

**Town of Pinetops**  
**Board of Commissioners**  
**Regular Monthly Meeting (Also available via Zoom)**  
**Minutes**  
**April 5, 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 Sugg.

**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 submitted. Commissioner Sugg seconded the motion. Motion carried unanimously.

**E. Consent Agenda**

Commissioner Sugg made a motion to approve the March 1, 2022 Regular Board Meeting Minutes as written. Motion was seconded by Commissioner Webb. Motion passed unanimously. Commissioner Sugg made a motion to approve the March 29, 2022 Budget Retreat Minutes as amended. Commissioner Webb seconded the motion. Motion passed unanimously.

**F. Guests**

**1. Patrick Sharpe – Tractor Pull**

Patrick Sharpe appeared before the Board to inform them that the Tractor Pull is scheduled to take place on May 20<sup>th</sup> & May 21<sup>st</sup> from 7:00 p.m. – 11:00 p.m. The event has taken place in Pinetops for 44 years and normally draws a crowd of around 3,000 nightly. He wanted to take

the opportunity to Thank the Town Board for all the support they provide to make the event possible and to ask for their support again this year. Commissioner Mabry inquired as to whether a Special Event Permit Application had been filed for the event to which he replied yes. Commissioner Mabry explained that this is the first time the Special Event Permit Application has been implemented since being adopted so he was interested in any feedback. One item that did come up was if alcohol consumption would be allowed at the event since the ordinance states that it is normally not allowed in public areas. The Police Chief stated that he thinks it reads as normally not allowed in public areas without approval. The Town Administrator will review the ordinance in question to make sure this is not a problem nor a violation of the town's ordinance.

2. Will Burge – Locality Network

Will Burge from Locality Network was not in attendance.

**G. Public Comments**

1. Carolyn Hopkins – 314 N 6<sup>th</sup> St.

Carolyn Hopkins wanted to know if the Board knew or knew how to find out who owns the property next to her at the corner of 6<sup>th</sup> Street and Pitt Street. She explained that there was a dead limb on a tree located on that lot and she wanted to see if the property owner would remove it before it fell on her residence. The Town Administrator told her that the Town Office could provide this information to her if she would stop by during normal business hours.

2. Bernice Anderson – 214 N. Martin Luther King St.

Bernice Anderson asked the Board if they had any idea when the Tarboro Hwy. would be finished. Commissioner Mabry replied that it would probably be closed at least 1 year due to the issues they've had with the previous contractor. The Board did however report that Hwy. 258 opened back up today.

3. Commissioner Webb reported that he had received a complaint about Select Sales parking on the side street which blocks Bone's Grill parking.

**H. Departmental Reports**

1. **Police Department:** Chief Harrell read over the police report for the month of March 2022.

The police department answered and/or initiated 821 official police actions. The department is currently in the process of hiring 1 full-time officer and 1 dispatcher. The 2 police vehicles are

ready to be purchased and equipped through the USDA grant/loan. A detail copy of the entire 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 2022. The total water produced for the month was 4.8 million and total wastewater treated was 5.06 million. There were 2 main water breaks this month with the biggest being on Cotton Farm Road which impacted all residents in the area for about 6 hours. A detail copy of the report is hereby attached to the minutes.
  
