

**Town of Pinetops
Board of Commissioners
Regular Monthly Meeting
November 4, 2025
Pinetops Town Hall**

A. Call Meeting to Order

Mayor Harrell called the meeting to Order.

B. Invocation

Commissioner Taylor led the Invocation.

C. Pledge of Allegiance

Mayor Harrell led the Pledge of Allegiance.

D. Proposed Agenda

Commissioner Webb made a motion to approve the proposed agenda as written. Commissioner Sugg seconded the motion. Motion carried unanimously.

E. Consent Agenda

Commissioner Webb made a motion to approve October 7, 2025, regular minutes as written. Commissioner Sugg seconded the motion. Motion passed unanimously.

Call Public Hearing to Order

Mayor Harrell called the public hearing to order.

1. Brian Pridgen, Town Attorney

Public Hearing Continuation to November meeting – 512 S. 2nd St. Demolition Ordinance

The Attorney began the public hearing by saying the town had given the property owners numerous extensions to bring the property into compliance, but it has now dragged on close to two years. The property owners were notified of this public hearing by letter but never responded. Therefore, it was the attorney's recommendation for the Board to proceed with the demolition process. The Board will take a vote on his recommendation later in the meeting under action items.

Close the Public Hearing

Mayor Harrell closed the public hearing.

F. Guests

1. Will Larsen, Wooten Company Project Overview

Will Larsen presented a handout to the Board and gave an update on the 4 projects.

- 1) Water System Improvements Project plans and specifications have been submitted to NCDWI for review. Once the Wooten Company receives authorization from NCDWI the project can be bid out. He estimated that from the time the project is bid out to the time construction is completed it would take approximately 9 months. The State is aware of the deadline that dictates that ARP funds must be expended by December 31, 2026, or any remaining funds would have to be returned.
- 2) Wastewater System AIA is completed, and the project is ready to be closed out.
- 3) Water System AIA needs a resolution to be approved by the Board showing where they have adopted the 2025 Capital Improvements Plan. He left a copy of the CIP for the Board to review and asked that the resolution be put on the December Agenda for adoption. Once the CIP is adopted by the Board the Wooten Company will prepare both AIA projects for close-out.
- 4) WWTP project has been rescope from \$6,280,240 to \$4,000,000 and presented to NCDWI. The Wooten Company is waiting to receive confirmation from NCDWI on the acceptance of the scope change and to see if NCDWI will still provide funding for the project through a combination of State Reserve/Loan Forgiveness and CWSRF Loan.

G. Public Comments

1. Stacey Staton spoke on behalf of Kirby Fuller, parade coordinator as it pertains to requesting the Boards help in trying to solicit more entry participants for the upcoming Christmas Parade. The parade committee also needs help with collecting donations for the raffle basket.
2. Tasha Williams appeared before the Board to speak on the lack of youth involvement in our community. She proposed creating more community events, festivals, and/or fairs. She also suggested starting a community fridge that would house perishable items such as eggs, milk, etc. to help serve the needs in our community. She realizes we have a couple of food banks already in our town but felt there is still a need for this type of service.

The mayor thanked her for the comments and interest in our town and suggested she consider joining the advisory committee because she could be a real asset to them.

H. Departmental Reports

1. **Police Department:** Chief Harrell read over the police report for the month of October 2025. The police department answered and/or initiated 3363 official police actions during the month. A detailed copy of the report is hereby attached to the minutes.

The police department has purchased some cat traps to help capture the numerous strays' throughout town. The cats that are trapped will be turned over to the Edgecombe County Animal Shelter.

2. **Public Works Department:** Cody Lancaster, Public Works Supervisor presented the water and wastewater totals report for the month of October 2025. The total water produced was 6.56 million gallons and the total wastewater treated was 2.94 million gallons. A detailed copy of the report is hereby attached to the minutes.

There were 0 electric outages during the month.

There was 1 water leak during the month. The leak was a ¾ service line that feed the Fire Department. The leak affected customers on the 100 block of NW 1st & the 100-200 block of S.W. 1st. These customers were without water for approximately 3 hours.

The public works department is now equipped with digital online maps of the town's water & sewer mains. The program was provided through the Wooten Company as part of the grant the town received.

