wanted to know if the town would be penalized for this. The auditor explained that the reason it was submitted late was due to staffing issues she had, and she took full responsibility for the delay.

Commissioner Sugg had a question about how the depreciation is calculated. She explained that some items were originally estimated because there was no accurate information available but as far as the way the depreciation is calculated, it is figured using the straight-line formula.

## 2. Wooten Company

Elizabeth Weber & Derek Smith from the Wooten Company provided a Wastewater Asset Inventory and Assessment presentation. The wastewater capital improvement plan covers the collection system, lift station, wastewater treatment plant and capital cost planning. The evaluation of the collection system includes smoke testing, manhole inspections, I/I analysis and the WWTP. The system is currently operating at 80% designed capacity; the State requires systems at 85% capacity need to look at replacement. The I&I accounts for 25% WWTP flow. Costs of improvements over a 5-year time-period are \$7,078,862; this estimate only includes spring funding application project.

### a) Adoption of Report

Wooten Company presented the 2024 Asset Management & Capital Improvements Plan to the Board. Commissioner Webb made a motion to adopt the 2024 Asset Management & Capital Improvements Plan as written and presented by the Wooten Company.

Commissioner Sugg seconded the motion. Motion carried.

### b) Resolution – 2024 Wastewater Treatment Plant Improvements

Commissioner Webb made a motion to adopt the Resolution which states the town intends to request State loan and/or grant assistance for a 2024 Wastewater Treatment Plant Improvements Project as presented by the Wooten Company. The Resolution designates the Mayor as the Authorized Representative which means she is the authorized signatory. Commissioner Sugg seconded the motion. Motion carried.

## H. Departmental Reports

**1. Police Department:** Chief Harrell read over the police report for the month of February 2024. The police department answered and/or initiated 905 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: (7) full-time officers, (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 February 2024. The total water produced was 6.04 million gallons and the total wastewater was 5.25 million gallons. There were 0 reported water leaks for the month. There was 1 electrical outage reported during the month when a limb fell on the line on N 12<sup>th</sup> Street. The outage lasted approximately 2 hours.

Commissioner Sugg suggested trying to stay proactive when it comes to stormwater issues.

As of January 31<sup>st</sup> 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 February 2024. There were 12 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.

Chief Burress told the Board that he took a field trip to Milledgeville, GA to tour the construction of the Mini Pumper they are looking into purchasing. The last price quote he received was \$329,000 which was on March 1, 2024. Commissioner Sugg remarked that he was concerned about the price increasing further and if it does where are the funds going to come from. Chief Burress stated that he was confident that the price wouldn't go over \$335,000.

4. **Finance Department:** Ms. Keesler presented the financial report for the month of February 2024. The general fund had a gain of \$ 17,221.96. The electric fund had a gain of \$ 58,695.87 for the month. The water/sewer fund ended the month with a gain of \$23,189.80. A Paid Check Report and Budget to Actual Report was also presented for the month of February. The adjusted ending balance for the month of February was. \$ 2,041,467.69. A detailed copy of the reports is hereby attached to the minutes.

The Finance Officer informed the Board that after reviewing the Audit Report for FYE 06/2022 the LGC has taken the Town of Pinetops off the UAL (unit assistance list).

5. **Administrator Report:** Administrator Ventresco took time to review his report and informed the Board of the progress made so far on each item.

The Town Administrator told the Board that he met with Representative Don Davis and said that we had 2 or 3 projects we would like to put on their list.

He told the Board that he has been working with the Attorney on the Zoning Code & Ordinances.

Board needs to schedule Budget Retreat.

He told the Board that he has been working with Edgecombe County regarding the GIS map.

He updated the Board on the generator for the Town Hall. He explained that the building code requirement has changed to state we now need 4 lines to the utility pole instead of the 3. The building inspector shows the town as commercial property not residential, so we must comply with the 4<sup>th</sup> wire requirement. The original quote was around \$10,000 - \$12,000 but due to the wiring issue the price could double. There were originally 3 vendors that submitted quotes but 2 of them have since dropped out.

Commissioner Ransome asked if the town would be going after additional quotes because he may know someone. Administrator Ventresco stated that we originally received 3 quotes, but 2 vendors have dropped out.

Commissioner Bullock stated that Abrams got 1 installed a few years back and sometimes you need to go with the more expensive option and that is the best option.

Administrator Ventresco reported that the sign should be installed either by the end of this week or next at the Community Center.

The Administrator relayed to the Board that the Fire Chief had requested that he bring up the option the town has to piggy-back with the county as it pertains to the bid process on the purchase of a new fire truck.

Oscar Mabry asked the Administrator for an update on 2 projects. The first being the progress as it pertains to the lead inventory and the second involves the grease traps. The Administrator replied that the lead inventory is not due until October, but the town may have to seek assistance to comply with that date. As far as the grease traps go, he explained that the town had passed an ordinance as it pertains to grease traps and that ordinance seems to be sufficient.

**I. Items for Discussion.**

**1. Schedule 2<sup>nd</sup> Budget Planning Session**

The second budget planning session has been scheduled for Tuesday, March 19<sup>th</sup> from 9:00 am – 1:00 pm. The planning session will be held at the Event Center.

**2. Any Other Business**

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

**1. Approve Rezoning Request + Planning Board Zoning Recommendations**

- a) Commissioner Taylor made a motion to adopt the proposed text amendment under Article 3 to add a definition for Section 31.83 Event Center to the R-20, B-1, B-2, and B-3 zone and the proposed text amendment to add a definition for Section 31.84 Physical Fitness Center to the R-20, B-2, B-3, and OI zone. Commissioner Webb seconded the motion. Motion carried.
- b) Commissioner Webb made a motion to adopt the proposed text amendment to make the zoning ordinance consistent with State law requirements as it relates to Section 95.13 Hearing Procedures for Quasi-Judicial Decisions. Commissioner Taylor seconded the motion. Motion carried.
- c) Commissioner Webb made a motion to adopt the proposed text amendment to make the zoning ordinance consistent with State law requirements as it relates to Section 130.05 Legislative Hearing Requirements. Commissioner Taylor seconded the motion. Motion carried.
- d) Commissioner Webb made a motion to adopt the proposed text amendment to Article XII to include a definition and designate which district the use is permitted for

Mental Health, emotional or physical rehabilitation day program facility.  
Commissioner Sugg seconded the motion. Motion carried.

**2. Approve Audit Report for FYE 06/2023**

Commissioner Webb made a motion to approve the Audit Report for FYE 06/2023 as written and presented by the auditor. Commissioner Sugg seconded the motion. Motion carried.

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

During the January 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. The Administrator told the Board he had received some applications for the housing committee and could probably begin the interview process. Commissioner Sugg stated that he would like to table this again until the next budget workshop so that it can be discussed in greater detail.

**4. Any Other Business**

**K. Executive Session**

**1. Personnel Matters**

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

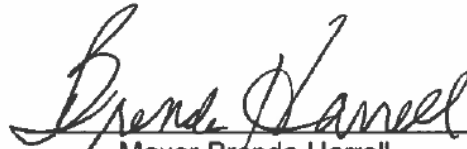
Commissioner Webb made a motion to come out of Executive Session and back into Regular Session. Commissioner Sugg seconded the motion. Motion carried.

Commissioner Taylor made a motion to accept the Town Administrator resignation letter effective immediately. He will be paid the balance of his vacation time and 2 weeks' severance pay. Commissioner Webb seconded the motion. Motion carried.

**L. Adjournment**

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

Date: 4/2/2024

  
Mayor Brenda Harrell

ATTESTED:

  
Finance Officer/Town Clerk Tammy Keesler

