

**Town of Pinetops  
Board of Commissioners  
Regular Monthly Meeting  
December 2, 2025  
Pinetops Town Hall**

**A. Call Meeting to Order**

Mayor Harrell called the meeting to Order.

**B. Invocation**

Commissioner Sugg led the Invocation.

**C. Pledge of Allegiance**

Mayor Harrell led the Pledge of Allegiance.

**D. Proposed Agenda**

Commissioner Webb made a motion to approve the proposed agenda as written. Commissioner Sugg seconded the motion. Motion carried unanimously.

**E. Consent Agenda**

Commissioner Webb made a motion to approve November 4, 2025, regular minutes as written. Commissioner Bullock seconded the motion. Motion passed unanimously.

**F. Administer Oath of Office**

Mayor Harrell administered the Oath of Office to recently re-elected Commissioners Barbara Taylor and Donald Webb.

Commissioner Sugg nominated Commissioner Taylor for Mayor Pro-Tem. Commissioner Webb seconded that nomination. Commissioner Webb made a motion to name Barbara Taylor as Mayor Pro-Tem. Commissioner Sugg seconded the motion. Motion carried.

**Call Public Hearing to Order**

Mayor Harrell called the public hearing to order.

**G. Public Comments**

**1. Jim Abrams – 103 Van St.**

Jim Abrams appeared before the Board to voice a few concerns/issues he had:

- a) His leaves/limbs have not been picked up in the last 3 weeks while others around him have had theirs picked up. He mentioned there were only two homeowners on his street while all the others are rental properties.
- b) Suggested rental houses be inspected before they are rented to make sure, they are up to standard. He referenced the house on the corner of Van & Hill St.
- c) Drag racing is taking place in front of his house

- d) Inquired about constructing a building in his backyard, was denied due to zoning restrictions but others have been allowed too.
- e) His dog had to be on leash while others are allowed to roam freely.

He wanted to end on a good note, so he did mention that since they have been flushing the hydrant on Van Street the water quality has improved.

He ends by saying he just wants to be treated like everyone else and receive the services he is paying for.

Mayor Harrell thanked Mr. Abrams for attending and expressing his concerns.

## **2. Steve Gallihugh – 1948 Pinetops-Crisp Rd.**

Inquired as to who maintains the baseball fields at the park. He mentioned this because they have diminished and he wanted to know if it was okay for him to clean them up.

Chief Harrell replied that the town owns the property, but the ball programs are used to maintain them. The old ball program has diminished but a new ball program is starting so they will take over the maintenance of the ballfields.

Mr. Gallihugh requested the town's permission to install the refrigerated box to hold perishables for town residents on the property where the Appliance Repair Building is located. This property is located behind the Ole Moose General Store and adjacent to the police department.

Mayor Harrell replied that the location they want to use is private property so they would need to get permission from the property owner, Chester Lancaster. They would also need the tenant's permission to use their electricity to run the refrigerator box.

Mr. Gallihugh said he had already spoken to the tenant, and he was okay with the little bit of electricity that will be used. He will speak with the property owner to make sure he can place the box on his property.

## **H. Departmental Reports**

- 1. Police Department:** Chief Harrell read over the police report for the month of November 2025. The police department answered and/or initiated 3140 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 November 2025. The total water produced was 6.30 million gallons and the total wastewater treated was 2.62 million gallons. A detailed copy of the report is hereby attached to the minutes.

There was 1 electrical outage during the month. A tree fell on a line on 2<sup>nd</sup> Street. The Town of Tarboro was called, northeast quadrant of town without power for approximately 3 hours.

There was 1 water leak during the month. One resident was affected for about an hour.

Commissioner Sugg suggested looking into hiring a lawn contractor or seasonal worker to help with picking up leaves during fall and winter months. He stated that the extra help would cut down on debris getting into the storm drains.

Cody replied that currently it is a truck issue because you can go only as fast as the one truck used for debris removal. He stated that he would investigate other options to help speed up the process.

Commissioner Ransome remarked that the leaves/pine straw could be dropped off at his farm.

- 3. Fire Department:** Chief Burress was not present at the meeting but did provide a copy of the fire report for the month of November 2025. There were 11 service calls for the month. A detailed copy of the fire report is hereby attached to these minutes.

There was 1 cemetery lot sold for the month of November 2025. A detailed copy of the cemetery report is hereby attached to the minutes.

