

Town of Pinetops
Board of Commissioners
Regular Monthly Meeting (Also available via Zoom)
Minutes
May 3, 2022
Pinetops Town Hall

A. Call Regular Meeting to Order

Mayor Harrell called the Regular 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 Taylor made a motion to approve the proposed agenda as submitted. Commissioner Webb seconded the motion. Motion carried unanimously.

E. Consent Agenda

Commissioner Webb made a motion to approve the April 5, 2022 Regular Board Meeting Minutes as well as the April 20, 2022 Public Hearing Minutes as written. Commissioner Sugg seconded the motion. Motion passed unanimously.

F. Guests

1. Town Attorney – Brian Pridgen

The Town Attorney appeared before the Board to explain the action item pertaining to the consideration to declare property located at 204 S. 4th St. surplus and dispose of the same via the upset bid process. He began by informing the Board that the town had around \$5,500 in the property. Demolition costs made up \$3,800 while the other \$1,700 was administration costs. He then took a little bit of time to explain

the different options a municipality has in disposing of surplus property. His recommendation to the Board was to go with the Upset Bid Process. If the Board is interested in going this route, they would have to first declare the property as surplus then second set a minimum price on the property. Commissioner Sugg made a motion to declare the 204 S. 4th Street property as surplus. Commissioner Webb seconded the motion. Motion passed. Commissioner Mabry made a motion to set the minimum price it would accept for the property at \$5,500 with the understanding that the buyer would be responsible for all costs incurred on the process including closing costs. Commissioner Taylor seconded the motion. Motion passed.

G. Public Comments

1. Sarah Staton – 105 N. 12 St.

Inquired as to whether the Board would be giving donations this year for business's trying to improve or beautify their places. This request was being asked on behalf of the Old Sparta Community Building. Mayor Harrell replied that some money has been appropriated in the upcoming budget to help with beautification improvements on local downtown business. She also asked if the owner could be contacted about the lot behind her. She explained that the lot needs to be cleaned up. Another lot that needed to be cleaned up was the "Old Casket Factory."

2. Commissioner Taylor

Commissioner Taylor told the Board she was approached by some citizens who asked that she voice their concerns at the meeting. The first concern was there are numerous Stop Signs around town that need to be cleaned in order to make them visible. The second thing she wanted to make sure of was that the schedule for debris pickup is still Wednesday-Friday. The Public Works Director told her this is correct unless there is a power outage or water break which could prevent the schedule from being followed in some instances. The last item she mentioned was encouraging citizens to give their correct contact information to the office staff so they can receive All-Call messages.

H. Departmental Reports

1. **Police Department.** Chief Harrell read over the police report for the month of April 2022.

The police department answered and/or initiated 1,096 official police actions. The 2 police vehicles have been purchased through the USDA grant/loan process and are currently being equipped. A detail copy of the entire police report is hereby attached to the minutes.

2. **Public Works Department.** Phil Webb read over the water and sewer report for the month of April 2022. The total water produced for the month was 5.04 million and total wastewater

treated was 4.13million. There was a 6 inch main water line break on both 9th & Edgewood Street that ruptured as a result of a fire call in that area. Due to the age of the pipe it has been extremely difficult to find the correct supplies to work on the line. Commissioner Harrison asked the Public Works Director when they planned to begin working on the area behind her house again. He responded by saying he was trying to get someone to come down and TV the line so they can locate exactly where the problem is first. The Town Administrator reminded the Board that the Public Works Director is scheduled to resign at the end of June leaving them without anyone having a B Distribution Certificate. This was brought up because the town may need to rely on him a little moving forward until someone else can obtain the required certificate. A detail copy of the report is hereby attached to the minutes.

3. **Fire Department.** Chief Burress presented the Fire report for the month of April. The total calls for the month was 16. A detail copy of the entire fire report is hereby attached to the minutes. Chief Burress presented the Cemetery report for the month of April. The total lots sold for the month of April was 3. A detail copy of the cemetery report is hereby attached to the minutes. The Attorney told the Board that he is still in the process of drafting updated cemetery regulations and policies for Board approval. This was brought up a couple of months ago when a request came in asking that 2 urns or memorial boxes be allowed to be placed in one plot. The Attorney told the Board that the draft is taking a little longer than expected because there seem to be a lot of discrepancies in the current policy.
4. **Finance Department.** Ms. Keesler gave the financial report for the month of April. The general fund had a gain of \$195,521.82. The increase was due to an interfund transfer from the electric fund. The electric fund had a loss of \$197,028.43 for the month while the water/sewer fund also ended the month with a loss of \$13,918.96. Ms. Keesler presented the Board with a Paid Check Report for the month along with a Revenue and Expenditure Report. The adjusted ending balance for the month of March is \$2,707,657.61. A detail copy of the entire report is hereby attached to the minutes. The new modified due date for the audit is 05/30/2022.

