

**Town of Pinetops  
Board of Commissioners  
Regular Monthly Meeting  
October 7, 2025  
Pinetops Town Hall**

**A. Call Meeting to Order**

Mayor Harrell called the meeting to Order. All Commissioners were present except for Commissioner Bullock.

**B. Invocation**

Commissioner Sugg 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 September 2, 2025, regular minutes and September 22, 2025, public hearing minutes as written. Commissioner Sugg seconded the motion. Motion passed unanimously.

**F. Public Comments**

No comments were made at this time.

**G. Guests**

**1. Brian Pridgen, Town Attorney**

The Town Attorney stated that he had nothing to present at this time but would speak later during the Executive Session pertaining to legal advice.

**H. Departmental Reports**

- 1. Police Department:** Chief Harrell read over the police report for the month of September 2025. The police department answered and/or initiated 3228 official police actions during the month. A detailed copy of the report is hereby attached to the minutes.

The department will assist with several events for Halloween. One event will take place at the Pinetops Baptist Church and another in the parking lot behind the Town Office.

2. **Public Works Department:** Cody Lancaster, Public Works Supervisor presented the water and wastewater totals report for the month of September 2025. The total water produced was 6.36 million gallons and the total wastewater treated was 4.51 million gallons. A detailed copy of the report is hereby attached to the minutes.

There was 1 electric outage during the month.

There were 6 water leaks during the month.

The maintenance department installed 18 signs around the town walking track on behalf of the Edgecombe Memorial Library. Each sign will contain a page from the same book so kids can walk around the track and interact with the book. The books/pages will be changed periodically by the library. This program was funded by a grant through the Edgecombe Memorial Library.

Mayor Harrell suggested that customers be notified by All-Call, Webpage, that they are not allowed to toss lithium batteries in the garbage due to a fire risk, instead they should be taken to a recycle center for proper disposal.

3. **Fire Department:** Chief Burress presented the fire report for the month of September 2025. There were 5 service calls for the month. A detailed copy of the fire report is hereby attached to these minutes.

The Chief asked the Board's permission to allow the maintenance department to help with the removal of an old storage shed behind the Fire Department. The Board had no problem with this request.

The Chief mentioned that there are about 7 hydrants that need to be replaced throughout town due to the condition and age of them. At least 2-3 of the hydrants should be replaced through the water system improvement project. He suggested the remaining hydrants be prioritized with half being replaced this fiscal year and the other half next fiscal year. The estimated cost of replacement is between \$4,000 and \$5,000. The Board thought this was a good suggestion financially but did ask to see if there is any kind of funding available to help with the costs.

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

There is a "clean up day" scheduled for October. An All-Call message has been sent out advising of this.

4. **Finance Department:** Ms. Keesler presented the financial report for the month of September 2025. The general fund had a loss of \$ 26.00. The electric fund had a total gain of \$ 49,192.39 for the month. The water/sewer fund ended the month with a total gain of \$ 32,439.13. The adjusted end balance for the month of August is \$2,324,756.51. A Paid Check Report and Budget to Actual Report were also provided for the month of September. A detailed copy of the reports is hereby attached to the minutes.

Commissioner Sugg suggested a statement be added to the monthly financial report informing the Board and citizens that all monetary avenues and general statutes have been followed during the month pertaining to the handling of the town finances. These measures help reduce fraud risk.

**5. SLT (Senior Leadership Team) Progress report:** Chief Harrell presented the SLT progress report for the month of September 2025.

Mr. Conklin and two other investors are interested in developing Pinetops. One of the buildings they showed interest in was the old Cotton Belt property. They discussed demolishing this building as well as some dilapidated houses and rebuilding.

Chester Lancaster is going to be erecting a new metal building on First St. that will house another business prospect. He is requesting assistance with the sidewalk. The estimated cost is \$4,500 and this cost would be covered under Powell Bill funds.

Town of Tarboro is scheduled to begin GIS mapping of the town's utility poles on Oct 6<sup>th</sup>.

ABB has filed a Rural Building Reuse & Infrastructure Application for \$450,000 in grant funds to be used towards their expansion project. They should know the results of the application and if they will be awarded any grant funding on October 16<sup>th</sup>. If approved the grant will actually be awarded to the Town of Pinetops on behalf of ABB. Funds will then be loaned to ABB as a deferred forgivable loan. The town will be responsible for the financial aspects of the grants, submitting invoices, reimbursement requests, and quarterly reports.

The handicap ramp at the event center needs repair. The SLT team is still waiting for cost estimates.

Commissioner Taylor was interested to see if there was any funding available for removal of a huge tree at the event center.

A detailed copy of the report is hereby attached to the minutes.

