

**Town of Pinetops  
Board of Commissioners  
Regular Monthly Meeting  
September 2, 2025  
Pinetops Town Hall**

**A. Call Meeting to Order**

Mayor Harrell called the meeting to Order. Commissioner Webb and Commissioner Bullock were both absent due to sickness.

**B. Invocation**

Commissioner Sugg led the Invocation.

**C. Pledge of Allegiance**

Mayor Harrell led the Pledge of Allegiance.

**D. Proposed Agenda**

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

**E. Consent Agenda**

Commissioner Taylor made a motion to approve August 5, 2025, regular minutes as written. Commissioner Sugg seconded the motion. Motion passed unanimously.

**F. Public Comments**

**1. Burgon Edwards – Men of Standards**

Mr. Edwards reported that the Back to School Bash was a complete success. He followed up by thanking the police department for their participation and the Board for allowing them to participate. He mentioned that they will also be giving food away again this year at the Christmas Parade.

**2. Brenda Barnes – 503 Pitt St.**

She appeared before the Board to express a grievance she had pertaining to a statement she alleges the Fire Chief made. The incident took place on the corner of N. 6<sup>th</sup> Street and E. Pitt when a tree fell on a line knocking the lights out. Supposedly a statement was overheard that was made by the Fire Chief when he was speaking to Cody Lancaster, the public works supervisor. Cody mentioned that he needed to make a phone call to get help with getting the power back on when allegedly the Fire Chief make some remark about not having to be in a rush, Brenda overheard this remark and responded if it was you're lights you wouldn't say that to which the Chief allegedly said that is why he has a generator. Brenda didn't like the statement and wanted to voice her grievance to the Board.

Mayor Harrell thanked Brenda Barnes for her concerns.

### **3. Eric Johnson – 201 S 1<sup>st</sup> Street**

Mr. Johnson, the owner of the Ole Moose General Store, informed the Board that their opening date will be September 20<sup>th</sup>. They will have a ribbon cutting in late October with the Chamber of Commerce. They want to make the grand opening a whole event by closing off the street, radio broadcasting, and inflatables.

Mayor Harrell replied that it sounds good and instructed them to coordinate with the Police Chief.

### **4. Carolyn Hopkins – 314 N 6<sup>th</sup> Street**

She questioned the fact that the parking lot at the Pawn Shop seems to be growing. Mayor Harrell mentioned that the space beside the pawn shop is private property.

Chief Harrell stated that he will speak to the pawn shop owner tomorrow and follow up with her.

## **G. Departmental Reports**

- 1. Police Department:** Chief Harrell read over the police report for the month of August 2025. The police department answered and/or initiated 3156 official police actions during the month. A detailed copy of the report is hereby attached to the minutes.

The department currently has 7 full-time officers & 5 dispatchers (3 F/T & 2 P/T).

The Chief briefly mentioned that he is getting quotes on 2 vehicles at this time and working on a grant from USDA. He would also like to go after 2 more next year since the department is having recurring maintenance issues with several vehicles. The USDA funding application will be discussed in greater detail under the Action Items/New Business.

- 2. Public Works Department:** Cody Lancaster, Public Works Supervisor presented the water and wastewater totals report for the month of August 2025. The total water produced was 6.10 million gallons and the total wastewater treated was 3.53 million gallons. A detailed copy of the report is hereby attached to the minutes.

There were 2 electric outages during the month.

A large tree fell on primary line on N 6<sup>th</sup> St. causing the line to break in two places. The Town of Tarboro was called, and power was restored in approximately 3 hours. Customers on N 6<sup>th</sup> St. & E. Pitt were affected by the outage.

The second outage was an electrical fire at Piggly-Wiggly. The whole town was without power for approximately 30 minutes since there was no safe way to isolate current to just Piggly-Wiggly.

There were 2 water leaks during the month.

Both leaks were on ¾ service lines on Discover Dr. Only 1 customer was affected for approximately 1hr.

The "Welcome to Pinetops" sign needs to be pressure washed.

Weeds in the flower beds by the signs and gazebo need to be pulled out and cleaned up.

3. **Fire Department:** Chief Burress presented the fire report for the month of August 2025. There were 18 service calls for the month. A detailed copy of the fire report is hereby attached to these minutes.

