

Town of Pinetops
Board of Commissioners
Regular Monthly Meeting (Also available via Zoom)
Minutes
September 6, 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 Mabry made a motion to approve the proposed agenda as presented. Commissioner Webb seconded the motion. Motion carried unanimously.

E. Consent Agenda

Commissioner Mabry made a motion to approve the August 2, 2022 Minutes as written. Commissioner Sugg seconded the motion. Motion passed unanimously.

F. Guests

1. Brian Pridgen – Town Attorney was in attendance/

G. Public Comments

No comments were made.

H. Departmental Reports

- 1. Police Department.** Chief Harrell read over the police report for the month of August 2022. The police department answered and/or initiated 836 official police actions. The Chief informed the Board he currently has 6 full-time officers with 1 of them in training. They are in the process of recruiting 2 more along with hiring a couple of Cadets. A detail copy of the entire police report is hereby attached to the minutes.
- 2. Public Works Department.** David Phillips read over the water and sewer report for the month of August 2022. The total water produced for the month was 4.95 million and total wastewater treated was 3.8 million. There was 1 electrical outage this month on N. 4th Street due to lighting. He told the Board with there approval he hopes to have a tree trimming crew come in for apx. 2 weeks which he feels is enough time to make a big impact. The Board had no problem with this request. He also updated to Board on the status of the garbage truck. The newest truck is currently being worked on again, so they are currently picking the garbage up with the old truck.
- 3. Fire Department.** Chief Burress presented the Fire report for the month of August. The total calls for the month was 25. A detail copy of the entire fire report is hereby attached to the minutes. Chief Burress presented the Cemetery report for the month of August. The total lots sold for the month of August was 2. A detail copy of the cemetery report is hereby attached to the minutes. The Town Administrator mentioned that the Mayor, Chief Burress, and himself met with the County earlier this month pertaining to an updated version of a contract between the town and county that needed to be signed. After the meeting he forwarded a copy of the contract to the town attorney for review. The Town Attorney stated that he had received the contract and was in the process of making some revisions due to the fact it didn't really address the way our town operates as it pertains to the Fire Department. Once all revisions are made, he will send a copy back to the Town Administrator for review. Chief Burress told the Board that he had been questioned as to whether the town would accept installments towards the purchase of cemetery plots. After a brief discussion the Board chose not to allow installments but instead leave the policy as it currently is.
- 4. Finance Department.** Ms. Keesler gave the financial report for the month of August. The general fund had a loss of \$68,697. The electric fund had a gain of \$41,529 for the month while the water/sewer fund also ended the month with a gain of \$10,964. 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 \$3,152,606.40. A detail copy of the entire report is hereby attached to the minutes. Ms. Keesler informed the Board that the Auditor is scheduled to perform their site visit on September 7th & 8th. They are shooting to have a draft copy for the town to review by October 14th so that we can easily make the October 31st deadline for submittal.

I. Items for Discussion

1. Termination of State of Emergency

Ms. Keesler informed the Board that on July 15, 2022 Governor Roy Cooper announced that with Executive Order No. 267 he will officially let the COVID-19 State of Emergency expire as of August 15, 2022. This order was initially implemented in March 2020. Commissioner Sugg made a motion that the Town of Pinetops will follow suit and recognize the expiration of the executive order on August 15, 2022. Commissioner Webb seconded the motion. Motion passed.

2. Transfer Allowable Contingency Overage to Maintenance/Supplies in Enterprise Funds

Ms. Keesler explained that the Contingency Appropriation cannot be more than 5% of the total budget as per the State and Local Government Finance Division. The Electric Fund allowable contingency amount is over by \$12,050, the water is over by \$6,001.35 and the sewer is over by \$3,979.45. Ms. Keesler was asking the Board to approve the Budget Amendments to transfer these overages from the contingency account to the maintenance/supplies account in each enterprise fund for the Town of Pinetops to be complying. Commissioner Webb made a motion to allow the Finance Officer to make the above budget amendments so that the Town of Pinetops will be complying. Commissioner Sugg seconded the motion. Motion passed unanimously.