**I. Items for Discussion.**

**1. Stalling Drug Store Sign Request**

Mayor Harrell informed the Board that she had received a request from Stalling Drug for help with covering the cost of installing a double-sided sign on their business. They presented the mayor with an invoice for the sign and installation which came to \$2,902.57. The request came because of the town helping with the signage cost of another business, Ole Moose General Store, which received \$1,131.55. Mayor Harrell told Stalling Drug that she would present their request to the Board at the October board meeting.

Commissioner Webb made a motion to reimburse Stalling Drug Store \$1,131.00 to help with the costs of their new double-faced sign. Commissioner Sugg seconded the motion.

Commissioner Sugg suggested the Board have a set amount established when it comes to offering new business's an incentive.

Commissioner Webb made a motion to establish a "new downtown business incentive" as budgeted each fiscal year not to exceed \$1,000 per business. These funds will only be used towards new downtown businesses and can be used for such items as signs, awnings, etc. Commissioner Taylor seconded the motion. Motion carried.

## **2. Time Change Request for December 2<sup>nd</sup> meeting.**

Kirby Fuller asked Mayor Harrell if the Board would consider changing the time of the December 2<sup>nd</sup> meeting due to the Christmas Tree lighting. Mayor Harrell told him that she would bring it before the Board.

Commissioner Webb made a motion to move the time of the December 2<sup>nd</sup> meeting from 6:00 p.m. to 5:00 p.m. in order to not interfere with the tree lighting. Commissioner Sugg seconded the motion. Motion carried.

## **3. Any Other Business**

Commissioner Ransome, on behalf of the Pinetops Advisory Committee requested the Boards permission to research possible grant opportunities to develop the lot between the ABC Store and adjacent property. He mentioned they would like to create an event space to support local farmers & artisans. They had also discussed the possibility of painting murals on both buildings.

Mayor Harrell stated that they are privately owned businesses so before any murals could be painted, they would have to get the property owners permission first. The Board had no problem with the committee researching possible grant opportunities as long as they don't financially obligate the town. They suggested the committee present design plans to the Board.

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

### **1. Adopt N.E.W. Regional Hazard Mitigation Plan**

Pinetops need to adopt the N.E.W. Regional Hazard Mitigation Plan. This plan needs to be adopted for Pinetops to be eligible for federal and state assistance in the event that a state of disaster is declared as a hazard event affecting the county. The plan must be reviewed annually and is readopted every 5 years to assure the plan is in compliance with all State and Federal regulations. The town, in coordination with all other participating jurisdictions of the N.E.W Region has prepared a regional hazard mitigation plan with input from the appropriate local and state officials.

Commissioner Webb made a motion to adopt the N.E.W. Regional Hazard Mitigation Plan. Commissioner Sugg seconded the motion. Motion carried.

### **2. Any Other Business**

Ms. Keesler informed the Board that she had received an email from NCDOT Division 4 pertaining to funds available through the Transportation Alternative Program that can be used for upgrading curb ramps along state-maintained roads to current ADA compliance. In order for a site to be eligible the local government must submit a letter of request. For Pinetops, the

proposed plans include removing and replacing 24 ramps, installing 2 new ramps, and removing 7 ramps that are not necessary. The proposed construction would be for sidewalk along the south side of NC 42/43 between Sally Jenkins Street and the ECU Health Driveway located along 16<sup>th</sup> Street in Pinetops. Construction would begin in fiscal year 2027.

Commissioner Webb made a motion to send a letter of request to NCDOT to be considered for improvement using Transportation Alternative Program (TAP) funding to bring intersections in compliance with current ADA standards. A copy of the proposed intersections is hereby attached to the minutes. Commissioner Sugg seconded the motion. Motion carried.

#### **K. Executive Session**

##### **1. Legal Advice**

Commissioner Sugg made a motion to go out of the regular meeting and into Executive Session to receive Legal Advice from the Town Attorney. Commissioner Webb seconded the motion. Motion carried.

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

Commissioner Webb made a motion to adopt an ordinance amending the Town of Pinetops code of ordinances regarding obstruction of streets and sidewalks. Commissioner Sugg seconded the motion. Motion carried. A copy of the ordinance amendment is hereby attached.

Commissioner Webb made a motion to continue the public hearing regarding the 512 S. 2<sup>nd</sup> Street demolition ordinance to November 4, 2025, meeting of the Board of Commissioners. Commissioner Sugg seconded the motion. Motion carried.

#### **L. Adjournment**

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

Date: 11-4-2025

  
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Mayor Brenda Harrell

ATTESTED:

  
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Finance Officer/Town Clerk Tammy Keesler