

**Town of Pinetops  
Board of Commissioners  
Regular Monthly Meeting  
January 6, 2026  
Pinetops Town Hall**

**A. Call Meeting to Order**

Mayor Harrell called the meeting to Order. Commissioner Taylor was absent due to sickness.

**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 December 2, 2025, regular minutes as written. Commissioner Sugg seconded the motion. Motion passed unanimously.

**F. Guests**

**Rebekah Barr – FYE 2025 Audit Presentation**

The auditor presented the Board with copies of the Audit Report for Fiscal Year 6/2025. During her presentation she pointed out key points such as the following: (1) Audit was submitted on time & the Audit has been approved by the LGC, (2) Unmodified Audit meaning there were no internal control issues such as material weakness or deficiency (3) Yellow-Book Audit with no findings reported.

There were three items noted by the Local Government Commission as Financial Performance Indicators that will require the town to respond to their findings. The three items are as follows: (1) Water & Sewer Capital Assets Condition Ratio, (2) Electric Transfers-Out Violation, (3) Finance Officer Fidelity Bond Violation.

**G. Public Comments**

**1. Zane Roland – Longwood**

He is a new resident in town and just wanted to introduce himself. He is the new football coach at Northeast Preparatory School.

**2. Jennifer Brown – Pinetops Community Development Advisory Board**

She informed the Board of some tentative dates in 2026 that the PCDAB would like to schedule for some community events. The main ones mentioned were an Uptown Get Down Block Party

and Business Expo scheduled for March 21<sup>st</sup>. The next event was Springtime Under the Pines Pinetops Festival scheduled for May 16<sup>th</sup>, No Junk in the Trunck Halloween Event scheduled for October 31<sup>st</sup>, and a Christmas Drive-In Movie planned by Kirby Fuller with date to be determined. She also stated they were looking into holding a couple of Movie Nights at Carver School.

### **3. Stacy Staton – Pinetops Community Development Advisory Board**

She followed up on what Jennifer Brown had just mentioned by asking the Board to approve the Pinetops Uptown Get Down Block Party & Business Expo event scheduled for March 21<sup>st</sup>. She also requested \$3,500 from the town to host the event. She presented the Board with a tentative budget for the event in which the expenses totaled \$3,485. The PCDAB is suggesting holding the event in the town lot located adjacent to the Post Office and in the area between Southern Bank and the gazebo.

Commissioner Sugg made a motion to approve the March 21<sup>st</sup> event Uptown Get Down Block Party & Business Expo as presented by the PCDAB with \$1,000 maximum limit from the town. The motion was seconded by Commissioner Bullock. Motion carried.

The current budget for PCDAB is only \$1,200. Commissioner Ransome suggested the budget be increased to \$10,000-\$15,000.

Mayor Harrell suggested their budget be discussed in greater detail during the budget work session.

### **4. Suzanne Coker-Craig – Pinetops Community Development Advisory Board**

She mentioned that the PCDAB is looking at establishing a partnership with ECU to explore possible grant opportunities for the town lot between the ABC store and the adjacent building. The first official meeting with ECU will take place on January 26<sup>th</sup>. The PCDAB is wanting to secure grants to help with landscaping, purchase picnic tables & benches and erect a pavilion that could host different types of community events.

### **5. Eric Johnson – Ol' Moose General Store**

Mr. Johnson informed the Board that he is currently in talks to take over the old auction building and turn it into a Hot Dog/Sandwich type of business. He still must meet with the Health Department to see what must be done to bring the property into compliance for this type of business. If things go well, he hopes to have the business up and running in the next couple of months.

## **H. Departmental Reports**

- 1. Police Department:** Chief Harrell read over the police report for the month of December 2025. The police department answered and/or initiated 2952 official police actions during the month. A detailed copy of the report is hereby attached to the minutes.

The police department is allocated for 7 full-time officers, but it is currently down to 6. They are using part-time & reserve officers to fill in until this position is filled.