There were 0 cemetery lots sold for the month of August 2025. 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 August 2025. The general fund had a gain of \$ 13,701.31. The electric fund had a total gain of \$ 46,048.78 for the month. The water/sewer fund ended the month with a total gain of \$ 21,440.49. The adjusted end balance for the month of August is \$ 2,232,745.19. A Paid Check Report and Budget to Actual Report were also provided for the month of August. A detailed copy of the reports is hereby attached to the minutes.

The Audit site visit has been scheduled for September 9, 2025.

Will Larsen, with the Wooten Company, was invited to attend this meeting to present a quarterly report on the water project but was unable to come due to family matters. Ms. Keesler proceeded to present a brief project overview. The main water project plans and specifications are 99% complete, pending PWS & NCDOT comments. The wastewater system AIA reports have been completed and presented to Commissioners. Wooten IT will schedule training for the Asset Management Software in the next couple of months. Wooten is currently working on the Water System AIA report. Reports are completed and will be presented to Commissioners by November 2025. In closing she mentioned that there were still some questions concerning submitting a revised funding scope of \$ 4,000,000 for the WWTP project. Due to some staff changes at Wooten, they were unaware of the town's intentions to pursue funding, but Will Larsen has been made aware of this now and will present the revised funding scope to DEQ for funding approval. A detailed copy of the project overview is hereby attached to the minutes.

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

The Chief stated that the Town Attorney and himself met with some property owners last week concerning letters they had received from the town that referenced their property. The hearing provided the property owners with an opportunity to voice their intentions such as cleaning up, remodeling, or demolishing their dilapidated property. The attorney will provide the board with more detail moving forward.

The condition of the Family Dollar property was brought up. The Chief replied that Odyssey had sent letters to them pertaining to the grass. Mayor Harrell stated that the grass had been cut.

The Webb trailer past Wilshire Apartments was also brought up. Commissioner Sugg inquired as to why the trailer hasn't been moved out. Ms. Keesler mentioned that this may be a better question for the Attorney. She explained that letters/fines had been sent but the only thing the town can do right now is put a lien on the property and turn it into debt set off. Chief Harrell reiterated that this was probably a better question for the attorney because at this point it's more a question has to how much the town is willing to pay to get it gone.

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

##### **1. Best Utility Management Practices (BUMP) Training**

The training status for the town is partially complete. The town is missing (1) elected official attending training in order to complete the mandatory training requirement for distressed municipalities. The class is being offered on Tuesday, October 7, 2025, from 8:30 am to 5:00 pm in Tarboro at the Edgecombe Community College, ECC Barnhill-Jenkins Center for Innovation (Bldg. L).

Commissioner Ransome stated that he would attend the BUMP Training in order for the town to be in compliance with the training requirements. Mayor Harrell told him to let her know if he can't attend for some reason, she will try too.

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

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

##### **1. Approval to seek funding through USDA for purchase of Police Vehicles**

Chief Harrell mentioned earlier in the meeting that he wanted permission to seek funding availability through USDA. The town could possibility receive 30% grant/ 70% loan if funds are still available or we may only be able to receive straight loan funding. He is looking to purchase 4 police vehicles in the next two years starting as soon as possible.

Commissioner Sugg made a motion to give the Police Chief, Stacy Harrell, approval to proceed with seeking funding options through the USDA-Rural Development for the purchase of 2 police vehicles and equipment. The Town Board also authorizes the Mayor and Finance Officer/Town Clerk to sign any paperwork needed in order to pursue financing through USDA. Commissioner Taylor seconded the motion. Motion carried.

Commissioner Sugg suggested reaching out to the Golden Leaf Foundation to see if they are aware of any funding opportunities for municipalities for the purchase of police vehicles.

Commissioner Taylor inquired about the status of the HHR vehicle. Ms. Keesler replied that she would check with Captain Brown because she was the one working on an issue we had with the title.

Ms. Keesler informed the Board that she had received a right-of-way encroachment agreement between the Department of Transportation and the Town of Pinetops that needs to be signed. The encroachment agreement is needed for NC 42, NC 43, NC 111 and NC 122 as part of the water improvement project.

Commissioner Taylor made a motion to approve the right-of-way encroachment agreement between the Department of Transportation and the Town of Pinetops. Commissioner Sugg seconded the motion. Motion carried.

## **2. Any Other Business**

### **J. Adjournment**

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

Date: Oct. 7, 2025

  
\_\_\_\_\_  
Mayor Brenda Harrell

ATTESTED:

  
\_\_\_\_\_  
Finance Officer/Town Clerk Tammy Keesler