3. **Fire Department.** Chief Burress presented the Fire report for the month of March. The total calls for the month was 5. The Chief reported that he had 9 out of 12 of the Kennedy Fire Hydrants repaired which leaves 3 of them in need of replacement. A detail copy of the entire fire report is hereby attached to the minutes. Chief Burress presented the Cemetery report for the month of March. The total lots sold for the month of March was 7. A detail copy of the cemetery report is hereby attached to the minutes. Chief Burress asked at the last meeting to consider allowing 2 urns or memorial boxes to be placed in one plot and would like for a draft to be done pertaining to the updated cemetery regulations and policies for Board approval. The Town Administrator told the Board that he has forward the current policy to the Town Attorney for review and asked him to incorporate the above request pertaining to urns and memorial boxes. He stated that he hopes to have the revisions/updated cemetery policy for Board approval by the next Board Meeting. Commissioner Sugg suggested we also ask the attorney about mausoleum be allowed while he is reviewing the policy. 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 March. The general fund had a loss of \$38,614.38. The electric fund had a positive gain of \$99,549.85 for the month while the water/sewer fund also ended the month with a positive gain of \$21,749.89. Ms. Keesler presented the Board with a Paid Check Report for the month along with a Revenue and Expenditure Report. The adjusted ending balance for the month of March is \$2,594,058.27. A detail copy of the entire report is hereby attached to the minutes.  
Ms. Keesler did have a follow-up question from the March 29<sup>th</sup> Budget Retreat concerning the effective date that 3 maintenance workers would receive salary increases. The Board stated that the effective date of the 3 salary increases would be July 1, 2022.  
Commissioner Sugg asked the Finance Officer to inquire as to whether the town currently has a contract with MRL Networks.

## I. Items for Discussion

1. The Finance Officer included in the Agenda packet 8 Resolutions that she received from the Wooten Company expressing the towns interest in applying for State ARPA funds for distressed units. The total amount allotted per municipality is \$15 million. The Resolutions include developing a Water/Sewer Asset Management Plan, WWTP Rehabilitation & 2022 sewer replacement, wastewater construction project, and 2022 water line improvements. The funds can be used towards water/sewer infrastructure. Commissioner Webb made a motion to adopt each resolution as it pertains to applying for State ARPA funds and appointing the Mayor, Brenda Harrell as the designated signatory. Commissioner Mabry seconded the motion. Motion passed unanimously.

Commissioner Sugg also asked that the Board be informed by email once all the Water/Sewer State ARPA Resolutions have been signed and faxed to the engineer at the Wooten Company.

2. Commissioner Mabry made a motion to adopt the Pinetops Community Development Advisory Board Ordinance. Commissioner Sugg seconded the motion. Motion passed unanimously. Commissioner Mabry explained that these are all the same documents that were mentioned at the Budget Retreat and have been reviewed by the Town Administrator and Town Attorney prior to tonight's Board approval.
3. Commissioner Mabry made a motion to adopt the Pinetops Community Development Advisory Board By-Laws. Commissioner Sugg seconded the motion. Motion passed unanimously.
4. Commissioner Mabry made a motion to approve the Pinetops Community Development Advisory Board Application as written. Commissioner Webb seconded the motion. Motion passed unanimously. Commissioner Mabry presented the Board with a Pinetops Community Development Advisory Board projected implementation timeline as well as an information sheet for anyone interested in applying to become a member of the Town of Pinetops Community Development Advisory Board. He went on to say that he would like to form a committee to review the Advisory Board Applications. Members that will be part of the committee include Commissioner Taylor, Commissioner Mabry, and Administrator Ventresco.
5. The Board received three grass cutting contracts that were opened at the budget retreat on March 29<sup>th</sup>. The three bids received were from Carolina Gold \$42,273, Forehand Lawn \$38,430.

and Farmer's Lawn Service \$38,700. The Board didn't award the contract to anyone then because the Town Administrator wanted time to review each proposal. Commissioner Webb made a motion to award the grass contract to Forehand Lawn for an amount not to exceed \$38,430 without approval. Commissioner Sugg seconded the motion. Motion passed unanimously.

**J. New Business**

**1. Schedule Budget Work Session**

The second Budget Work Session has been scheduled for Tuesday, May 3<sup>rd</sup> at 5:00 p.m. before the Regular Board Meeting.

**2. Any Other Business**

Mayor Harrell told the Board she would like to schedule a Meet and Greet for the Town Administrator. The Board decided to hold the Meet and Greet with refreshments on Sunday, May 1, 2022 at 2:00 p.m.

**K. Adjournment**

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

Date, 5/3/2022

  
Mayor Brenda Harrell

ATTESTED:

  
Finance Officer/Town Clerk Tammy Keesler