

**Town of Pinetops**  
**Board of Commissioners**  
**Regular Monthly Meeting (Also available via Zoom)**  
**Minutes**  
**October 4, 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 Taylor.

**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 presented. Commissioner Mabry seconded the motion. Motion carried unanimously.

**E. Consent Agenda**

Commissioner Mabry made a motion to approve the September 6, 2022 Minutes as written. Commissioner Webb seconded the motion. Motion passed unanimously.

**F. Guests**

**G. Public Comments**

**1) Dennis Hussey – 103 Reason St.**

Mr. Hussey came before the Board to discuss the ditch tile on Pitt Street. He told the Board that in the past the ditch was cleaned out every 5 years and it helped but for some reason this practice is not being followed and as a result is causing drainage issues. He stated that Pines

Chapel Church lost 2 of their A/C units due to this problem and that is completely unacceptable. The Public Works Director, David Phillips remarked that this is a State ditch so the town is limited in what we can do because of Environmental Issues. Mr. Phillips said he would try to reach out to the State one more time to see if we can do anything to alleviate these issues.

2) George Barnes – 508 S 2<sup>nd</sup> St.

Mr. Barnes mentioned the ditch beside Pines Chapel which runs along Burnette Street needed to be cleaned out. He told the Board that the tiles don't line up which is why it creates a drainage issue. The Public Works Director stated that he would check on both ditches mentioned to see if there is any better option to improve the water flow in that area.

3) Mary Jones – 206 N Martin Luther King Street

Mrs. Jones inquired as to what the Stormwater Fee on her utility bill was and wanted to know why customers were not made aware of it. Mayor Harrell explained that the fee was approved when the current budget was approved. There was an all-call that went out explaining it and the budget meeting is always open to the public. Mrs. Jones asked what could be done about the water that stands at the intersection of N. Martin Luther King St. & Irwin St. The Public Works Director explained that the sides of the street are higher than the street so water pools on the street as a result. Mrs. Jones also wanted to know what could be done to slow down traffic at Irwin and 6<sup>th</sup> Street. Chief Harrell replied that they could look at installing 4-way stop signs along with speed bumps to help deter traffic in that area. In closing Mrs. Jones wanted to know if anything could be done about kids playing in the streets because she is scared, they are going to get hit. She also asked what can be done about junk vehicles in a yard that creates a breeding ground for animals. Chief Harrell explained that the town does have ordinances that might apply to the things she mentioned but he would like to speak with her more to get the details.

#### H. Departmental Reports

1. **Police Department.** Chief Harrell read over the police report for the month of September 2022. The police department answered and/or initiated 856 official police actions. A detail copy of the entire police report is hereby attached to the minutes. Chief Harrell told the Board that he had been approached by Wilshire Apartments about installing 2 cameras in their parking lot. The cost of the cameras and installation would be covered by Wilshire along with part of the cost of a new server. He explained that these cameras would not only benefit the apartment complex but also the police department because it would allow them to be able to read license plates in that area. The town attorney is currently working on drafting said agreement.

2. **Public Works Department.** David Phillips read over the water and sewer report for the month of September 2022. The total water produced for the month was 5.4 million and total wastewater treated was 3.2 million. There was 1 water main break and 6 power outages during the month. He told the Board that the town fared very well during Hurricane Ian with damage to just 2 residents; one just snapped the service pole and the other case involved a fallen tree on a trailer.

The newest garbage is still not fixed because they are waiting on a part for the door. He told the Board that he plans on getting the truck back next week even if the piece hasn't come in by then.

3. **Fire Department.** Chief Burress presented the Fire report for the month of September. The total calls for the month was 13. A detail copy of the entire fire report is hereby attached to the minutes. Chief Burress presented the Cemetery report for the month of September. The total lots sold for the month of September was 1. A detail copy of the cemetery report is hereby attached to the minutes.

4. **Finance Department.** Ms. Keesler gave the financial report for the month of September. The general fund had a loss of \$9,980.56. The electric fund had a gain of \$109,042.09 for the month while the water/sewer fund also ended the month with a gain of \$22,815.31. Ms. Keesler presented the Board with a Paid Check Report for the month along with a Budget to Actual Report. The adjusted ending balance for the month of August is \$3,297,315.97. She did let the Board know that the audit firm of Petway, Mills and Pearson will no longer be performing the towns audit due to staff shortages and getting away from governmental audits.

## **I. Items for Discussion**

### **1. Town Phone System Follow-up**

Administrator Ventresco followed up with the Board on updating the towns phone system. At the last meeting the Town Administrator informed the Board that he had received a quote from Locality Networks on replacing the current phone system. The current phone system is at least 30 years old which makes it almost impossible to work on when issues arise. The quote received from Locality Networks was \$1,933.55. He did reach out to 1 or 2 additional vendors to see what they offered but at the end suggested the town stick with locality since they are located nearby. The towns main issue with the current phone system is we don't receive calls right now when the internet is down, especially the dispatcher phone which is unacceptable.