- 2. Public Works Department:** Cody Lancaster, Public Works Supervisor presented the water and wastewater totals report for the month of December 2025. The total water produced was 6.5 million gallons and the total wastewater treated was 3.15 million gallons. A detailed copy of the report is hereby attached to the minutes.

There were 0 electrical outages during the month.

There were 3 water leaks during the month.

Town of Tarboro has completed all the field work for the GIS pole inventory. Tarboro's GIS tech is entering data into the software, and we should have access to digital maps of our system within the next couple of weeks.

Evaluate upgrading the town's street lighting to LED fixtures. The project would be completed in several phases to distribute both the workload and financial impact. Phase 1 would focus on the main roadways, followed by the secondary residential streets.

The LED fixtures would use 25% less energy, last longer, provide increased brightness, and enhance the overall appearance of the town.

- 3. Fire Department:** Chief Burress presented the fire report for the month of December 2025. There were 6 service calls for the month. A detailed copy of the fire report is hereby attached to these minutes.

There was 5 cemetery lot sold for the month of December 2025. A detailed copy of the cemetery report is hereby attached to the minutes.

Chief Burress requested the Board consider providing the opening & closing of grave sites. He explained that it would be easier if only one contractor performed this service. The Board asks him to get quotes for this type of service and report back to them with his findings.

- 4. Finance Department:** Ms. Keesler presented the financial report for the month of December 2025. The general fund had a gain of \$ 38,872.88. The electric fund had a total loss of \$ 8,182.78 for the month. The water/sewer fund ended the month with a total gain of \$ 36,210.79. As of July 1<sup>st</sup> the town has earned \$49,111.33 in interest in its investments. The adjusted end balance for the month of December is \$2,513,635.38. 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.

- 5. SLT (Senior Leadership Team) Progress report:** Chief Harrell presented the SLT progress report for the month of December 2025. The report is comprised of 4 key items. (1) Economic Development- Business Attraction, Infrastructure, (2) Housing-removal of dilapidated houses and businesses, (3) Population-Business & Residential Growth, and SLT request-Thank Board & community for their support of the SLT. A detailed copy of the report is hereby attached to the minutes.

## **I. Items for Discussion**

### **1. UCPCOG-Local Government Representation**

As of December 1, 2025, the official Board member on record for the Town of Pinetops is Ms. Barbara Taylor and his/her alternate is vacant. If this information is not correct or if the Board wishes to name an alternate the town would need to state this on official town letterhead.

Commissioner Sugg made a motion to appoint Zach Bullock as her alternate. Commissioner Webb seconded the motion. Motion carried.

### **2. Community Benefit Program**

Commissioner Ransome presented the Board with a quick summary of a Community Benefit Program. He asks that the town consider creating and adopting a new ordinance. He suggests the town review models of Community Benefit Agreements and programs that have been incorporated in other rural towns.

Commissioner Sugg remarked that he was torn about the town trying to implement such a program. Asking a business to sign such a policy or agreement might deter their interest in moving to our town.

Commissioner Webb stated that as a business owner in town such a policy or agreement would make it hard for smaller businesses to thrive.

Commissioner Ransome replied that the policy or agreement would not have to be adopted exactly as the example he presented is written but could be modified to benefit both the business owner and town.

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

### **1. Adopt FYE 6/2025 Audit Report**

Commissioner Webb made a motion to adopt the fiscal year ending 6/2025 audit report as written and presented by the auditor earlier in the meeting. Commissioner Sugg seconded the motion. Motion carried.

### **2. Adopt amended, revised code of ordinances**

An ordinance enacting a code of ordinances for the Town of Pinetops, revising, amending, restating, codifying and compiling certain existing general ordinances of the political subdivision dealing with subjects embraced in such code of ordinances. A copy of the amended, revised code of ordinances is hereby attached to the minutes. Commissioner Sugg made a motion to adopt the amended, revised code of ordinances. Motion seconded by Commissioner Bullock. Motion carried.

### **3. Any Other Business**

Nothing to report at this time.

**K. Adjournment**

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

Date: 1-3-26

  
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Mayor Brenda Harrell

ATTESTED:

  
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Finance Officer/Town Clerk Tammy Keesler