- 4. Finance Department:** Ms. Keesler presented the financial report for the month of November 2025. The general fund had a loss of \$ 11,457.57. The electric fund had a total gain of \$ 20,891.85 for the month. The water/sewer fund ended the month with a total gain of \$ 26,267.88. As of July 1<sup>st</sup> the town has earned \$41,526,80 in interest in its investments. The adjusted end balance for the month of November is \$2,424,015.70. A Paid Check Report and Budget to Actual Report were also provided for the month of November. A detailed copy of the reports is hereby attached to the minutes.

The audit for FYE 6/25 has been submitted to LGC for review. The auditor asked to be put on the January 6 meeting to present the audit report to the Board.

Commissioner Sugg suggested looking at different avenues for investment returns since the interest rate has dropped significantly.

- 5. SLT (Senior Leadership Team) Progress report:** Chief Harrell presented the SLT progress report for the month of November 2025. A detailed copy of the report is hereby attached to the minutes.

The following updates were provided:

- 1) Chester Lancaster has begun construction on 4<sup>th</sup> building.
- 2) The Town of Tarboro has half-way completed creating an accessible GIS base map for our utility poles.
- 3) Received two quotes for ramp at Pinetops Event Center. (1) Bridgers \$5,310 and (2) Ronnie Casper \$4,895. Both options have liability insurance and know the requirements for ADA compliance, which the ramp must be. Vote under action items.

- 4) 512 S Second St. property transferred to Bryan Conklin. Construct climate-controlled storage units.

## **I. Items for Discussion**

### **1. Any Other Business**

(a) Commissioner Sugg read over the 2025 Capital Improvement Plan that the Finance Officer had emailed the Board prior to it being voted on tonight. After his initial review of the plan, he had a couple of items that caught his attention. The first being the town's population. The population has been steadily declining while the budget has been steadily increasing. The takeaway from this is that the town needs to do everything it can to increase residential growth and business development. The town needs to take a close look at expenses each year because we are teetering on expenses vs revenue and customers can't absorb but so much.

The second item has to do with the realization that for every 1 gallon of water 3 gallons are unaccounted for which results in lost revenue. These numbers are based on the town's 4 wells and 987 connections.

(b) Commissioner Ransome inquired as to whether the Advisory Board has had any new updates since the last meeting. On behalf of the advisory board, Stacey stated that there was nothing new to report on.

Commissioner Ransome wanted to inform the Board that he attended Monday night's meeting in Edgecombe County concerning the data center proposed to come to the area. He remarked that he voiced his concerns by speaking during that meeting in a very passionate tone. He wanted to inform our Board in case they heard any comments pertaining to the comments that were made by him at that meeting.

Lastly, he mentioned that he would love to see the Town Board show appreciation for our citizens by providing them with the opportunity to pick up boxes of fresh produce and food. He remarked that he felt assured this could be implemented within our town budget.

Commissioner Taylor replied that she agreed with the fact that we had seniors that could benefit from such a program but there are already a couple of other similar programs in our community that they could pursue if they wanted to.

## **J. Action Items/New Business**

### **1. Adopt 2025 Water Capital Improvement Plan**

Commissioner Webb made a motion to adopt the 2025 Water Capital Improvement Plan as presented by the Wooten Company at the November 4, 2025, board meeting. Commissioner Bullock seconded the motion. Motion carried.

### **2. Pinetops Event Center Ramp Replacement**

The Board reviewed the quotes received for replacing the ramp at the event center.

Commissioner Sugg made a motion to hire Ronnie Casper at a cost of \$ 4,895 to replace the ramp at the event center while making sure that it's ADA compliant. The handrails and treads on

the ramp will be replaced with Trex decking to prevent rotting. Commissioner Webb seconded the motion. Motion carried.

**3. Any Other Business**

Mayor Harrell reminded the Board of the Christmas Parade. The parade is scheduled for Saturday, December 6 at 10:00 a.m.

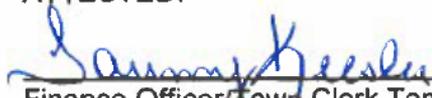
**K. Adjournment**

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

Date: 1/6/2026

  
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Mayor Brenda Harrell

ATTESTED:

  
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Finance Officer/Town Clerk Tammy Keesler