

Town of Pinetops
Board of Commissioners
Regular Monthly Meeting (Also available via Zoom)
Minutes
April 6, 2021
Pinetops Town Hall

A. Call Meeting to Order

Mayor Harrell called the Meeting to Order.

B. Invocation

Invocation was given by Mayor Harrell.

C. Pledge of Allegiance

Mayor Harrell led the Pledge of Allegiance.

D. Proposed Agenda

Commissioner Sugg asked that we add Town Administrator Job Description under Items for Discussion. Commissioner Webb made a motion to approve the proposed agenda as amended. Commissioner Taylor seconded the motion. Motion carried unanimously.

E. Consent Agenda

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

F. Public Comments

No public comments were made at this time.

G. Departmental Reports

1. **Police Department:** Chief Harrell read over the police report for the month of March. The total calls answered and/or initiated were 1445. A detailed copy of the police report is hereby attached to the minutes.

- 2. Public Works Department.** Phil Webb read over the water and sewer report for the month of March. The total water flow was 4.58 while the sewer was 9.01. A detail copy of the water/sewer report is hereby attached to the minutes. The Public Works Director informed the Board that the storm water projects on Van & Ninth Street have been completed except for the repaving. These repairs were needed due to pipe deterioration.

Commissioner Taylor inquired about the status the lot on S.A. Gilliam was left in after the property was demolished. She explained that the lot was not backfilled or leveled so water stands there. Chief Harrell stated that he would contact the contractor to see if he will come back out and level the area to help alleviate the standing water issue.

- 3. Fire Department.** Chief Burress presented the Fire report for the month of March. The total calls for the month was 5. A detail copy of the Fire Report is hereby attached to the minutes. Chief Burress presented the Cemetery report for the month of March. The total plots sold this month was 0. A detail copy of the Cemetery report is hereby attached to the minutes.

Commissioner Mabry wanted to get prices on something compatible to our system that will update our cemetery records.

- 4. Finance Officer.** Ms. Keesler gave the financial report for the month of March. The adjusted ending balance for the month was \$1,676,529.04. 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 March along with a Revenue and Expenditure Report.

Ms. Keesler told the Board that COVID-19 vaccinations will be offered at the Pinetops Old Sparta Community Center beginning on April 17, 2021 from 11:00 – 4:00. Anyone interested will need to call (252)228-9194 to schedule an appointment. This service will be announced on the town's website as well as through the All-Call System.

Commissioner Sugg requested that action items be put on the Agenda each month. Any items that have not been resolved should be shown as Action Items on the Agenda instead of under the Items for Discussion Heading.

H. Items for Discussion

1. Town Hall Roof Replacement Colors

Mayor Harrell informed the Board that Roofing Solutions had dropped off color samples for the new Town Hall metal roof. The Board looked over the color samples and after some discussion back and forth the following motion was made. Commissioner Taylor made a motion to go with black as the color for the Town Hall metal roof. Commissioner Webb seconded the motion. Motion passed.

2. Economic Development Assessment Advisory Committee

Commissioner Mabry advised the Board of their upcoming meeting which has been scheduled for tomorrow, April 7th. They will be focusing on coming up with an Economic Development Statement. Commissioner Mabry will provide the Board with monthly briefings.

3. Planning/Zoning Board Member Replacement

Ms. Keesler told the Board that we have not received notification from anyone so far who is interested in serving on the Planning/Zoning Board. The vacant position was advertised on the town's website, in the town's newsletter, and through the all-call system.

Commissioner Mabry suggested the vacancy be left on the website until the open position is filled.

4. Storm Water Runoff Project

Commissioner Sugg stated that because of the break in the weather some needed work is getting done such as what the Public Works Director mentioned earlier. Additional needed projects have also been scheduled throughout town. He explained that the recent smoke testing that was done found a lot of areas with infrastructure problems that need to be addressed.

5. Residential Recyclable Collection

During the Budget Retreat that was held on March 26th Commissioner Sugg made a motion to change the Recycle schedule from weekly to bi-weekly. The new schedule will take effect beginning May 4th. Commissioner Mabry seconded the motion. The motion passed unanimously. The recycles will be picked up on the 1st & 3rd Tuesday of each month. Customers can get an additional recycle cart if needed at no extra charge. The new recycle

pick-up schedule will be put in this month's newsletter, on the towns website, and the all-call system.

6. Town Administrator Job Description

Commissioner Sugg presented the Board with a draft copy of a job description for the position of Town Administrator. Commissioner Webb made a motion to adopt the Town Administrator job description as presented. Commissioner Mabry seconded the motion. Motion passed.

Commissioner Mabry suggested the Board contact the town attorney about drawing up a Resolution to change the ordinance. Commissioner Sugg told the Board that he would forward a copy of the job description to the attorney and request he draw up a resolution to change the towns ordinance. He emphasized that this would be consider an action item on the next agenda.

I. Adjournment

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

Date, 5/4/2021



Mayor Brenda Harrell

ATTESTED,


Finance Officer/Town Clerk Tammy Keesler