The dilapidated pole barn behind the fire house has been demolished and removed.

Public Works has now removed the second dead tree from the park; waiting on quotes for stump removal.

3. **Fire Department:** Chief Burress presented the fire report for the month of October 2025. There were 8 service calls for the month. A detailed copy of the fire report is hereby attached to these minutes.

There were 2 cemetery lots sold for the month of October 2025. A detailed copy of the cemetery report is hereby attached to the minutes.

Chief Burress told the Board he is trying to get a flag donated by the scouts that could be erected at the cemetery.

4. **Finance Department:** Ms. Keesler presented the financial report for the month of October 2025. The general fund had a loss of \$ 589.28. The electric fund had a total gain of \$ 41,995.75 for the month. The water/sewer fund ended the month with a total gain of \$ 23,330.46. The adjusted end balance for the month of October is \$2,389,522.30. A Paid Check Report and Budget to Actual Report were also provided for the month of October. A detailed copy of the reports is hereby attached to the minutes.

5. **SLT (Senior Leadership Team) Progress report:** Chief Harrell presented the SLT progress report for the month of October 2025. A detailed copy of the report is hereby attached to the minutes.

The Town of Tarboro has started on the internal workings on their end as it pertains to locating and creating an accessible GIS base map for our utility poles.

The house located at 309 S. Second Street, which was damaged by a past fire, is now set for demolition by the owners. The demolition is set for the middle of December.

Commissioner Sugg suggested lighting the dark areas throughout town by installing new streetlights as needed. He asked the police department to take note of any dark areas and any lights that might be burned out and relay that information to the public works department so the issue can be addressed.

Commissioner Taylor requested a 4-way stop at the corner of N. 4th & Irwin St. by the daycare. Chief Harrell informed the Board that there is a process that needs to be followed. First, he would need to petition residents in that area to see what the consensus is.

I. Items for Discussion

1. Any Other Business

Commissioner Ransome asked if there were any updates from the Advisory Committee. Stacy Staton, a member of the advisory committee, stated that their main goal was to create an area for the community which could be used for pop-ups, events, and a gathering spot for the community. The area could highlight the arts and entrepreneurs in the community. The area the committee is looking at is the property owned by the town that sits between the ABC Store and the adjacent building. The advisory committee is trying to team up with ECU, but nothing can really be done until Spring as far as that part of the project is concerned.

J. Action Items/New Business

1. Adopt Demolition Ordinance for 512 S Second Street

Commissioner Sugg made a motion to adopt the demolition ordinance for 512 S Second Street. Commissioner Webb seconded the motion. Motion carried. A copy of the demolition ordinance is hereby attached to the minutes. The town can proceed in receiving quotes from contractors on demolition costs. The demolition costs will be added to the property in the form of a tax lien.

2. Adopt Conflict-of-Interest policy

Pinetops needs to adopt a conflict-of-interest policy that references federal financing in order to comply with the guideline requirements for receiving federal funding such as ARP funds. Commissioner Webb made a motion to adopt the Conflict-of-Interest policy as written. Commissioner Sugg seconded the motion. Motion carried. A copy of the policy is hereby attached to the minutes.

3. Ordinance declaring road closure for Christmas Parade

Commissioner Taylor made a motion to adopt an ordinance declaring a temporary road closure on Saturday, December 6, 2025, from 9:45 a.m. to 11:45 a.m. for the Christmas Parade. A copy of the ordinance is hereby attached to the minutes detailing the route description. Commissioner Webb seconded the motion. Motion carried.

4. Any Other Business

The Finance Officer informed the Board that ABB has requested two changes to the grant document. (1) extend the project completion date 1 year to 10/16/2028 and (2) request the town doesn't ask for Deed of Trust since ABB is not taking money until project completion. The town attorney has reviewed the document and has no problem with the changes requested by ABB. The Town Board was fine with the above two changes requested by ABB.

Mayor Harrell reminded the Board that the December 2nd meeting will start at 5:00 p.m. instead of the usual 6:00 p.m. due to the tree lighting beginning at 7:00 p.m.

K. Adjournment

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

Date: 12-2-2025



Mayor Brenda Harrell

ATTESTED:



Finance Officer/Town Clerk Tammy Keesler