3. Town Phone System Follow-up

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 explained that he had spoken to two different individuals at Verizon but is still waiting to hear back from them. His main concern at this point is how a vendor will handle the redundancy problem. After a brief discussion the Board instructed the Town Administrator to get a couple more quotes and try to iron out some of these questions before any final decision is made.

4. Bulk Waste – Solid Waste Management and Collection Policy

The Town Administrator went over the revised Residential Solid Waste Management and Collection Policy. Some key points are that yard waste will now be collected only once a week on Wednesday. The town will not pick up cleanouts/evictions from houses or rental units. Item (7) shows a list of items that the town will not pick up. The Public Works Director stated the town needs to set a fine for noncompliance. The Attorney suggested setting this fine through the fee schedule that is adopted each year with the audit since it is easier to change than if it was set in the ordinance. Commissioner Mabry made a motion to approve the Residential Solid Waste Management and Collection Policy with the tweaks mentioned and revised by the Town Attorney. Commissioner Sugg seconded the motion. Motion passed.

5. **Policy on Donations by Town**

The Town Administrator asked the Town Attorney if he could draft a template that relates to this. The attorney told the Board that another one of his towns, Snow Hill established an application for any non-profits. He went on to explain that they would appropriate a certain amount of funds in the budget each year for non-profits. They would have the non-profits fill out an application yearly then they would review and distribute as funds would allow. Commissioner Mabry suggested this be tabled until the next meeting so the Board could have time to read through the material before deciding.

6. **Any Other Business.**

J. Action Items/New Business

1. **Resolution Authorizing the Conveyance of Real Property – Centennial House**

The Town received an offer of \$25,000 from John D. Smith to purchase the Centennial House located on 202 N. Third Street. The town declared the property as surplus and an ad for upset was published in two local papers for at least 10 days. The town didn't receive any upset bids on the property so now the Board can vote to accept the original offer or refuse it. Commissioner Webb made a motion to adopt the Resolution of the Town of Pinetops authorizing the conveyance of real property. Commissioner Sugg seconded the motion. Motion passed. A copy of the Resolution is hereby attached to these minutes.

2. **Revised Special Event Ordinance**

The Town Attorney took time to go over the revised special event ordinance. He stated that the only change made was under Section 95.37 (d) the Town Administrator shall have authority to determine if any proposed event meets the criteria of this ordinance, if the proposed event

requires a special event permit, and if traffic control or police services are necessary to ensure safety. Commissioner Webb made a motion to adopt an ordinance of the Board of Commissioners amending the code of ordinances of the Town of Pinetops to provide regulations for special events. Commissioner Sugg seconded the motion. Motion passed. A copy of the amendment is hereby attached to these minutes.

3. Revised Cemetery Rules/Regulation

Commissioner Mabry made a motion to accept the changes made to the cemetery rules and regulations as submitted. Commissioner Sugg seconded the motion. Motion passed. A copy of the Cemetery Rules and Regulations is hereby attached to the minutes.

4. Christmas Parade Committee--Appoint New Members

The Town Administrator told the Board that he had been contacted by Kirby Fuller who was requesting the Board appoint 3 new members to the Christmas Parade Committee.

Commissioner Webb made a motion to appoint the 3 new members that were suggested by Kirby Fuller to the Christmas Parade Committee. Commissioner Taylor seconded the motion. Motion passed.

5. Phil Carlton Donation of Property

The Town Attorney informed the Board that he had performed a title search on the property, spoken to Phil Carlton and is now ready to proceed with the closing.

6. Any Other Business

Commissioner Mabry requested that the Strategic Action Plan be added to the next Agenda.

K. Adjournment

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

Date: 10-4-2022



Mayor Brenda Harrell

ATTESTED:



Finance Officer/Town Clerk Tammy Keesler