

Town of Pinetops
Board of Commissioners
Regular Monthly Meeting (Also available via Zoom)
Minutes
August 2, 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

Mayor Harrell asked that the Centennial House be put on the Agenda under Items for Discussion. Commissioner Sugg also requested that the replacement of the phone system be put on the Agenda. Commissioner Webb made a motion to approve the proposed agenda as revised. Commissioner Taylor seconded the motion. Motion carried unanimously.

E. Consent Agenda

Commissioner Webb made a motion to approve the June 28, 2022 Special Called/Public Hearing Minutes as written. Commissioner Sugg seconded the motion. Motion passed unanimously.

F. Guests

1. Phyllis Pearson, Auditor – Petway, Mills & Pearson

Phyllis Pearson appeared before the Board to give a presentation on the findings of the FYE 06/2021 audit. After the presentation she gave the Board Members an opportunity to ask any questions they may

have pertaining to the audit report. The auditor told the Board they presented an unmodified opinion which is what the LGC & State likes to see.

G. Public Comments

No comments were made.

H. Departmental Reports

1. **Police Department.** Chief Harrell read over the police report for the month of June & July 2022. The police department answered and/or initiated 2,102 official police actions. The Chief told the Board he is looking at hiring 1 or 2 cadets. The town would send the cadet through BLET which is 6 months long plus 3 months of additional training so they would not actually be able to work until approximately June 2023. He also explained that they would be required to sign an agreement stating if they chose to go somewhere besides Pinetops, they would have to pay the town back for the BLET training. 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 June 2022. The total water produced for the month was 5.3 million and total wastewater treated was 3.82 million. There were 2 electrical outages and 1 water leak during the month.
3. **Fire Department.** Chief Burress presented the Fire report for the month of June & July. 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 June & July. The total lots sold for the month of July was 0. A detail copy of the cemetery report is hereby attached to the minutes.
4. **Finance Department.** Ms. Keesler gave the financial report for the month of July. The general fund had a loss of \$84,572. The electric fund had a gain of \$26,040 for the month while the water/sewer fund also ended the month with a gain of \$15,772. Ms. Keesler presented the Board with a Paid Check Report for the month along with an Expenditure Report. The adjusted ending balance for the month of July is \$3,171,794. Ms. Keesler also emailed the Board Members a copy of the financial reports for the month of June earlier. A detail copy of the entire report is hereby attached to the minutes. Ms. Keesler informed the Board that the town had received the 2nd allocation of ARP Funds in the amount of \$196,795.67 which brings the total received to

\$393,591.34. These allocations have already been approved to be used to help reduce the overall appropriated fund balance needed to help balance the FY 2022-2023 Budget.

I. Items for Discussion

1. Received 2nd Allocation of ARP Funds

This information has already been provided earlier during the Finance Departmental Report.

2. Review/Revisit Special Event Ordinance

The Town Administrator inquired as to who is responsible for interrupting if an event should be classified as public or private. The Attorney informed the Board that the town could be held liable if they choose to close a street and someone gets hurt. If the town doesn't get involved and someone gets hurt the property owner would be held liable. The Town Attorney suggested the Board add in the ordinance that the Town Administrator will have the final determination in declaring an event as public or private after reviewal of their application. The Attorney told the Board he will make the revisions discussed and resubmit another draft to the Board for final approval at their next meeting. Included is an attached copy of the Ordinance of the Board of Commissioners amending the Code of Ordinances of the Town of Pinetops to provide Regulations for Special Events.

3. Centennial House

Mayor Harrell informed the Board that she had been approached by an individual who is interested in making an offer to purchase the Centennial House Property. Originally a motion was approved at the budget retreat to get bids on demolishing the property. After hearing this intent to purchase Commissioner Taylor rescinded her original motion to demolish the Centennial House. Commissioner Webb seconded the motion. Motion passed. The Attorney told the Board that if they are interested in going this route, they would first need to declare the property as surplus and ask the interested individual for an offer to purchase plus a 5% deposit. The Board will then decide if they think it is a good minimum offer price. If they like the initial offer price, they will then advertise for an upset bid which normally runs 10 days. Commissioner Webb made a motion to declare the Centennial House as surplus property. Commissioner Sugg seconded the motion. Motion passed unanimously.

4. Phone System

Commissioner Sugg questioned the reliability of the current phone system. In the past the police department has faced issues but now it seems to be throughout the whole office. After a

conversation with Will he learned that it would cost approximately \$2,000 to replace the whole phone system. The Town Administrator told the Board that he had a conversation with Will also about this particular issue and one thing to keep in mind is if the town changes over to what he recommends we will not have any phone service if the internet goes down. The Town Administrator stated that he would check with some of the surrounding towns big & small to see what type of system they use and what issues if any they face. Commissioner Harrison suggested checking with a cell phone provider to see what type of desktop service they provide. The Board asked the Town Administrator to check into all these options and have an update by the next meeting.

