

**Town of Pinetops  
Board of Commissioners  
Regular Monthly Meeting (Also available via Zoom)  
Minutes  
September 5, 2023  
Pinetops Town Hall**

**A. Call Regular Meeting to Order**

Mayor Harrell called the Regular Meeting to Order.  
All Board Members were present.

**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. The motion was seconded by Commissioner Sugg. Motion carried unanimously.

**E. Consent Agenda**

Commissioner Taylor made a motion to approve the August 1, 2023 Minutes as written. Commissioner Webb seconded the motion. Motion passed unanimously.

**F. Public Comments**

1. No public comments were made at this meeting.

**G. Departmental Reports**

1. **Police Department:** Chief Harrell read over the police report for the month of August 2023. The police department answered and/or initiated 885 official police actions during the month. The police department has now used all the Justice Grant which totaled \$24,500. School started back on 8-28-2023 so there will be traffic delays at specific times so please exercise patience. A detailed copy of the entire police report is hereby attached to the minutes.
2. **Public Works Department:** Cody Lancaster, Public Works Supervisor didn't have a chance to prepare the water & wastewater totals report for the month due to working on a major water leak today. The leak was caused by an 8" water line break on Hamlet Street which resulted in much of the downtown area being without water for most of the day. No all-call was sent out since the repair was scheduled and the water shouldn't have been interrupted.

3. **Fire Department:** Chief Burress presented a copy of the fire report for the month of August 2023. There were 13 service calls for each month. A detailed copy of the fire report is hereby attached to these minutes. A copy of the cemetery report for the month of August was also furnished. There was a total of 4 lots sold for the month. A detailed copy of the cemetery report is hereby attached to the minutes. Chief Burress informed the Board that he had been approached by an heir who had no interest in keeping his family plots and was interested in selling them. He went on to explain that this would be a private matter between the seller and purchaser, but the Board must give approval and be informed of any changes so correct plots match correct owners.
4. **Finance Department:** Ms. Keesler presented the financial report for the month of August 2023. The general fund had a loss of \$ 38,769.68. The electric fund had a gain of \$ 58,367.40 for the month. The water/sewer fund ended the month with a gain of \$44,559.60. A Paid Check Report and Budget to Actual Report was also presented for the month of August. The adjusted ending balance for the month of August is \$ 3,862,796.15.

The auditor has scheduled her 1<sup>st</sup> site visit for September 6 at 10:00 a.m. This will be the first step in completing the audit report for FYE 06/2023.

Reminder that the Unit Assistance List (UAL) in person training will be held in Greenville on October 25, 2023. All interested individuals must register prior to the meeting and should have already completed the required 2-hour online course.

Commissioner Sugg requested a comparison of interest rates be made for the town to get the best return on their investments. The Finance Officer will follow up on this as requested.

5. **Administrator Report:**
  1. Waterline project – No construction is scheduled to begin on this project until September 1, 2024.
  2. Water and Sewer/Wastewater Asset Inventory and Assessment (AIAs)  
The two AIAs are on schedule with a completion date of late Spring 2024.
  3. Sewer Project – Currently, the town has had no luck in receiving funding for the sewer but can reapply next Spring once the Sewer AIA is completed.
  4. Stormwater Fees – Commissioner Mabry asked the Administrator to outline what the stormwater fees are and what they can be used on. Commissioner Sugg suggested going ahead and addressing the problem areas then beginning the work needed to alleviate the issues.
  5. Dilapidated buildings and nuisances' properties – The Town Administrator, Chief Harrell, and Commissioner Harrison met with Attorney Pridgen on August 2<sup>nd</sup> to create a list of dilapidated and nuisance properties. A list was compiled of 10 dilapidated structures and 10 nuisance properties. Certified Letters were sent out to all in violation. The process will mirror what has been done in the past.

