

**Town of Pinetops
Board of Commissioners
Regular Monthly Meeting
Minutes
May 7, 2024
Pinetops Town Hall**

A. Call Meeting to Order

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

B. Invocation

Commissioner Taylor 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. Commissioner Webb seconded the motion. Motion carried unanimously.

E. Consent Agenda

Commissioner Webb made a motion to approve the April 2, 2024, Minutes as written. Commissioner Sugg seconded the motion. Motion passed unanimously.

F. Guests

1. Phyllis Arrington – Pinetops Community Development Advisory Board Update
Phyllis Arrington explained that she didn't receive the documentation needed to give her presentation tonight so therefore she has nothing to report at this time.

2. Andrea Chance – Conetoe Family Life Center Event
Andrea Chance did not appear tonight.

G. Public Comments

1. Hattie Harris – 217 N S.A. Gilliam Street
Hattie Harris asked if she could speak since Andrea Chance was not present for the meeting. She explained that they worked together so she knew what she was going to be speaking about tonight. On June 1st they wanted to use the Event Center to relaunch the program to bring fresh produce to Pinetops. The event would take place from 9 a.m. to 11:00 a.m. They were looking into teaming with ECU Health to bring information to the event as well as having giveaways, such as water bottles.

Mayor Harrell asked Mrs. Harris to convey to Mrs. Chance that she needs to provide the town with the complete information pertaining to the event to make sure that it complies with all rules and regulations.

2. Pastor Randy Smith – Pinetops Baptist Church

The pastor appeared before the Board to inform them that the church is in the process of developing a new area that will eventually be a soccer field and provide additional parking. He wanted to ask that the funeral homes be advised of this development, so they don't drive across the area.

H. Departmental Reports

- 1. Police Department:** Chief Harrell read over the police report for the month of April 2024. The police department answered and/or initiated 805 official police actions during the month. A detailed copy of the report is hereby attached to the minutes.

The tractor pull is scheduled for May 17-18. The police department will provide security.

Chief Harrell informed the Board that he has a meeting scheduled with the Town Attorney on May 14th to discuss the progress on the condemned housing in town. He will provide an update to the Board at the next meeting. He did mention that the house that was recently burnt that the family is still waiting on the death certificate before they are allowed to do anything with the house. Hopefully, the process will only take another 3-4 weeks to be completed then at that time they will decide how to proceed.

Chief Harrell also informed the Board that the recovery facility across the street has been asked by the property owner to vacate the premises by June 1st. Once they leave the building this type of facility will not be allowed anywhere else in the town as per the zoning regulations.

Commissioner Taylor inquired about the storage unit behind the town that still has items (car parts) sitting outside the building as well as a car that is covered. Chief Harrell explained that citizens are allowed to have one car without tags on their property as long as it is covered. He stated he would investigate the matter of the stuff that is piled outside.

The Town Attorney has sent out numerous letters regarding properties in town since he met with the Town Administrator and Chief Harrell some time ago. Hopefully, Chief Harrell will be able to provide an update on the status of these letters after his meeting with the attorney on May 20th.

- 2. Public Works Department:** Cody Lancaster, Public Works Supervisor presented the water and wastewater totals report for the month of April 2024. The total water produced was 6.16 million gallons and the total wastewater was 5.25 million gallons. A detailed copy of the minutes is hereby attached to the minutes.

There were 0 electrical outages for the month of April 2024.

There were four water leaks during the month. The major leak affected NC 111 between NC 43 & Drake Farm Rd. The other three leaks were around Discover Dr., Red Cardinal Lane, and the 300 block of W. Burnette Street.

There was a sewer backup on the 400 block of N 6th Street involving a 4-inch line.

Lift Station pump on S. 2nd Street experienced pump failure and had to be pulled for repair. The repair has been quoted at \$4,082 for a pump build.

Three exit signs have been installed at the Event Center. The doors and return grates have also been painted.

Cody told the Board that he, Commissioner Sugg and Mayor Harrell met with Wilson Energy concerning an upcoming project to their system that will come with a rate increase that will be passed along to municipalities. Commissioner Sugg suggested this be discussed in greater detail at the budget workshop since the town will need to pass the increase along to our customers.

3. **Fire Department:** Before Chief Burress presented his report, Mayor Harrell asked that the cemetery information he provided the Board be held off until the budget workshop since it would impact the upcoming budget.
4. Chief Burress presented a copy of the fire report for the month of April 2024. There were 7 service calls for the month. A detailed copy of the fire report is hereby attached to these minutes. There was 1 cemetery lot sold for the month of April. A detailed copy of the cemetery report is attached.
5. **Finance Department:** Ms. Keesler presented the financial report for the month of April 2024. The general fund had a loss of \$ 41,103.86. The electric fund had a gain of \$ 67,761.54 for the month. The water/sewer fund ended the month with a gain of \$101,417.94. A Paid Check Report and Budget to Actual Report was also presented for the month of April. The adjusted ending balance for the month of April is \$ 2,252,846.00. A detailed copy of the reports is hereby attached to the minutes.

The town ordinances have been submitted this week to American Publishing for Codification. The process could take up to six months to complete. Half of the cost was paid out of the current budget and the remaining balance will be paid out of the upcoming budget once the codification process is completed. After that there will be an annual rate due to keep the ordinance book up to date and posted on their website.

Ms. Keesler informed the Board that she has been working on updating the Personnel Policy and will be providing them with a draft copy for any suggestions/corrections they may have. After she receives all the comments back from the Board, she will ask that the newly updated personnel policy be adopted.

6. Administrator Report:

I. Items for Discussion.

1. WWTP Rehabilitation Spring Application Update

Ms. Keesler informed the Board that the WWTP Rehabilitation Spring Application was submitted on April 30th. The town should receive a response from the application submittal around the middle of July. The application was submitted by the Wooten Company.

2. Schedule Budget Work Session.

The third budget workshop has been scheduled for Monday, May 20th at 9:00 a.m. at the Town Hall.

3. Any Other Business

Nothing to report at this meeting.

J. Action Items/New Business.

Nothing to report at this meeting.

K. Adjournment

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

Date: 6/4/2024


Mayor Brenda Harrell

ATTESTED:


Finance Officer/Town Clerk Tammy Keesler