I. Items for Discussion

1. Ms. Keesler informed Commissioner Harrison, Commissioner Webb, and Commissioner Taylor that she had signed them up for an online "Ethics for Local Elected Officials" course as required. The course is scheduled for May 26, 2022 from 10.00 am – 12.00 pm. Further information including the link to join the online Zoom session will be sent via email closer to the start of the

program. She asked them to keep a look out because it could come to the town or directly to their email address.

J. New Business

1. Commissioner Mabry made a motion to approve the interfund transfer from the Electric Fund to the General Fund in the amount of \$229,852.00 as presented. Commissioner Webb seconded the motion. Motion passed.
2. Commissioner Webb made a motion to approve the budget amendments as presented. Commissioner Taylor seconded the motion. Motion passed.
3. The Town Administrator told the Board that he was approached by an individual who was interested in starting a Fall Festival for the Town of Pinetops. He explained that Tina Norville had spoken with Chief Harrell and himself about her interest in doing this as a way of promoting the town. They told her they thought it might be a good idea moving forward but felt like it might be a little to late to get such an event budgeted and scheduled for this year. Commissioner Mabry suggested this be tabled until a later date.

K. Executive Session


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

Commissioner Sugg made a motion to go out of Executive Session and back into regular session. This motion was seconded by Commissioner Mabry. Motion passed.

L. Adjournment

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

Date: June 7, 2022


Mayor Brenda Harrell

ATTESTED:


Finance Officer/Town Clerk Tammy Keesler

AGENDA
Town of Pinetops
Board of Commissioners
Special Call Meeting
Budget Work Session
May 3, 2022 5:00PM - 6:00PM
Zoom Call Information: 1-253-215-8782 or 1-301-715-8592
Meeting ID: 876 3892 4118 Password Required: 148764

Call to Order: Mayor Harrell Called the Work Session to Order.

A. Fiscal Year 2022-2023 Budget Schedule/Overview

The Town Administrator informed the Board that the budget presented contains a 5% COLA. He had also presented them with a breakdown of the base salaries of employees and a comparison of how a 4% or 5% COLA would affect the budget. The Town Administrator provided the Board with a 2021 salary survey prepared by the NCLM for populations under 2,500. The survey contains information gathered from municipalities that fall within the under 2,500 population categories. The survey breaks down job descriptions by showing the average minimum, maximum, and overall salary range. After comparing this to the towns current salary ranges for positions the only department that was a little under was the police officer salaries. He did however tell the Board that he thought the 5% COLA would bring the current police officer salaries up to that range.

B. Employee Benefits Review

The finance officer reported that she had just received the group medical rates today. The increase would be 2.13% above last year for the exact same plan. The 5% COLA presented in the budget comes with an impact of \$70,134 which includes salaries & benefits. The 5% was being suggested due to the highest inflation rate in over 40 years. She did remind the Board that the ARPA funds will help offset the cost this year but the impact of 5% COLA will be felt in upcoming budgets. The Board agreed to the 5% COLA.

C. Fee Schedule

The Finance Officer presented the Board with a couple of suggestions for increasing the General Fund Revenue by revisiting some of the charges on the current Fee Schedule.

1. Cemetery Plots \$600 to \$700 in town \$800 to \$900 outside town
2. Return Check Fee \$25 to \$35
3. Reconnect Fee \$25 to \$35
4. Police Assistance/Vehicle Unlock \$25

5. Fingerprinting Fee \$20 to \$25

The Board agreed to updated Fee Schedule

D. Lion's Club Renovation

The Finance Officer told the Board that she has currently budgeted \$25,000 towards renovation. The Public Works Director was supposed to get a new cost estimate on the project.

E. Centennial House Demolition

The Finance Officer told the Board that she has currently budgeted \$25,000 towards demolition. Chief Harrell stated that he is getting some quotes but did not receive them in time for this work session. The ARPA funds will free up some revenue that can be spent on these types of projects.

F. Any Other

Commissioner Mabry stated he would like to see a line item put in the budget for the Community Advisory Board. He explained that this Board might require some training and travel costs and for that reason he would like to see \$1,500 appropriated in the upcoming budget.

Mayor Harrell told the Board that she had received a request for a donation to the local Food Bank. This is an event that serves the local community. Commissioner Mabry suggested we set aside \$500 in the upcoming budget. Commissioner Taylor suggested lowering the Downtown Improvements line item by \$500 and increasing the Special Events line item by \$500.

Adjournment: Mayor Harrell Adjourned the Work Session.

Date: June 7, 2022


Mayor Brenda Harrell

ATTESTED:


Finance Officer/Town Clerk Tammy Keesler