

**Town of Pinetops
Board of Commissioners
Regular Monthly Meeting (Also available via Zoom)
Minutes
November 14, 2023
Pinetops Town Hall**

A. Call Regular Meeting to Order

Mayor Harrell called the Regular Meeting to Order.

All Board Members were present except for Commissioner Harrison.

B. Invocation

Commissioner Taylor led the Invocation.

C. Pledge of Allegiance

Mayor Harrell led the Pledge of Allegiance.

D. Proposed Agenda

Administrator Ventresco asked to add Approval of Insurance Settlement to the Agenda.

Commissioner Sugg made a motion to approve the proposed agenda with the addition shown above. The motion was seconded by Commissioner Webb. Motion carried unanimously.

E. Consent Agenda

Commissioner Webb made a motion to approve the October 3, 2023 Minutes as written.

Commissioner Sugg seconded the motion. Motion passed unanimously.

1. Call Public Hearing to Order

Mayor Harrell called the public hearing to order.

2. Public Hearing – Request to rename Deputy David Sean Manning Street to NW & SW First St.

During last month's meeting the Board received a petition from Ada Morgan, a resident on the above name street requesting the Board consider changing the street name back to NW & SW First St. The request was mainly due to issues of not being able to receive packages under the street's current addresses. The petition did contain at least 75% of the required signatures from residents on the street. As per the Town Ordinance, the public hearing requesting the renaming of the street was advertised at least 10 days prior to this meeting in a local paper and on the town website. The Board will open the public hearing for any comments pertaining to the street renaming request. After the public hearing the Board will vote whether to adopt the resolution renaming "Deputy David Sean Manning Street" to "NW and SW First Street."

Mayor Harrell opened the floor to receive any comments from citizens on the proposed street renaming. The only citizen that spoke was Ada Morgan, a resident on the street in question. She expressed again that her main reason for asking for the request was due to not being able to have packages delivered to the addresses on the street as it is currently named.

3. Close Public Hearing

Mayor Harrell closed the public hearing and proceeded with the regular meeting. The Resolution renaming "Deputy David Sean Manning Street" will be voted on later during the meeting under Action Items/New Business.

F. Public Comments

1. Commissioner Taylor invited the Board members to a Christmas party scheduled for December 2nd at 3:00 p.m. at the Old Sparta Building.

G. Departmental Reports

1. **Police Department:** Chief Harrell read over the police report for the month of October 2023. The police department answered and/or initiated 547 official police actions during the month. A detailed copy of the entire police report is hereby attached to the minutes. Chief Harrell introduced the recently graduated Trainee/Cadet, John Carl. He will go through three months of Pinetops training before he is cleared to work on his own. Commissioner Sugg requested the number of full/part-time dispatchers be added to the monthly report along with the regular police officers.
2. **Public Works Department:** Cody Lancaster, Public Works Supervisor presented the water and wastewater totals report for the month of October. The total water produced was 5.1 million gallons and the total wastewater was 3.45 million gallons. There was 1 reported water leak for the month which was due to a customer messing with the town cut-off. There were 0 electrical outages reported during the month. The drainage ditch at the end of MLK Street has been cleaned out. This work was done by a contractor at a cost of less than \$2,000 and the funds came out of the stormwater management account. Commissioner Sugg requested a report on when, why and at what cost the Town of Tarboro does work for the town each month. This report will help document how often the Town of Tarboro is used and at what cost.
3. **Fire Department:** Chief Burress presented a copy of the fire report for the month of October 2023. There were 8 service calls for the month. A detailed copy of the fire report is hereby attached to these minutes. A copy of the cemetery report for the month of October was also furnished. There was a total of 2 lots sold for the month. A detailed copy of the cemetery report is hereby attached to the minutes.
4. **Finance Department:** Ms. Keesler presented the financial report for the month of October 2023. The general fund had a gain of \$ 13,371.62. The electric fund had a gain of \$ 99,636.66 for the month. The water/sewer fund ended the month with a gain of \$21,795.07. A Paid Check Report and Budget to Actual Report was also presented for the month of October. The adjusted ending balance for the month of October was \$ 4,180,948.45.

The Finance Officer informed the Board that she had contacted Southern Bank this past month pertaining to moving approximately ½ (\$2,000,000) of the funds in the central depository checking account into an alternative money market account that will draw 4% compared to the current checking account rate of .30000%. With Board approval the funds could be moved over in November. This transfer of funds would provide the town with a better investment return. The Total additional revenue that could be generated is \$87,023. The additional revenue would be the result of making this transfer and from money that was moved last month into NCCMT and higher paying Certificate of Deposits. Most of this revenue would go to the electric fund. Commissioner Sugg made a motion to approve the Finance Officer's suggestion of transferring \$2,000,000 from the central depository checking account into a money market account earning 4%. The town will have the option to move funds between the two accounts at least 6 times per year without penalties if so needed. Commissioner Webb seconded the motion. Motion carried.

5. Administrator Report

1. NW and SW First Street/Deputy David Manning Street

The Public Hearing on the request to rename Deputy David Sean Manning Street to NW & SW First Street took place earlier during this meeting. The Board will vote on the resolution of whether to adopt this request or not later during this meeting under Action Items/New Business.

