

Town of Pinetops
Board of Commissioners
Regular Monthly Meeting (Also available via Zoom)
Minutes
December 1, 2020
Pinetops Town Hall

Present. Present for the meeting were Mayor Brenda Harrell, Commissioners Donald Webb, Barbara Taylor, Dennis Sugg, and Oscar Mabry. Commissioner Florence Pender was out of town and not able to participate in this meeting.

Also in attendance. Finance Officer Tammy Keesler, Public Works Director Phil Webb, Fire Chief Steve Burress and Police Chief Stacy Harrell. Van Holland from the Tar River Times paper was also in attendance.

A. Call to Order

Mayor Harrell called the December 1st meeting to order at 6:00p.m. The Mayor took a moment to welcome everyone that was present via Zoom.

B. Invocation

Invocation was given by Commissioner Sugg.

C. Pledge of Allegiance

Mayor Harrell led the Pledge of Allegiance.

D. Proposed Agenda

Mayor Harrell asked that the following items be added under H. Items for Discussion. The items that will be added are Carlton Properties, Demolition of Property, and the Storm Water Run-Off Project. Commissioner Webb made a motion to approve the proposed agenda as amended. Commissioner Sugg seconded the motion. Motion carried unanimously.

E. Consent Agenda

Commissioner Mabry made a motion to approve the minutes from the Board Meeting held on November 3, 2020. Motion was seconded by Commissioner Sugg. Motion passed unanimously.

F. Public Comments

- 1) Commissioner Mabry speaking on behalf of the Tyrone Morris Trucking Company wanted to say "Thank You" to the Pinetops Police Department for providing traffic control for the Turkey Giveaway that was held at Pines Chapel Church. The event was a complete success and hopefully there will be another giveaway scheduled in the near future.

G. Departmental Reports

1. **Police Department:** Chief Harrell read over the police report for the month of November. The total calls answered or initiated during the month was 814. There were 34 traffic stops and 8 citations issued. The police department is down to 5 full-time officers making the department short 2 officers. The department is fully staffed with dispatchers at this time. Chief Harrell reported we still have a balance of \$10,029 remaining on the current grant. The department has received \$14,469 so far from this grant. The Chief informed the Town Board that a traffic display sign has been mounted on a pole on S. 3rd Street which has significantly slowed traffic down in the area.
2. **Public Works Department:** (a) Phil Webb read over the water and sewer report for the month of November. The report shows the total million gallons of sewer flow and water discharge for the month. The sewer flow totaled 7.79 million gallons for the month of November. The water discharge totaled 4.76 million gallons for the month of November. During the month there was a sewer back-up reported on 11/26 at 409 N. 4th Street. Only 1 customer was impacted and the cause was customer related. The town crew cleaned the ditch out on Ray Batts property by hand. Mr. Webb stated that the town would have to lease a small excavator in order to make the ditch wider as requested. Commissioner Sugg said he thought the work that was done was enough. The town experienced an electrical outage on 11/11 when Duke Power reported a problem with their transmission line which resulted in a 1 hour outage.
3. **Fire Department:** Chief Burress presented the Fire report for the month of November. The total calls for the month of November was 8. This number was made up of 6 Town Fire Calls, 1 Mutual Aid Call, and 1 Medical Responder Call. Hours in Training & Meetings = 148 and Volunteer Hours =

161. Chief Burress told the Board that he assisted Oak City in preparation of their ISO Inspection. He also assisted Heartsease in preparation for their DOI 9-S Inspection. The medical responders recently trained on "LIFEVAC" (device designed to save choking victims). The medical responders received 3 of the Lifevac devices as donations.

4. **Finance Officer.** Ms. Keesler gave the financial report for the month of November. The general fund had a positive balance of \$977.77. The electric fund had a positive balance of \$182,103.08 for the month of November while the water/sewer fund also ended the month with a positive balance of \$28,227.88. She presented the Board with a Paid Check Report for the month of November along with a Revenue and Expenditure Report. She told the Board that she did include an Adjusted Ending Balance which shows the payroll, payroll taxes, and State W-Holding that is being done by Paychex. This amount has not been posted to the books as of yet because she hasn't received the General Ledger from Paychex. The months of July, August, September, October, and November total approximately \$369,918.57. The adjusted ending balance for the month of November is \$1,461,137.63.

5. **Town Clerk/Finance Officer.**

1) COVID-19 Updates.