J. Action Items/New Business

1. Approve FYE 6/30/2021 Audit Report

Commissioner Mabry made a motion to approve the audit report for FYE 06/2021 as presented earlier in the meeting by Auditor, Phyllis Pearson. Commissioner Webb seconded the motion. Motion passed unanimously. A copy of the FYE 06/2021 Audit Report can be reviewed at the Town Office.

2. Approve initial appointment of Pinetops Community Development Advisory Board

The Town Administrator presented the Board with a list of candidates to serve on the Advisory Board. After the initial meeting with the candidates it was their recommendation to appoint 5 members and 1 alternate. Commissioner Mabry suggested appointing 1 more alternative to serve on the Advisory Board since there will be so many sub-committees and other various committees where more members might be needed. Commissioner Webb made a motion to approve the recommended candidates plus Phyllis Arrington as an additional alternate. Commissioner Taylor seconded the motion. Motion passed. A copy of the Candidates List and Pinetops Community Development Advisory Board By-Laws is hereby attached to the minutes.

3. Adoption of Cemetery Rules/Regulation Policy

The Town Attorney brought up a couple of more items that need to be clarified before the final revision of the Cemetery Rules/Regulation Policy is ready for approval. The first item involved whether to allow burials on Saturday, Sunday, or Holidays. The Board agreed to change the policy to allow burials on Saturdays, Sundays after 1.00 p.m. and all Holidays except for Christmas. There will also be no additional charge for services held on these days since the town employees do not participate in the opening or closing of the vaults. The second item was to allow for 2 urns to be buried in one plot. The last item pertained to only allowing a funeral home to purchase 2 plots for a

deceased family and the deed must be recorded in that person's name. The Attorney told the Board he will make all the revisions discussed above and bring the final draft to the next board meeting for approval. A copy of the Cemetery Rules & Regulations is hereby attached to the minutes.

4. Bulk Waste Document/Fees

The Town Administrator presented the Board with a draft copy of a residential solid waste management and collection policy for review. Under Item 6 (Bulk Items) it was suggested that the Town include that no pickup will be done for clean out of rental homes. The bulk items will only be picked up once a week instead of two and if items are left out for more than 7 days the resident will be charged for the removal. The Public Works Director just asked the Board to stand behind and enforce whatever they approve. A copy of the Residential Solid Waste Management and Collection Policy is hereby attached to the minutes.

5. Phil Carlton – Donate Property to Town

Mayor Harrell told the Board that she had been approached by Phil Carlton about his wish to donate some property to the town. The property is valued at \$88,800. The property is located behind Bone's Grill and runs towards the Post Office as well as the lots beside the ABC Store. The Attorney stated he would like to research the properties in question before the town officially accepts the offer. Commissioner Webb made a motion to accept the donation of property from Phil Carlton after the Attorney's review of the parcels. Commissioner Sugg seconded the motion. Motion passed unanimously. A map of the property is hereby attached to the minutes.

6. Any Other Business

Commissioner Mabry made a motion to allow the Town Administrator to advertise for request of qualifications for engineering firms for the 3 water/sewer projects the town was recently rewarded. The three projects consist of (1) 2022 Water Asset Inventory & Assessment Grant Application, (2) 2022 Town of Pinetops Water VUR Project, and (3) 2022 Sewer Asset Inventory & Assessment Grant Application. Commissioner Webb seconded the motion. Motion passed.

Commissioner Mabry provided updates on two NCDOT Transportation Improvement Program projects that impacted the Town of Pinetops. (1) March 2023 is the new estimated completion date for bridge construction on Hwy. 122. (2) Project for the installation of a sidewalk along South NC 42 (E. Hamlet St) from South Sally Jenkins Street to 16th Street (ECU Vidant Clinic) was dropped due to lack of qualification and funding. However, the Town will be able to resubmit the project in FY 24. He also stated that he would like to include the installation of a sidewalk along South NC 42/43

(E Hamlet Street) from South Van Street (Devonshire Apartments) to South 7th Street. Commissioner Mabry said that he will keep the Board posted on the timeline for submission of projects.

K. Executive Session

1. Personnel Matters.

Commissioner Webb made a motion to go into Executive Session to discuss Personnel Matters.

Commissioner Sugg seconded the motion. Motion Passed.

Commissioner Webb made a motion to go out of Executive Session and back into Regular Session.

Commissioner Sugg seconded the motion. Motion passed.

L. Adjournment

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

Date: 9/6/2022



Mayor Brenda Harrell

ATTESTED:



Finance Officer/Town Clerk Tammy Keesler