

**Town of Pinetops
Board of Commissioners
Regular Monthly Meeting
August 5, 2025
Pinetops Town Hall**

A. Call Meeting to Order

Mayor Harrell called the meeting to Order.

Commissioner Sugg was on vacation, so he was not in attendance.

B. Invocation

Commissioner Taylor led the Invocation.

C. Pledge of Allegiance

Mayor Harrell led the Pledge of Allegiance.

D. Proposed Agenda

Mayor Harrell requested adding appointment to PCDAB under action items. Commissioner Webb made a motion to approve the proposed agenda as amended. Commissioner Bullock seconded the motion. Motion carried unanimously.

E. Consent Agenda

Commissioner Webb made a motion to approve June 26, 2025, regular minutes as written. Commissioner Taylor seconded the motion. Motion passed unanimously.

F. Public Comments

1. Angela Jenkins, Women of Standards – Back to School Bash August 23rd

She informed the Board that the Women of Standards were holding an Annual Back to School Giveaway on August 23rd from 12-4 where they will be giving away bookbags filled with school supplies. She requested a Pinetops police car be parked at the Dollar General for a "Pack the Car." She went on to explain that customers/residents would be allowed to pack the police car with school supplies. The Board had no problem with this request; they just told her to speak with Chief Harrell to iron out the details. The town will include their flyer advertising the giveaway on its website.

2. Carolyn Hopkins – 314 N 6th St.

She requested the town trim the end of Pitt Street towards Tarboro because you can't see that well do the overgrowth. The maintenance department will take care of this request.

G. Departmental Reports

- 1. Police Department:** Chief Harrell read over the police report for the months of June & July 2025. The police department answered and/or initiated 4364 official police actions during the month. A detailed copy of the report is hereby attached to the minutes.
- 2. Public Works Department:** Cody Lancaster, Public Works Supervisor presented the water and wastewater totals report for the month of July 2025. The total water produced was 5.94 million gallons and the total wastewater treated was 7.75 million gallons. A detailed copy of the report is hereby attached to the minutes.

There were 0 electric outages during the month.

There were 2 water leaks during the month. Both leaks occurred on ¾ service lines, only affected 1 customer and was without water approximately 2 hours.

The Knuckle Boom truck has been in operation since the beginning of July. Since the purchase of the new truck the town has been able to catch up on all bulk items as well as limbs and leaves pick up.

Cody mentioned the gentlemen from Southern Corrosion had sent a copy of the Tank Maintenance Agreement for execution by the mayor. This item was discussed during the budget work session and money for the annual maintenance was set aside in the budget.

A resident inquired as to whether the town had an ordinance pertaining to the removal of trash bins after they have been emptied on Mondays. She explained that it's hard for young drivers and those trying to teach them to drive when the bins are left all in the street and driveways. The mayor stated that we do encourage residents to retrieve their bins after they are emptied on Mondays, but she didn't think we had an ordinance to enforce that. She did say she would check into making this a part of our ordinance.

Cody informed the Board that the public works department had installed automatic flushers on some of the hydrants by Irwin Street to help with water quality. He explained that the flushers should run approximately 10 minutes then cut off.

- 3. Fire Department:** Chief Burress presented the fire report for the month of June & July. There were 8 service calls for the month of June and none in July. A detailed copy of the fire report is hereby attached to these minutes.

There were 0 cemetery lots sold for the month of June & July. A detailed copy of the cemetery report is hereby attached to the minutes.

Commissioner Webb made a motion to pay Chief Burress \$10 per hydrant for 102 hydrants tested for a total of \$1,020. The hydrants flow had to be tested as part of the ISO report that determines insurance rating. Commissioner Bullock seconded the motion. Motion carried. The payment will come from the water department.

He mentioned that he had received numerous complaints about the grass at the cemetery. After checking over the grass contract we realized that the cemetery is being cut on a bi-weekly basis where all the other grass is on a 10-day cycle. Forehand Lawn Maintenance told Cody they could try to cut it 4 extra times at a cost of \$1,140. Cody told the Board he had also spoken to someone that said they could spray an emergent (stunt the growth of the grass) at a cost of \$600 but it would take about 2 months before you notice anything which is close to the end of the grass mowing season.

Chief Burress mentioned that he thought Forehand should be cutting the grass lower, but Cody explained that due to the raised stones/markers at the cemetery it would be a liability to cut it any closer due to the possibility of causing damage.

After some discussion back and forth Commissioner Webb made a motion to pay the extra \$1,140 to have the cemetery cut an extra 4 times. Commissioner Bullock seconded the motion. Motion carried.

4. **Finance Department:** Ms. Keesler presented the financial report for the month of July 2025. The general fund had a loss of \$ 133,143.01. The electric fund had a total loss of \$ 11,715.95 for the month. The water/sewer fund ended the month with a total gain of \$ 23,592.44. The adjusted end balance for the month of July is \$ 2,151,350.59. A Paid Check Report and Budget to Actual Report were also provided for the month of July. A detailed copy of the reports is hereby attached to the minutes.
5. **SLT (Senior Leadership Team) Progress report:** Chief Harrell presented the SLT progress report for the month of July 2025. A detailed copy of the report is hereby attached to the minutes. Items on the report can be categorized as Economic Development, Advertisement/Transparency, Future purchases, Citizen Requests, and SLT requests.

H. Items for Discussion.

1. Any Other Business

Commissioner Taylor brought up a couple of items that had been presented to her by concerned citizens. The first item brought up pertained to the dilapidated houses on S.A. Gilliam that are causing the surrounding houses in that area to lose value. The second item had to do with the cars behind Webb's Automotive Garage. She stated that these items had been brought up numerous times while she has been on the Board and still nothing has been done.

I. Action Items/New Business

1. Adopt Audit Contract FYE 6/30/25

The contract is for Rebekah Barr to audit the fiscal year ending 6/30/2025 at a cost not to exceed \$17,500. The contract shows that the audit will be submitted to LGC by 12/31/2025.

Commissioner Webb made a motion to approve the contract for Rebekah Barr to audit the Town of Pinetops accounts for FYE 6/30/2025 at a fee not to exceed \$17,500. The motion was seconded by Commissioner Taylor. Motion carried.

2. Adopt Authorizing Resolution – NC Department of Commerce – Building Reuse Program

The Town of Pinetops is being asked to adopt an authorizing resolution for ABB to be able to submit a Building & Reuse grant application to be used towards their expansion plans. Part of the application process is a "letter of support" for the local match of at least 5% of the grant awarded. The partnership generally will pay this match for administrative costs of handling/overseeing the grant.

Commissioner Webb made a motion to adopt the authorizing resolution. The motion was seconded by Commissioner Bullock. Motion carried.

3. Adopt required policies for ARP Federal Funding

As part of the town being eligible to receive federal ARP funding, we must be in compliance with all documentation requirements pertaining to policies and procedures. The three policies needed adopting are as following (a) Conflict of Interest Policy (b) Federal Procurement Policy, and (c) Internal Control Policy & Procedures.

Commissioner Webb made a motion to adopt the three policies referenced above. Motion was seconded by Commissioner Bullock. Motion carried.

4. PCDAB Appointment

Mayor Harrell informed the Board that the Pinetops Community Development Advisory Board had received an application to fill an empty seat on that Board.

Commissioner Webb made a motion to appoint McKayla Robinette to the PCDAB. Motion was seconded by Commissioner Bullock. Motion carried.

5. Another Other Business

J. Adjournment

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

Date: 9/2/2025


Mayor Brenda Harrell

ATTESTED:


Finance Officer/Town Clerk Tammy Keesler