The Town Clerk informed the Board that No-Cost COVID-19 Testing is still taking place in the parking lot adjacent to the Town Hall. The new times are Monday, Friday and Saturday from 10.00a.m. - 2.00p.m. On Tuesday and Thursday testing will be available from 1.00p.m. - 5.00p.m. This schedule is in effect from December 1-19, 2020. The new COVID-19 testing schedule will be advertised on the town's website as well as through the All-Call System. The COVID-19 case update for Edgecombe County as of 12/01/2020 is 2,535 positives; 80 deaths; 2,264 recovered; 191 active cases.

2) Logics Utilities Training.

The week of December 7th-10th has been set aside for utilities training. The training will take place between the hours of 10am - 12pm

3) Auditor Update.

The Auditor had originally scheduled tonight to present her audit report findings for FYE 06/2020 to the Board but asked that it be rescheduled until January. The schedule change was due to COVID-19 concerns but will also provide more time for the Board to receive/review a hard copy of the Audit Report.

H. Items for Discussion

1. 2019-2020 Audit Report Presentation – Phyllis Pearson

As discussed earlier the auditor decided to reschedule her visit until the January meeting so the Board will have more time to review the Audit.

2. Ellis Cemetery Claim

The Town Clerk told the Board that she received an email from the Town Attorney, Brian Pridden asking that a check be made to Ellis Estate in the amount of \$2,000 as a total settlement payout. The payout was made to settle a cemetery claim pertaining to a loved one being buried in the wrong spot. Upon receipt of these funds the matter will be finalized.

3. Carlton & Associates Properties for Sale

Mayor Harrell suggested contacting Mr. Carlton to see if he might be willing to donate the Third Street Lot property to the town to be used as parking. Commissioner Sugg recommended that if we are going to approach him about a possible donation then let's go ahead and see if he would also be willing to donate the old hotel property located at 108 N. Third Street. The Town Board had no problem with Mayor Harrell contacting Carlton & Associates to inquire about these properties being donated to the town.

4. Demolition

Chief Harrell told the board that he had been in contact with the Town Attorney to check on the status of the demolition of some properties in town. At least 5 properties are awaiting demolition as adopted in a demolition ordinance passed by the Board. The Attorney requested an original copy of the adopted ordinance because he didn't see where it was ever recorded with the Edgecombe County Register of Deeds. If the original ordinances aren't available the Mayor will need to resign the document so it can be recorded. Once these are recorded, and if the asbestos inspection is complete then the town can proceed with demolition. The Chief told the Board that he would like to take a major role in this process, such as getting 2-3 bids because these properties are a safety concern and could become a crime magnet. A Findings of Fact and Orders was signed on May 29, 2019 as well as money set aside in the current budget to be used towards demolition. The Fire Chief offered the number of Eli O'Neal as someone who may be interested in providing a bid. The Attorney stated that he could draw up a blanket demolition order to cover the houses listed under item 2.

5. Storm water Runoff Project

Commissioner Sugg presented the Board with the project plan minutes from November 4, 2020. He explained that one of the items focused on was item No. 5 which pertained to developing a "Work Portfolio."

I. Items for Consideration

1. Public Hearing James F. Belcher

Mayor Harrell asked for a motion to enter into a public hearing to consider allowing James F. Belcher to store RV's, boats, and cars to be operated for lease of spaces during regular hours 8am to 7pm, 7 days a week in zoning district AR-20. Commissioner Sugg made a motion to go into a public hearing. Commissioner Taylor seconded the motion. Motion passed unanimously. The property in question is located on NC 122 South and is made up of 13.4 acres. A notice of the public hearing was advertised in the Tar River Times and adjoining property owners were sent letters advising them of the request. Commissioner Webb made a motion to approve his request. Commissioner Sugg seconded the motion. The motion passed unanimously. Commissioner Sugg made a motion to close the public hearing and go back into the regular meeting. Commissioner Webb seconded the motion. Motion passed.

2. Job Descriptions

Commissioner Sugg told the Board that he has been working with the department heads on developing job descriptions for the employees and hopefully he can report on this at the January meeting.

J. Adjournment

Commissioner Webb made a motion to adjourn at 7:30 p.m. Commissioner Sugg seconded the motion. Motion passed unanimously.

Date, 01/05/2021


Mayor Brenda Harrell

ATTESTED,


Finance Officer/Town Clerk Tammy Keesler