2. Dilapidated (Structurally Deficient) Buildings and Unkempt Properties

Administrator Ventresco reported that he and the Town Attorney have been conducting hearings with property owners which is the second step to get the comprised structures repaired or town down. He also furnished the Board with a list of the dilapidated buildings and a list of the nuisance properties.

Commissioner Mabry asked in the future if the Administrator would date the list of dilapidated/unkempt properties he submits to the Board.

Commissioner Taylor asked the Administrator to look at the area behind Duck Thru to see if it should be added to the list. She explained that a lot of stuff is piled up there and the grass has overgrown much of it.

3. Town of Pinetops Events Center (Formerly Community Center/Lions Club)

The Administrator told the Board that he has received a couple of estimates for replacing the community center sign. The costs range from \$1,100 to \$3,700. The building also needs some repair done on the double doors. The repairs would cost approximately \$3,500. At this point the Board needs to decide what is most important and what can be done out of the current budget.

Commissioner Taylor asked that the current sign be taken down.

4. Ditch on the End of MLK Street

This was discussed earlier during the meeting under the Public Works report.

5. Sidewalks

Mr. Wooten with NCDOT informed the Town Administrator that the town could get funds to construct new sidewalks for a 20% match of project costs. He should be able to provide some cost estimates for said projects. He originally dropped by to introduce himself and let the town know that DOT is planning to redo Hwy. 42 & 43 through around 2026. The town was hoping to install sidewalks from the quick mart to Wilshire Apartments since it is well traveled.

Commissioner Sugg inquired if the town could shave down areas on the sidewalks that have concrete protruding up due to invasive roots underneath. He explained that the protruding concrete creates a tripping hazard for pedestrians. The Public Works Superintendent explained that the town doesn't have the equipment to shave down concrete, but they could possibly rent something or hire someone.

6. Housing Committee

FYI – If the town is interested in pursuing housing/CDBG grants we would first need to create a housing committee.

7. Recycling

The town has received a couple of penalties for recycling violations. The public works department is now having to go can by can to make sure there are no violators. The fact that the recycling vendor has changed, and they no longer accept glass jars or bags has impacted our citizens. Stickers are being put on the cans specifying any violations so hopefully things will get back to normal.

8. Fire Truck Grant

The House has corrected and approved the change (Town of Pinetops instead of Macclesfield) to be awarded \$300,000 special appropriation for purchase of fire truck. However, it now must go through the Senate, and they will not vote on it until early Spring.

9. Public Works Help

Seeking a part-time temporary person for the public works department. Public Works stated they need a full-time position, but this was not included in the current budget. A full-time position would be more than double the amount of a part-time person due to the total benefit costs. Commissioner Sugg suggested we look for a temporary position for public works but if we then decide they are a good worker and want to make the position permanent then at that time we need to look at decreasing expenses to cover the costs of that position.

10. Christmas Parade

Parade planning is moving forward but more volunteers are needed.

11. UAL Training

Administrator Ventresco, Finance Officer, Mayor Harrell, Commissioner Taylor, and Commissioner Mabry all attended the UAL training session in Greenville on October 25th.

H. Items for Discussion

1. Oath of Office for newly elected officials will be administered on December 5th meeting.

Mayor Harrell explained that after November 14, 2023, minutes are approved the current Board Members will sit down and the newly elected officials will be sworn in and take a seat at the table. The newly sworn in officials may invite family members to witness them taking the oath of office.

A photo of the new Board will be taken that night to be added to the town website.

2. Any Other Business

Administrator Ventresco informed the Board that the town had received an insurance settlement pertaining to damages from an incident that occurred on June 6, 2022, by Duck Thru and Family Dollar. A tractor trailer got hung up on an old cable line and as a result caused damages to a couple of utility poles and transformers. The initial settlement offer from the cable company was around \$3,000 but the town's insurance company, NCLM finally got it up to the \$8,000. The cost associated with the incident was around \$9,521 which was the cost paid to the City of Wilson and Locality Networks. The Town Attorney and NCLM both recommended the town agree to the settlement. Commissioner Mabry made a motion to accept the settlement of \$8,000. Commissioner Webb seconded the motion. Motion carried.

I. Action Items/New Business

1. Adopt Resolution renaming "Deputy David Sean Manning Street."

Commissioner Mabry made a motion to adopt the Resolution renaming "Deputy David Sean Manning Street" to "NW and SW First Street." Commissioner Taylor seconded the motion. The name change will take effect 90 days after approval.

2. Town of Pinetops Public Events Center Sign

The new sign was discussed earlier under the Administrator's report. Commissioner Taylor requested that the old sign go ahead and be taken down.

3. Any Other Business

Commissioner Taylor inquired on behalf of Kendrick Ransome about a Food Truck Rodeo being allowed during the Christmas Parade. The Town Administrator stated that he will need to contact Kirby Fuller since he is the main contact for the parade.

J. Adjournment

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

Date: 12-5-23


Mayor Brenda Harrell

ATTESTED:


Finance Officer/Town Clerk Tammy Keesler