The Board was fine with the Town Administrator's suggestion of sticking with Locality Networks.

2. Strategic Action Plan

Commissioner Mabry suggested this item be put back on the agenda each month in the future to keep the plan up to date and the Board advised on what's going on.

3. Any Other Business

- a) Candlelight Vigil – Mayor Harrell was approached about having a vigil for the people that were lost this past year. The event would last about 1 hour and would take place at the Gazebo. They are hoping to schedule the event for the next couple of weeks. The Board was fine with this and thought it was a good idea but did recommend the names of the ones lost are not called out loud.
- b) Use of Community Building – Mayor Harrell received a request pertaining to forming a senior citizen group. The group would like to meet a couple of hours about twice a month at the Community Building if available. Commissioner Mabry asked for more information so that it can be included the towns newsletter.
- c) The Town Administrator asked the Board if they would like to continue having Flowers by Robert decorate the town streets and gazebo for Christmas as they normally do or have the town maintenance department do it. The Board was okay with doing this if it's not an ethical issue. Commissioner Sugg wanted to make sure the business had insurance in case of an accident.
- d) The Town Administrator informed the Board about an issue he is constantly getting approached about. A resident has inquired about putting "Only Resident Parking" on 2<sup>nd</sup> Street by Abrams. He told the Board that the Town Attorney had stated that he didn't think this was an issue the town wanted to involve themselves in.

J. Action Items/New Business

1. Resolution for professional engineering services for Water & Sewer Department

The Wooten Company hasn't presented the town with a formal contract to date, so the Town Attorney suggest the Board adopt a Resolution of Tentative Award. The formal contract will be approved contingent on Town Attorney review and at a fee not to exceed what the grant allows. Commissioner Sugg made a motion to tentatively award The Wooten Company engineering services associated with the Town of Pinelops 2022 Wastewater System Asset Inventory and Assessment contingent on attorney review and a cost not to exceed what the grant allows.

Commissioner Webb seconded the motion. Motion passed unanimously. Commissioner Webb made a motion to tentatively award The Wooten Company engineering services associated with the Town of Pinetops 2022 Water System Asset Inventory and Assessment contingent on attorney review and a cost not to exceed what the grant allows. Commissioner Sugg second the motion. Motion passed unanimously. Commissioner Mabry made a motion to tentatively award The Wooten Company engineering services associated with the Town of Pinetops 2022 Waterline Replacement Project contingent on attorney review and a cost not to exceed what the grant allows. Commissioner Sugg second the motion. Motion passed unanimously. A copy of the 3 Resolutions of Tentative Awards is hereby attached to these minutes.

2. Policy on Donations by Town

Commissioner Mabry provided the Board with a draft of a Non-profit Funding Policy & a Non-Profit Request for Funding Application for their review. Commissioner Sugg suggested No. 5 or No.8 be omitted because they basically said the same thing. He also suggested a section be taken out of No. 10. Commissioner Mabry made a motion to adopt the Non-profit funding policy and application contingent on the changes made. Commissioner Sugg second the motion. Motion passed unanimously. A copy of the Non-Profit Funding Policy & Non-Profit Request for Funding Applications is hereby attached to these minutes.

3. Solid Waste Management and Collection Policy

The Town Administrator presented the Board with a recently revised copy of the bulk waste policy for their review. He noted a couple of changes had been made. (1) relates to customers having an abundance of yard waste; town will limit the amount acceptable for pickup (2) change collection policy violation fine to \$125.00 plus all cost associated with disposal. Commissioner Sugg made a motion to adopt the Residential Solid Waste Management and Collection Policy with changes made. Commissioner Mabry seconded the motion. Motion passed. A copy of the Residential Solid Waste Management and Collection Policy is hereby attached to these minutes.

4. Approve Contract to Audit Accounts FYE 06/2022

The Finance Officer told the Board that Phyllis Pearson with Petway, Mills and Pearson came to the office on September 7<sup>th</sup> to inform the town that their firm will no longer be available to audit Pinetops. She explained that due to an employee shortage and new regulations the firm will not be renewing contract to audit account with municipalities. The Town Administrator reached out to several different audit firms but after further review the audit firm, Rebekah

Barr, CPA had the quickest time frame in getting the FYE 6/22 audit completed. The audit is normally due by the end of October, but she stated she would try to have it done by the end of November. The proposed cost is \$16,500 which is comparable to Petway, Mills and Pearson. Commissioner Sugg a made a motion to approve the contract to audit accounts from the audit firm of Rebekah Barr for FYE 6/22 at a cost not to exceed \$16,500. Commissioner Webb seconded the motion. Motion passed unanimously.

**K. Adjournment**

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

Date, 11-1-22



Mayor Brenda Harrell

ATTESTED:

  
Finance Officer/Town Clerk Tammy Keesler