6. Electric Department – In the past the town has contracted with the City of Wilson for any outages and assistance it required as it related to electrical issues. Pinetops has been in discussions with the Town of Tarboro as it pertains to providing the same type of “as needed” electrical services. The Administrator was informed that another provider might be interested also but they could not schedule a time before September 7<sup>th</sup> or 8<sup>th</sup>. The Board will consider voting on this agreement later in the meeting.
7. Recycling – The recycling center in Greenville is now under new management. As of September 1, 2023, the recycling rate per ton will increase from \$100.00/ton to \$132.00/ton. Administrator Ventresco told the Board that he would try to create a new recycling chart advising customers exactly what is recyclable.
8. 1<sup>st</sup> Street/Deputy Manning Street – The Administrator informed the Board that he had received complaints from residents/business on Deputy Manning Street stating they are having issues with receiving mail/deliveries. The Town Administrator stated this issue will be discussed further in greater detail.
9. Pinetops Community Center/Lions Club – Administrator reported the community center is basically ready for use minus a few more minor items that need to be addressed. The Board needs to come up with a new name for the previous Lion's Club. The new name suggested was “Pinetops Public Event Center.” This item will be voted on later during this meeting.
10. Surplus Property – Provided a list of surplus items to the Board that will be listed on the govdeals website.
11. Lead & Galvanized Waterline Rule – Town has deadline of October 2024 in which to complete its inventory of identifying the type of materials used on both sides of the meters. Some funding may be available as it pertains to gathering information.
12. Town Code Update – Long-term project needed to make sure all the ordinances follow the General Statutes, and any revisions are updated.

#### **H. Items for Discussion**

1. **Attorney Agreement between Town & Kyle Cecchi “Moss Kids” Book Exchange**  
Administrator Ventresco suggested this be tabled until the next meeting since Mr. Cecchi couldn't be present and needs time to review the attorney agreement.
2. **Any Other Business**
  1. Mayor Harrell read a Thank You note she received from Truth Foundational Ministries for the \$500 non-profit donation. These funds were a donation from the town and the money was used to help purchase a cargo van.
  2. Mayor Pro-Tem Taylor has scheduled September 20<sup>th</sup> at noon as the date for the first senior gathering at the “Pinetops Public Event Center.”

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

1. **Book Exchange Boxes on Town Property.**  
As discussed above this has been tabled until the next meeting.
2. **Electric Services Agreement/Contract**  
Administrator Ventresco inquired as to whether the Board was ready to vote on the Electric Services Agreement with the Town of Tarboro. He mentioned that he has been

approached by another company "EMC", but they could not schedule a meeting with him until September 7<sup>th</sup> or 8<sup>th</sup>. This agreement will primarily be to take the place of the assistance the city of Wilson has been providing. The Town of Tarboro has already approved the agreement so it will be effective immediately if the town agrees.

Commissioner Sugg made a motion to approve the Electric Services Agreement/Contract with the Town Tarboro to assist our electric department with services as needed. Commissioner Webb seconded the motion. Motion passed.

**3. Status on Sale of Old Fire Truck**

The Town Administrator asked the Board's thoughts on advertising the fire truck for one additional month on a specialty site. He told the Board that the initial offer he received had been taken off the table, but he still had a current offer of \$3,000. The Board told the Administrator he could wait another 30 days if he chooses before removing it from the specialty site.

**4. Appoint new member to Community Development Advisory Board**

Administrator Ventresco explained to the Board that they needed to appoint 1 seat on the Advisory Board to keep the terms staggered. He only received one application to serve on the Advisory Board, which was Hattie Harris. Commissioner Taylor made a motion to appoint Hattie Harris to a one-year seat on the Community Development Advisory Board. Commissioner Sugg seconded the motion. Motion carried. As per the By-laws either the Mayor or a Board Member should sit on the Board as a Liaison between the Advisory Board and Town Board. Mayor Harrell stated she would be willing to serve as a liaison.

**5. Lions Club Name Change**

Commissioner Webb made a motion to rename the previous Lions Club building to the "Pinetops Public Event Center. Commissioner Mabry seconded the motion. Motion carried.

**6. Any Other Business**

There was no additional business to discuss at this time.

**J. Adjournment**

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

Date: 10/4/2023



Mayor Brenda Harrell

ATTESTED:



Finance Officer/Town Clerk Tammy Keesler