

**Town of Pinetops  
Board of Commissioners  
Regular Monthly Meeting (Also available via Zoom)  
Minutes  
March 2, 2021  
Pinetops Town Hall**

**A. Call Meeting to Order**

Mayor Harrell called the Meeting to Order.

Commissioner Webb was present for the meeting via zoom.

**B. Invocation**

Invocation was given by Commissioner Harrison.

**C. Pledge of Allegiance**

Mayor Harrell led the Pledge of Allegiance.

**D. Proposed Agenda**

Commissioner Sugg asked that we add the Recycle Pickup Schedule under Items for Discussion. Commissioner Sugg made a motion to approve the proposed agenda as amended. Commissioner Taylor seconded the motion. Motion carried unanimously.

**E. Consent Agenda**

Commissioner Mabry made a motion to approve the February 2, 2021 minutes as written and submitted. Motion was seconded by Commissioner Sugg. Motion passed unanimously.

**F. Welcome Guests**

1. Carolyn Mayo – 309 Sally Jenkins Street

Carolyn Mayo who is the legal owner of the property located at 309 Sally Jenkins Street was present at the meeting viz zoom along with her brother, Benjamin Mayo. Mr. Mayo had written a letter to the Board on his sister's behalf with a request to grant them additional time to plan and renovate this property. The letter explained that this was their childhood home and they wished to be allowed to renovate it in their parent's memory. He told the board that even though they are in the early planning stage they believe the renovation can be completed within six to eight months. Mayor Harrell thanked both Benjamin and Carolyn for attending the meeting via zoom. She told them that the Board was going to have to discuss their request further, but someone will get back in touch with them once an answer is reached.

**G. Public Comments**

No public comments were made at this time.

**H. Departmental Reports**

1. **Police Department:** Chief Harrell read over the police report for the month of February. The total call answered and/or initiated were 1015. A detailed copy of the police report is hereby attached to the minutes. Chief Harrell told the Board that he would like to have at least two officers on day & night shift. The police department was approved for another \$25,000 Safety Grant. Chief Harrell updated the Board on the demolitions such as which ones have already been completed and when the rest are scheduled to be done.
2. **Public Works Department:** (a) Phil Webb read over the water and sewer report for the month of February. The total water flow was 4.24 while the sewer was 15.67. A detail copy of the water/sewer report is hereby attached to the minutes. The Public Works Director told the board that he had Rural Water to come in and smoke test some problem areas; he is now wanting to have these areas TV to locate the exact problem and come up with a viable fix.
3. **Fire Department:** Chief Burress presented the Fire report for the month of February. The total calls for the month was 11. A detail copy of the Fire Report is hereby attached to the minutes. Chief Burress presented the Cemetery report for the month of February. The total plots sold this month was 0. A detail copy of the Cemetery report is hereby attached to the minutes.
4. **Finance Officer:** Ms. Keesler gave the financial report for the month of February. The adjusted ending balance for the month was \$1,739,752.27. A detail copy of the Financial report is hereby attached to the minutes. She presented the Board with a Paid Check Report for the month of February along with a Revenue and Expenditure Report. Ms. Keesler told the Board that all the Paychex payroll general ledgers that had not been posted to the system have now been fixed, created and posted to the town books.

#### I. Items for Discussion

1. Pinetops Newspaper  
The Board reviewed two options pertaining to starting its own newspaper during the last meeting. Commissioner Mabry requested that Van Holland from the Tar River Times present the Board with a couple of definite quotes that could be made available by our budget work session.
2. Town Hall Roof Repair/Replacement Quotes  
Chief Harrell presented the Board with two quotes he had received from Roofing Solutions NC out of Macclesfield. The first quote was to repair the roof by removing 2 chimney tops, install flashing on 2 side walls, and install custom chimney caps at a cost of \$5,600. The second quote was to replace the entire roof with a metal roof, remove chimney tops, install flashing, install custom chimney caps at a cost of \$17,575. Commissioner Mabry asked to table this until the budget retreat so new bids could be received.
3. Schedule budget Work Session

The Board of Commissioners scheduled the 1<sup>st</sup> Budget Retreat for Fiscal Year 2021-2022 to be held at the Pinetops Lions Club on Friday, March 26<sup>th</sup> from 8:00 AM -3:00 PM. The Board did ask that the Town Attorney be informed of this date so he could plan to be present at the Budget Retreat.

4. Economic Development Assessment Advisory Committee

Commissioner Harrison gave the Board an update as it pertains to the Economic Development Assessment Advisory Committee. She reported that two planning meetings were held during the month of February; one on the 16<sup>th</sup> and the other on the 23<sup>rd</sup>. She informed the Board that the next meeting is scheduled for March 23<sup>rd</sup> and at that meeting they will be discussing coming up with an Economic Development Statement.

5. Planning/Zoning Board Member Replacement

Commissioner Mabry suggested the Board try to solicit interested individuals in serving on the Planning/Zoning Board by advertising the open position on the town's website, in the town's newsletter, and through the all-call system.

6. Storm Water Runoff Project

Commissioner Sugg told the Board that he has been working with the Town Attorney on developing two documents pertaining to ditch access. The documents would relate to easement and entry agreements needed for the town to be able to access private property if need be.

7. Residential Recyclable Collection

Commissioner Sugg presented the Board with a cost analysis to determine the annual cost savings associated with Bi-Weekly recyclable schedule. Currently the town picks up weekly, but he wanted to conduct a study to see if it is more feasible switching to a bi-weekly schedule to help curb cost. Commissioner Mabry asked that more information be gathered such as the tonnage for both recycle & garbage collection so a more informed decision can be made. He also asked that this information be available by the budget retreat so it can be discussed further.

8. Grass Contract

The Finance Officer asked the Board if she could go ahead and advertise for bids on the town's grass cutting so that it could be voted on at the March 26 budget retreat. The deadline for receiving bids will be Friday, March 19<sup>th</sup> at 5:00 PM. The Board agreed this would be fine so it will be advertised in the Tar River Times as well as on the town's website.

**J. Closed Session**

1. Personnel Matters

Commissioner Sugg made a motion to go into Closed Session to discuss Personnel Matters. Commissioner Mabry seconded the motion. Motion passed unanimously.

Commissioner Sugg made a motion to go out of Closed Session and back into Regular Session. Commissioner Mabry seconded the motion. Motion passed unanimously.

Commissioner Mabry made a motion to hold off on the demolition order for a period as it pertains to the property at 309 Sally Jenkins Street to see if substantiable work is completed by the time frame given to them by the Board. After some discussion back and forth the Board decided to set 90 days in which the homeowner is to have done substantiable work and must provide a progress report of work completed. The motion was seconded by Commissioner Taylor. Motion passed unanimously.

**K. Adjournment**

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

Date: \_\_\_\_\_  
\_\_\_\_\_

Mayor Brenda Harrell

ATTESTED:

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