

Town of Pinetops
Board of Commissioners
Regular Monthly Meeting (Also available via Zoom)
Minutes
February 2, 2021
Pinetops Town Hall

A. Call Meeting to Order

Mayor Harrell called the Meeting to Order.

B. Invocation

Invocation was given by Public Works Director, Phil Webb.

C. Pledge of Allegiance

Mayor Harrell led the Pledge of Allegiance.

D. Oath of Office – Wanda Harrison

Mayor Harrell administered the Oath of Office to newly appointed Commissioner, Wanda Harrison. She is filling the vacant Commissioner seat that was left upon the resignation of former Commissioner, Florence Pender. All Board Members welcomed Commissioner Harrison to the Board and stated they are looking forward to working alongside her.

E. Call Public Hearing to Order – Pinetops Baptist Church Annexation Request

Commissioner Sugg made a motion to open the Public Hearing pertaining to the Pinetops Baptist Church Annexation Request. Commissioner Webb seconded the motion. Motion passed. Mayor Harrell called the Public Hearing to order and asked if there were any public comments pertaining to the annexation request. No public comments were made. Commissioner Sugg made a motion to close the public hearing. Commissioner Taylor seconded the motion. Motion passed.

F. Call Regular Meeting to Order.

Mayor Harrell called the Regular Meeting to order.

G. Proposed Agenda

Commissioner Sugg asked that we add the towns debt payment load under Items for Discussion. Commissioner Mabry also asked that we add the appointment of a Board Member to the Technical Coordinating Committee of the Upper Coastal Plain Rural Planning Organization as well as making a recommendation to the Zoning Board. Commissioner Sugg made a motion to approve the proposed agenda as amended. Commissioner Taylor seconded the motion. Motion carried unanimously.

H. Consent Agenda

Commissioner Webb made a motion to approve all the minutes as written and submitted. Motion was seconded by Commissioner Taylor. Motion passed.

I. Public Comments

1) Jerome Bell – Commissioner Wanda Harrison Brother

Mr. Bell just wanted the opportunity to officially welcome newly appointed Commissioner, Wanda Harrison to the Pinetops Town Board. He stated that he knew she would be a real asset to the Board, the Board agreed.

J. Welcome Guests

1. Phyllis Pearson – FYE 6/2020 Audit Report

Phyllis Pearson from the audit firm of Petway Mills & Pearson was present via ZOOM to present the audit report for fiscal year June 30, 2020. She took time to review the report page by page to the Board. She summarized by stating that it was a very good audit and was submitted on time. Her only comment was that she felt like the administrative office was currently under -staffed. She further stated that this year's site visits were very easy and everything they were checking seemed to be easily accessible.

2. Van Holland – Tar River Times

Van Holland had requested a little time to present an offer to create/design a 4-page Pinetops Newspaper once a month to keep the community informed. He explained that this could be another outlet since some individuals don't have access to computers. He presented the board with a cost sheet the public a monthly Town of Pinetops newspaper. Commissioner Mabry

made a motion to add this to next months meeting under Items for Discussion. Commissioner Taylor seconded the motion. Motion passed.

K. Departmental Reports

1. **Police Department.** Chief Harrell read over the police report for the month of January. The total call answered and/or initiated were 938. The police department is currently fully staffed. A detail copy of police report is hereby attached to the minutes. Chief Harrell informed the Board that the cost to remove asbestos at one of the houses scheduled for demolition is around \$3,000. He wanted to know if the Board wanted to proceed with this cost since it was not included in the original demolition quote. Commissioner Mabry made a motion to proceed with the scheduled demolitions buy paying the additional cost of a little under \$3,000 for asbestos abatement. Commissioner Webb seconded the motion. Motion passed.

2. **Public Works Department.** (a) Phil Webb read over the water and sewer report for the month of January. The total water flow was 4.61 while the sewer was 13.71. A detail copy of the water/sewer report is hereby attached to the minutes. The town should shortly receive word from the Wooten Company on whether we will get grant approval for doing an EIA Asset Study on the Wastewater Treatment Plant. Mr. Phil reported that there have been many water breaks this past month which is the reason they have scheduled to replace a drain pipe on Van Street.

3. **Fire Department.** Chief Burress presented the Fire report for the month of January. The total calls for the month was 1. The Chief informed the Board that they still have some smoke detectors left so please send folks to him if they need one. A detail copy of the Fire Report is hereby attached to the minutes. Chief Burress presented the Cemetery report for the month of January. The total plots sold this month was 0. A detail copy of the Cemetery report is hereby attached to the minutes.

4. **Finance Officer.** Ms. Keesler gave the financial report for the month of January. The adjusted ending balance for the month was \$1,581,090.31. 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 January along with a Revenue and Expenditure Report. Ms. Keesler told the board that she had spoken to LOGICS concerning the need to retrieve the payroll general ledgers

for the pay periods from mid-July through November since Paychex could not help with this. LOGICS will call next week to schedule a time to begin the process.

L. Items for Discussion

1. Commissioner Webb made a motion to adopt the annexation ordinance to extend the corporate limits of the Town of Pinetops as it pertains to the Pinetops Baptist Church. Commissioner Suggs seconded the motion. Motion passed.
2. Commissioner Sugg made a motion to adopt the Audit Report for FYE June 2020 as written and presented by the firm of Petway Mills & Pearson. Commissioner Webb seconded the motion. Motion passed.
3. Commissioner Mabry gave the Board a brief overview of the 1st meeting held by the Economic Development Assessment Advisory Committee. The meeting was held on February 2, 2021 and all members participated either in person or via ZOOM. Bruce Naegelen from the NC Dept. of Commerce conducted the meeting and seemed very impressed with what the town has already accomplished as it pertains to completed surveys. The next step will be to schedule a virtual drive thru with Bruce as part of an assessment for the town. Bruce will also interview the stakeholders. The next meeting has been scheduled for February 16th & February 23rd. Currently 20 online surveys have been completed. The Board members will receive an Agenda and be given an update at the regular board meetings.
4. Commissioner Sugg told the Board the public works department is still collecting an inventory needs list of the project areas. They will be working with the attorney on drafting up an agreement pertaining to private property as well as one focusing on easements.
5. Commissioner Sugg told the Board he just wanted to take a minute to go over the towns projected debt load for the upcoming budget year and emphasize that this will impact future wants and needs. This will be discussed further during the upcoming budget work sessions.
6. Commissioner Webb made a motion to appoint Wanda Harrison to serve on the Upper Coastal Plain Rural Planning Organization Technical Coordinating Committee. Previously, the Town Administrator, Natalic Bess served on the committee. Commissioner Taylor seconded the motion. Motion passed.

7. Commissioner Mabry made a motion to remove Commissioner Harrison from the Zoning Board since she is now appointed to the Town Board. Commissioner Taylor seconded the motion. Motion passed. Commissioner Mabry stated that we will need to find a replacement to serve on the Zoning Board and asked that this be added under Items for Discussion at the next meeting.

8. Mayor Harrell informed the Board that a contractor came out to look at the town roof to see what can be done to fix the major leak issue. They will be providing the town with a quote.

M. Adjournment

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

Date: 3-2-2021



Mayor Brenda Harrell

ATTESTED:



Finance Officer/Town Clerk Tammy Keesler